

**MEMORANDUM**

To: **MAT 8 and MAT 51 Faculty**  
From: Ellen Inkelis and Jenna Hirsch, Remediation Coordinators  
Date: 10/7/15  
Re: **Departmental Midterm Exam Procedures Fall 2015**

**Updated Information**

- 1) **\*\* NEW\*\* It is strongly suggested that instructors post Midterm, Final, and CUNY Exam scores on the WebAssign grade book. The gradebook for each section has been set up to enter exam scores. Easy-to-follow Instructions will be distributed.**
- 2) **\*\*NEW\*\* Remediation Website for Instructors: [bmccremmath.commonscuny.edu](http://bmccremmath.commonscuny.edu)**

**7th Week MAT 8/51 MIDTERM EXAM**

**Pick-up dates: available starting on **Wed 10/14** in Math Lab rm S535.\***

**Administer: during the "7th week" of classes - **7th Thur 10/15 - 7th Wed 10/21.****

\*Faculty who teach after 4pm on Fridays, Saturdays or Sundays, will pick up exams from Sandra Rumayor in S715J ([srumayor@bmcc.cuny.edu](mailto:srumayor@bmcc.cuny.edu), x8325).

**Midterm Exam Packet** The packet will include:

1. Midterm Exams
2. Class roster
3. Intervention Referral Form

**Note:**

- Midterms should be picked up the same day as the exam whenever possible-otherwise they should be picked up after any class meeting that precedes the midterm. (For example, a Tues/Thurs section may pick up the midterm after class on Tues for a Thurs test, or after class on Thurs for a Tues test.) Only in extreme cases can an early pickup be granted, such as for faculty teaching off-campus or teaching on weekends. After picking up midterm exams, keep them with you, or securely locked in a cabinet or desk at all times.
- Instructors may review the Midterm in class or in their offices.
- Students may not keep Midterm Exams or any scratch paper.
- MAT 8 Midterm Exam contains 20 multiple-choice questions.
- MAT51 Midterm Exam contains 20 fill-in questions.
- Calculators are not permitted.

**Grading and Submitting PAAE/Midterm Scores:**

- **Please grade the Midterm as soon as possible. This will allow students with low scores more time to complete the intervention assignments!**
- **A class roster will be placed in the Midterm exam packet. After grading, enter Midterm scores on roster provided. Please submit the completed roster to the Math Lab (S535) or to Sandra Rumayor in S715J (depending upon where you picked up the exams).**
- **Submit Midterm Exam roster by **Wed October 28****
- **\*\* NEW\*\* Instructors can now post Midterm, Final, and CUNY Exam scores on the Webassign grade book. The gradebook for each section has been set up to enter scores. Easy-to-follow instructions will be distributed.**
- **Post Midterm Exam scores on WebAssign by **Wed October 28****  
Find instructions on: [bmccremmath.commonscuny.edu](http://bmccremmath.commonscuny.edu)

## **Intervention Assignment Policies**

### **Purpose:**

- Online Intervention Assignments were created to provide extra needed practice.

### **Requirements:**

- All students with a Midterm Exam score lower than 70% must complete all of the online Intervention Assignments.
- Students should obtain a score of at least 70% per each intervention assignment.

**Exempt:** Students who pass the Midterm with a score of 70% or higher are exempt. Students who are exempt should still be encouraged to use the Intervention Assignments as extra practice.

### **Note:**

- All students can redo each intervention assignment until a score of 70% or higher is achieved on each assignment.
- All of the online Intervention assignments are titled "**Intervention**".
- As an incentive for all students, an instructor may replace the lower midterm score with the higher average of intervention scores. Remind the student that the higher intervention score will boost his or her overall course average.
- At the discretion of the instructor, it is possible that students could receive an R grade if their intervention scores are below 70%.
- **All** students will be allowed to take the in-class Final Exam and the CUNY Exam regardless of the intervention scores.

**A copy of the Intervention Referral Forms will be placed in instructors Midterm Exam packet. Instructors should give each student (except those that pass the Midterm) a copy of the *Intervention Referral Form*.** You may also pick up a copy in the Math Lab, the Math Department, and online on: [bmccremmath.commonscuny.edu](http://bmccremmath.commonscuny.edu)

Thank you in advance for all your efforts here at BMCC. We welcome your comments or suggestions that will make a more productive and successful semester. Looking forward to hearing from you.

If you have any questions regarding this memo, contact:

**Jenna Hirsch** [jhirsch@bmcc.cuny.edu](mailto:jhirsch@bmcc.cuny.edu) or **Ellen Inkelis** [einkelis@bmcc.cuny.edu](mailto:einkelis@bmcc.cuny.edu)

Kindest Regards,  
Ellen and Jenna