

CityTech Math Department  
MAT 1275/1275CO, MAT 1375, MAT 1475, MAT 1575  
Spring 2020

## Final Exams - Frequently Asked Questions for Students

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

A: You will access your final exam questions online through WeBWork using **new** login information below. After the exam opens, click on “Take Final Exam test” to see your exam. 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: Check your email for your login information. The information is being sent to the email address on file for you in CUNYFirst. Note that even if you already use WeBWork, this is a new account just for your exam.

**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 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 used WeBWork or taken a WeBWork test before?**

A: Don't worry!

1. Read the WeBWork instructions here:  
[http://www.citytech.cuny.edu/mathematics/docs/final\\_exams\\_WeBWork\\_tutorial.pdf](http://www.citytech.cuny.edu/mathematics/docs/final_exams_WeBWork_tutorial.pdf)
2. See the video tutorial for entering answers here:  
[https://www.youtube.com/channel/UC0hxW5E5rnG\\_KcCqzHPLAnw](https://www.youtube.com/channel/UC0hxW5E5rnG_KcCqzHPLAnw)
3. See the video tutorial for taking exams here:  
<https://www.youtube.com/watch?v=qugmovHW2hI&feature=youtu.be>.

Log into your WeBWork exam account now so you can start taking practice exams to see what the format of the final exam will look like.

**Q: I used WeBWork for homework this semester. I tried logging into my usual WeBWork account but I don't see the final exam or practice exam. What should I do?**

A: Your final exam and practice exam are not available using your old login information. Click on the link above and use the **new** login instructions provided there to access your new WeBWork exam account. Log in before the 2-day exam window opens.

**Q: How do I submit my answers in WeBWork?**

A:

1. Read the WeBWork instructions here:  
[http://www.citytech.cuny.edu/mathematics/docs/final\\_exams\\_WeBWork\\_tutorial.pdf](http://www.citytech.cuny.edu/mathematics/docs/final_exams_WeBWork_tutorial.pdf)
2. See the video tutorial for entering answers here:  
[https://www.youtube.com/channel/UC0hxW5E5rnG\\_KcCqzHPLAnw](https://www.youtube.com/channel/UC0hxW5E5rnG_KcCqzHPLAnw)
3. See the video tutorial for taking exams here:  
<https://www.youtube.com/watch?v=qugmovHW2hl&feature=youtu.be>.

**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 exam windows are open now and will close when the final exam window opens. During the practice exam window, you will be able to take one practice exam every 24 hours in your WeBWork exam account. 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/>