

MEMORANDUM

To: **MAT 12 Faculty**
From: Ellen Inkelis and Jenna Hirsch, Remediation Coordinators
Date: 9/28/16
Re: **6th Week Departmental PAAE (Pre-Algebra Assessment Exam) Procedures**

UPDATES SPRING 2016

**** NEW**** Instructors **MUST** post PAAE, Final, and CUNY Exam scores on the MyMathLab grade book. The grade book for each section has been set up to enter exam scores.

****NEW**** Intervention assignments, because they are not supervised, cannot be used as a substitute for the standardized PAAE Exam. Students who fail the PAAE on first try must retake the exam.

****NEW**** A student who obtains a passing score of 70% or higher on the PAAE is eligible for an upgrade to MAT 51 regardless of course performance and/or attendance history.

Remediation Website for Instructors: bmccremmath.commons.gc.cuny.edu

6th Week MAT 12 PAAE EXAM (Pre-Algebra Assessment Exam)

Pick up dates: available starting on Wed 9/28 in Math Lab RM S535. *

First try: Administer during the "6th week" of classes. The 6th Thur 9/29 - the 6th Sun 10/16

Second Try: Administer, by appointment, during Finals Week- Wed 12/14-Tue 12/20.

*Faculty who teach after 4pm on Friday, Saturday or on Sunday, will pick up the PAAE from Sandra Rumayor in S715J (srumayor@bmcc.cuny.edu, x8325).

Note:

- PAAE 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 PAAE. (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 exams, keep them with you, or securely locked in a cabinet or desk at all times.
- Instructors may review the PAAE in class or in their offices.
- Students may not keep PAAE Exams or any scratch paper.
- PAAE Exam contains twenty multiple-choice and four fill-in questions.
- The use of calculators is not permitted.

Grading and Submitting PAAE Scores:

- Please grade the PAAE as soon as possible. This will allow students with low scores more time to complete the intervention assignments!
- **** NEW**** Instructors must now post PAAE, Final, and CUNY Exam scores on MyMathLab. The grade book for each section has been set up to enter scores. Easy-to-follow instructions will be distributed.

- **Post scores on the MyMathLab grade book by Wed 10/26.**
- **Enter PAAE scores on roster provided in exam packet, and submit the completed roster by Wed 10/26 to the Math Lab (S535) or to Sandra Rumayor in S715J (depending upon where you picked up the exams).**

Intervention Assignment Policies

Purpose:

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

Requirements:

- All students with a PAAE 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 PAAE 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.
- All of the online Intervention assignments are titled "Intervention".
- As an incentive, remind students that the higher intervention score will boost his or her overall course average.
- **All** students will be allowed to take the in-class Final Exam regardless of the intervention scores.

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

PAAE Exam Packet

The packet will include:

1. PAAE Exams-two versions
2. Class roster

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 or Ellen Inkelis einkelis@bmcc.cuny.edu

Kindest Regards,

Ellen and Jenna