

Do an Exam As Though You Were Taking a Test (Because You Are) and Because of the Penalties (0 or 30% OFF) If You Don't

This was in the syllabus but I have added tips.

Caution: Examples of How Penalties (30% OFF or a 0) Can Lower Your Exam Grade and Therefore Your Letter Grade

What happens when you take the Exam depends on which *if* statement applies to how you did the exam and its video:

1. If you did not do anything that results in those Penalties, you keep the points you made on the Exam.

Example: If your score on the Exam was 60, you keep **all** of those 60 points.

2. If you did one of the things below, I will change the grade according to the **Penalty** (or **Penalties**)

Examples: If your score on the Exam was 60:

- a. But you did something that results in a 30% Penalty (such as you did not have enough lighting in the room so that a prof could tell if you were cheating), then the **Exam score becomes 30** (30% of 100 = 30 and $60-30=30$)
- b. But you did something that results in a 0 for an Exam (such as having anything near where you take the exam), then the **Exam score becomes 0**.

Tip: If you are in a situation where you feel you have no control over actions that could result in 30% off or a 0, find out about WCJC's computer room near you. (It's covered in Distance Education's materials.) Make sure you check:

- The date/hours of the exam in our class
- Their schedule. Be there early so you can get one of the computers with a webcam and be finished before they close.

Example: If you have younger family members who have said they will interrupt your test, then go to WCJC for the test.

Where the Penalties List in the Syllabus Came From

Where did the penalties come from:

- From **Distance Education's Training materials for Instructors**. I also copied **the value of either 0 or 30% off**.
- From my getting permission from my Department Chair to add the one about the Photo ID. Why? A prof is expected to confirm that the person taking the test is the person enrolled. If I cannot read the printed name on the ID, I cannot confirm who is taking the test. Make sense? If you take the test and I cannot read your name on the ID, I will use the penalty below.

The Penalties List from the Syllabus Plus 3 Additional Tips

Think about this: you have the same **practical** reality in a distance learning class that you have in on-campus class—you need not only to **be** honest, but also **look like** you are being honest. Look at the penalties—they are all things that experienced professors identified as ways students tried to cheat. Do not do them and you will be absolutely fine.

Caution: I will apply these **Penalties** if you do these things:

If You Do One of These Things	The Penalty Is	
	0 for the Exam	Minus 30 percentage Points
<p>Do an incomplete video for what Respondus calls the Environmental Check.</p> <p>Additional Tip: The prof's checklist below the Sample Respondus Exam tries to cover in 1 page Distance Education's instructions and their tips provided to faculty, including on this Environmental Check.</p> <p>Think about it: If you were taking a test in a classroom with a prof, the prof would expect to be able to see:</p> <ul style="list-style-type: none"> • Where you had the test (or computer with a Distance Education test) • What was to the left of the test • What was to the right of the test • What was on the floor next to you • What your friend sitting in front of you had attached to his jacket so you could copy (or on your wall with a Distance Education test) 		X
Do not have enough lighting for the instructor to tell if you are cheating		X
<p>Do not position your Photo ID carefully. Your name must be readable and your photo must be clear. Tip: practice with your webcam so you can do this</p> <p>Additional Tip: Respondus shows you what your photo and Photo ID look like in the webcam in those first steps. Look at it and make sure it useable</p> <p>See the example below for how to hold the card with your fingertips so you can place it close to the webcam. With the Photo ID, all of you that the prof should see of you are your fingertips holding the edges of the ID so it is close to the webcam. Practice with the webcam so you hold your Photo ID so:</p> <ul style="list-style-type: none"> • Your name is readable • Your photo is clear 		X
<p>Have anything near where you take the exam unless your instructor has told you to use specific resources during the exam.</p> <p>Additional Tip: Just like an on-campus class, unless your instructor told you that exams were open book, you should not expect to use any resources in a Distance Education exam.</p>	0	
Move so you are not recorded at all by the webcam.	0	
Move the webcam from where it was during what Respondus calls the Webcam Check so it no longer shows your face and upper body.		X
Play music or other audio recordings during exams.	0	
Talk with anyone for any reason at any time during the exam.	0	
Turn off the microphone although it worked during what Respondus calls the Webcam Check.		X

I reserve the right to modify the syllabus during the semester.