

MEMORANDUM

To: MAT 8/12/51/56/56.5 Faculty
From: Ellen Inkelis and Jenna Hirsch, Remediation Coordinators
Date: 11/26/18
Re: End of Term Exam Procedures for MAT 8/12/51/56/56.5

Important Reminders This Semester:

End-of-term Exam Schedule and Pick-up Dates on Calendar

- Departmental Exam packets will be available for pickup in the Math Lab Rm S535.
- Instructors teaching weekend sections who are unable to pick up exams during math lab hours, can pick up their exams from Antonette McKain in rm S 715A (212-220-8325). (For example, if your class meets on Saturday before 10AM.) Pick up times with Antonette McKain are: Friday from 5:30PM -6 PM , Saturday from 8AM-6PM , Sunday 8AM -6PM
- **ONLY MAT 12 / 51:** Scientific calculators can be used on Final Exam and CEAFE (no graphing calculators nor phones)
- **ONLY MAT 56/56.5:** Final Exam consists of two parts. Scientific calculators can be used only on part II. (no graphing calculators nor phones)
- Scientific calculators can be borrowed from the Library – seven day loan
- The CUNY Elementary Algebra Final Examination (CEAFE) Exam will be given to students on the day and time that their class is tested. Under no circumstances will a student be permitted to take the CEAFE before the class is tested during final exam week. **See memo for details.**
- Updated CEAFE sample exams(form C,D, & E) available in the Math Lab rm S535 and on CUNY website: www.cuny.edu/testing
- Intervention Assignment score average should not replace the midterm score. Students are required to complete Interventions if midterm score is below70%. Higher intervention scores can help improve a student’s overall course average.
- **Post** Departmental MAT 8/12/51 Final and/or CEAFE scores on the online MYMathLab or WebAssign grade book.
- **Submit** roster for MAT 8/12/51/56/56.5 Final and/or CEAFE scores to the Math Lab room S535.
- **Inform** student of the CEAFE schedule. Emphasize that students must take the CEAFE with class as scheduled.
- MAT12/51 Instructors will have the option to give Final Exam on the 13th or 14th week of classes.
- All Exam packets will include 2 versions of exams.
- **Upgrade eligible MAT 12 students to MAT 51 who pass PAAE but receive R or WU grade**

Email list of eligible MAT 12 students to jhirsch@bmcc.cuny.edu

Include “change of placement” as a subject of the email, student’s full name, CUNY First ID (ID located on class roster), course, and section number

*Note: Check that all MAT12/51 registered students' names appear on official roster. If not, contact the Registrar's office immediately. A student will **not** be permitted to take the CUNY Exam if name is not listed on the class roster.*

• **Grade Distribution Policies***

<p>MAT 8 Suggested</p> <ul style="list-style-type: none"> a. Homework: 30 % b. Tests/Quizzes: 50 % c. Midterm: 20 % <p>Note: A minimum of a 70% score on MAT 8 Departmental Final Exam must be achieved in order to pass the course.</p> <p>MAT 56 Suggested</p> <ul style="list-style-type: none"> a. Homework: 15 % b. Exams and quizzes: 55 % <p>Required</p> <ul style="list-style-type: none"> c. Departmental Final: 30 % (minimum) <p>Note: To receive a passing grade of S in MAT 56, it is required that students achieve an overall minimum course average of 70%.</p>	<p>MAT 12/51 Suggested</p> <ul style="list-style-type: none"> a. Homework/Tests/Quizzes: 25% <p>Required</p> <ul style="list-style-type: none"> b. PA AE/Midterm 20 % (fixed) c. Departmental Final: 20 % (fixed) d. CUNY EXAM 35 % (fixed) <p>Note: CUNY Exam score of 60% or higher is <u>not</u> required to pass the course.</p> <p>An overall MAT 12/51 course average of 70% or higher is required to pass the course.</p> <p>*Note: The <u>suggested</u> course grade distributions can be adjusted and left up to the discretion of the instructor. The <u>required</u> distributions are fixed.</p>
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Continue reading for further details.

I. MAT 8

MAT 8 In-Class Departmental Final Exam All MAT 8 students must take the in-class Final Exam- two tries

First try: During 14th week

Second try: During Finals Week for students that failed or absent for the first try
(It will be necessary to schedule an appointment with eligible student.)

II. MAT12

1. MAT12 In-Class Departmental Final All MAT12 students must take the in-class Departmental Final Exam. - only one try during the 13th wk or 14th wk

2. CEAFE (CUNY Elementary Algebra Final Exam) All MAT12 students must take the CUNY Wide Math Exam during Finals Week

3. Retake of the PA AE during Finals Week

MAT12 students who failed the Pre-Algebra Assessment Exam (PA AE) during the 6th week- It is strongly recommended that students complete the Intervention assignments before retaking the PA AE. Schedule an appointment with each student to retake the PA AE during Finals Week.

4. Upgrade to MAT 51 for MAT 12 Students who Pass PAAE and Receive R or WU

Eligibility: All MAT12 students who passed the Pre-Algebra Assessment Exam (PAAE) but received an R or WU grade, are qualified to have their placement changed from MAT12 to MAT 51.

Procedure: Email a list of those eligible students to jhirsch@bmcc.cuny

Include "change of placement" as a subject of the email, student's full name, CUNY First ID (ID located on class roster), course, and section number

III. MAT51

- 1. MAT51 In-Class Departmental Final** All MAT51 students must take the in-class Departmental Final Exam. **Only one try** during the 13th wk or 14th wk
- 2. CEAFE (CUNY Elementary Algebra Final Exam)** All MAT51 students must take the CUNY Wide Math Exam during Finals Week. Schedule posted in Math Dept. and sent to Yahoo groups

IV. MAT56/56.5

- 1. MAT56 In-Class Departmental Final**
All MAT56 students must take the in-class Departmental Final Exam. **Only one try** during Finals Week.

On the Day of the CEAFE

- The Professor **must** meet students at the designated testing room. Alternatively, the Professor may want to meet the class in the regular classroom and escort the students promptly to the computerized testing room. **DO NOT BE LATE for the Exam.**
- If a Professor is late or not present, the entire class will **not** be admitted to testing room at that scheduled time.
- The Professor **must** remain near testing room for 30 minutes to identify latecomers and help with other situations that may arise.
- The test will be proctored by testing staff.
- Students must have a BMCC ID (or a photo ID). Without a photo ID, students will **not** be permitted to take the exam.
- Students must have their CUNY First ID. (ID # found on class roster)

Note: A student will **not** be permitted to take the CUNY Exam if name is not listed on the class roster. Check that all of your registered students' names appear on the roster. If not, contact the Registrar's office immediately before exam.

The In-Class Final Exam Packet will include 2 versions of the Final Exams and class roster.

Grading of Final Exams

- Instructors must post Departmental Final and CUNY Exam scores on the Webassign or MyMathLab online gradebook.
- Instructors must submit the Final Exam scores to the Math Lab (S535) on the class roster that was included in the exam packet.

Note: The original Departmental copies, with all scratch paper must be collected and kept for Two Years in your office or at home. (DO NOT return Final Exams to the Math Lab.)

Students MUST take CEAFE with Class as Scheduled

- Under no circumstances may a student take the CEAFE earlier than the assigned test date.
- The Testing Office will only allow make-ups for the CEAFE in EXTREME circumstances.
- For extreme cases, the math department may require documentation as evidence of a medical or personal emergency. Students must obtain a permission form from the Mathematics Department to schedule a testing date with the Testing Office.

All information on Instructors website: bmccremmath.commonscuny.edu

CEAFE Score Availability

Scores will be emailed as soon as the CEAFE scores are received from CUNY(48 -72hrs)

In order to receive the CEAFE scores by email, **YOU MUST SEND YOUR CORRECT WORKING EMAIL ADDRESS** to mjagai@bmcc.cuny.edu **Do not contact the Testing Office for scores.**

Evaluation and Student Requirements

The final grade in MAT 8/12/51/56 will be a passing grade of S, or a failing grade of R or WU. **Please follow the Evaluation Requirements found in your course syllabus.**

IMMERSION

Select students that have failed a course and meet the Immersion Program requirements will be permitted to register for Immersion. The form and Immersion requirements will be distributed.

If you have any questions regarding this memo, please contact: Jenna Hirsch jhirsch@bmcc.cuny.edu

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