

This is only one part of my CHEM 1411 syllabus, which I have separated into multiple sections only for your convenience. You are responsible for reading the entire intact syllabus, which contains all of the policies with which you are expected to me familiar. You may read the entire syllabus online at my website, *Q & A CHEM Help* at http://piazza.com/hccs/spring2014/q_a_chemhelp.

Exam and Makeup Policy

Examinations will consist of three non-cumulative regular exams, plus a comprehensive Final Exam. Each exam will cover specific chapters in the required textbook. *Information about the content and dates of the exams is provided in this syllabus. Any changes will be announced in class in advance during class and/or at my Q & A Chem Help website (see above section near top of this document).* **For your answers to exam problems, you must thoroughly show your work, including all intermediate steps; no credit will be given for your answers if their intermediate steps are not shown.**

Exams will be based on problems and questions similar to those provided during lectures, practice exercises, and homework assignments.

Special Restrictions

- **Makeup exams are not normally provided, so make every effort to take the exams, including the Final Exam, on their scheduled dates** (See my *Lecture & Laboratory Schedule*, including exams – in the complete syllabus, or in a separate file).

- Come to the exam on time; no student may begin to take an exam after any student has completed the exam and left the room.
- No student may leave the room during the exam and return to the room and continue taking the exam. To assure that you can stay in the testing room for the duration of the whole testing time on exam day, make the necessary personal adjustments in your daily routine.

Schedule Conflict – Your Personal Schedule vs Exam & Lab Schedule

If, after reading this information, you become aware that your personal schedule will conflict with any of the dates of the exams or labs, please meet with me, or contact me by email or at my website (*Q & A CHEM Help*), to discuss your schedule problem. **If you have a valid excuse** and can document it, I will do my best to accommodate you with a makeup; [click here for details on the "valid excuse."](#) Otherwise, unfortunately, we will probably have to conclude that you need to rearrange your personal schedule or arrange for an instructor-approved drop from the course, so you may reregister for this course at a later time when schedule conflicts won't occur. If you delay in taking appropriate and timely action (e.g., changing your personal schedule) in the first weeks of the semester, this could

result in your missing exams – a situation that would result in a low course average for you, or even a failing grade. [[back](#)]

Final Exam To Replace the Lowest of the Three Regular Exam Grades, IF ...

If you do not miss any of the three regular exams: I will replace your lowest exam score with your Final Exam score, if the Final Exam grade is higher.* This process is intended exclusively as a **privilege** for students who have taken **all three exams** and is *not for students who have missed an exam due to an absence*. It is meant to give you a "second chance" if you do not do well on one of the three regular exams you have taken. *This replace-lowest-exam-grade privilege shall not apply to a student who has received an exam grade due to scholastic dishonesty; in that case, no regular exam grade will be replaced by the final exam grade.* **Therefore, if you miss one exam due to an unexcused absence, you will have a zero on that exam, and you will not qualify for the privilege described in the first sentence of this paragraph.**

How long are the exams?

Exams sessions are anticipated to require only about one and a half hours each. However the session could be extended to up to 2 hours, if the instructor decides it's necessary. The remaining one to one and a half hours will be used in a way to maximize its benefit to your successful learning in the course. So do plan to stay after each exam for further activities, the first one being a Q & A survey about the exam and an informative whole- class discussion conducted by the instructor.

Missed Exam?

When a student misses an exam due to an absence, it is never a small routine matter, for practical reasons, including the inconvenience to the busy instructor, who would have to interrupt his planning of ongoing lessons to write a different version of the exam and grade it. It cannot just be replaced by the Final Exam and let go at that, because there would always be the risk that the student had not even prepared for the content on which the exam was based! That would not be in the best interest of the student, because that would mean the student would have a large gap in his knowledge of three chapters; and he would be at great risk for doing poorly on the comprehensive Final Exam.

In fairness to the truly misfortunate student who has experienced a severe illness or traumatic accident, I will do my best to accommodate him or her with a makeup for the missed exam; but I will still expect the student to present a valid excuse for the absence. **See the "Valid Excuse" section immediately below for a description of a valid excuse.** *A makeup exam must be taken as soon as possible after the originally scheduled exam, the exact date to be specified by the instructor – no later than one week after, if the nature of the illness or accident does not preclude that timing.*

Valid Excuse for a Missed Exam (or lab) [[Go Back](#)]

A missed exam or lab can be classified as "excused" only if the student can satisfactorily document personal/family illness or trauma. Assuming that the nature of the unfortunate event or illness does not clearly preclude timely documentation specified by the instructor, the affected student must, in the case of one of the regular exams, present that documentation within seven days from the day of the exam; and in the case of the Final Exam, he must present it in no fewer than two weeks prior to the Final Exam.

To be considered for a makeup, it is your responsibility to provide *proper documentation** to validate your excuse, and no excuses will be accepted after that week.

**Examples of proper documentation:* Doctor's official note and contact information; court records, police report; other pertinent records, including time and place of accident, telephone numbers, email addresses; name and addresses of officials, hospital, etc.. *If you do not have a valid, acceptable excuse, your missed exam cannot be replaced by your Final Exam grade, and would therefore be recorded as a zero exam grade.*

Excuses will not be accepted for any absence-causing personal affairs that could reasonably have instead been scheduled (or rescheduled) to occur on non-exam (or non-lab) days.

The Final Exam

The Final Exam will be *comprehensive*, meaning that it will be cumulative and cover all of the material from the whole semester, not just the last part.

Special Restrictions

- All students are required to take the final exam. No student can be exempted.
- There will be **no makeup for the Final Exam**. *An absence for the Final Exam will result in a **F** grade for the course.* See the section, "[Schedule Conflicts](#)" (above) for information about the one rarely used exception for a makeup.

• Come to the exam on time; no student may begin to take an exam after any student has completed the exam and left the room.

• No student may leave the room during the exam and return to the room and continue taking the exam. *To assure that you can stay in the testing room for the duration of the whole testing time on exam day, take the necessary personal adjustments in your daily routine.*

• **A student who completes the course by taking the Final Exam cannot receive a "W" in the course.**

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