

CityTech Math Department  
MAT 1275/1275CO, MAT 1375, MAT 1475, MAT 1575  
Fall 2021

## Final Exams - Frequently Asked Questions for Students

### **Q: How will I take my final exam?**

A: You will access your final exam questions in WeBWork (the same place that you complete WeBWork homework assignments - the final exam will appear in the list of assignments at the appropriate time). You will submit your complete written solutions to your instructor as a PDF. Your instructor will tell you where to submit your work.

### **Q: How do I log into WeBWork?**

A: The final exam will appear in your existing WeBWork section as a new assignment. You will log in to WeBWork the same way that you have throughout the semester. If you have any questions about this, please contact your instructor.

### **Q: How much time will I get?**

A: Once you start your exam in WeBWork, a 2-hour timer will start. The timer will continue counting down even if you log out of WeBWork. After your timer ends, you will have another 30 minutes to prepare the PDF of your written work. This means you will have a total of 2 hours and 30 minutes to take and submit your exam.

### **Q: When will I take my final exam?**

A: Each exam is open during a 2-day window. Your instructor will tell you what those 2 days are. You may choose any 2-hour interval during the 2-day exam window during which to take your exam.

### **Q: What if I have never taken a WeBWork test before?**

A: Don't worry! Taking a test in WeBWork is very similar to completing homework assignments. Your instructor has made a practice exam available which is the same format (though possibly different questions) as your final exam. Log into your WeBWork account now so you can start taking practice exams to see what the format of the final exam will look like.

### **Q: How do I take a test and submit my answers in WeBWork?**

A: Here is a basic outline - if you get stuck, please talk to your instructor.

1. Find the Exam - it will be listed along with your homework assignments in WeBWork
2. Click the Exam and a new window will pop up asking if you wish to begin. Click "Begin".
3. All the exam problems will appear on a single screen. Complete each problem on separate paper and enter each answer in the answer box.

4. When you are finished, click the “Grade Test” button at the bottom of the screen to submit your answers.
5. After clicking “Grade Test” the first time, you will have the opportunity to make corrections. You may make any changes and click “Grade Test” one more time. (This means that you can click “Grade Test” a maximum of 2 times.)

**Q: What if my answer has a typo?**

A: If you catch an error after you submit your answers once, you will have one more chance to correct the error. (This means that you can click “Grade Test” a maximum of 2 times.)

**Q: Do I have to enter my answers in WeBWork?**

A: Ask your instructor whether your WeBWork score will contribute to your exam score or not.

**Q: What if I have an emergency during the 2 hours?**

A: Twenty-four hours after your 2-hour exam timer ends (as long as the 2-day exam window is still open) you will automatically be permitted to take a brand new version of the exam in WeBWork. You do not need to provide a reason to take a new exam. Plan to take two attempts if you can: once on the first day and once on the second day of the 2-day exam window. You must submit written work for both attempts.

**Q: How do I prepare my written solutions?**

A: You will submit your written work to your instructor as one PDF document. Your instructor will tell you where to submit it. Here are some tips:

- Write each of your solutions on a separate page.
- Label your page numbers and question numbers clearly at the top of the page.
- Write your name at the top of each page.
- Use a scanning app (like Dropbox) on your device to scan photos of each page.
- Include your student ID in the photos.
- Show **all** your work. If you used scrap paper for rough work, write “SCRAP” at the tops of those pages and include them at the end of your scanned document.

**Q: How will my exam be graded?**

A: Most of your exam grade will come from your written solutions. Your instructor will tell you how much your WeBWork score and written work contribute to your final exam grade. If you attempted the exam twice, your instructor will grade only one version of your written work: the one which earned a higher WeBWork score.

**Q: What if I submit my written work late?**

A: You have 30 minutes after your WeBWork timer ends to submit your written work without penalty. Your instructor will tell you what their policy on late submissions is.

**Q: What are the rules?**

A: **The work you submit must be your own.** The exam is open notes/open book. You may use your textbook or any other textbook or any notes you have made for the course during the semester. You may not seek or provide any outside help during the 2-hour exam window. This includes any website or app (including Google and other search engines) where you give it a question and it gives you a response. You may not collaborate with your classmates or anyone else during the 2-hour exam window.

**Summary of Academic Integrity Policy:**

Students and all others who work with information, ideas, texts, images, music, inventions, and other intellectual property owe their audience and sources accuracy and honesty in using, crediting, and citing sources. As a community of intellectual and professional workers, the College recognizes its responsibility for providing instruction in information literacy and academic integrity, offering models of good practice, and responding vigilantly and appropriately to infractions of academic integrity. Accordingly, academic dishonesty is prohibited in The City University of New York and at New York City College of Technology and is punishable by penalties, including failing grades, suspension, and expulsion.

See CityTech's complete Academic Integrity Policy:

[http://www.citytech.cuny.edu/academics/docs/academic\\_integrity\\_policy.pdf](http://www.citytech.cuny.edu/academics/docs/academic_integrity_policy.pdf)

**Q: How can I take the practice exams?**

A: The practice exams are available now in your usual WeBWork section - they should appear in your list of assignments. Click on "Take Practice Exam test." Just like on the final exam, you will have 2 hours for each practice exam. Just like on the final exam, you will have two attempts to enter your answers correctly. After 24 hours, you can take a brand new practice exam by clicking on the same link. The practice exams are all different; you should plan to take as many practice exams as possible before the 2-day exam window opens.

**Q: Where can I get help preparing for my exams?**

A: Please see this link for a list of free online tutoring services and other help that is available:

<https://openlab.citytech.cuny.edu/mathdepartmenttutoring/free-online-math-tutoring/>