

## Instructions for the Final Exam in Online English Courses

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(Revised May 13, 2006)

### Instructions to the Proctor

#### General

Students in the online sophomore English courses are required to complete the final exam in a proctored arena—a college testing center, local library, or other monitored site. The student is responsible for arranging the time and place for the test activity at the mutual convenience of the student and proctor. The student will print out a copy of the Test Cover Sheet found at the bottom of this webpage fill it out, including the student's signature and the date and time the test was initiated and completed. *Additionally, the student is responsible for communicating the contact information to the instructor by email at least a week prior to the scheduled test time.*

#### Test Preparations

The instructor will be responsible for preparing the instructions for the exam exercise and updating them as necessary. *All instructions for the proctored final exam in each online sophomore English course is found in this document.*

#### *For Students Completing the Final in the Mountain View College Testing Center*

For students completing the test at the Mountain View College Testing Center, complete the test in Microsoft Word and save it to a floppy disk, have the proctor fill out and sign the cover sheet (see below), print out the test, and turn it and the floppy disk in to the Testing Center staff.

#### *For Students Completing the Final in a Testing Site Other than the MVC Testing Center*

For students completing the course at any other testing site, have the site representative fill out the cover sheet and sign it, and ask the Testing Center staff to email the completed file to Dr. Grimes at [gagrimes@dcccd.edu](mailto:gagrimes@dcccd.edu), or print out the test exercise/essay and mail it in a self-addressed/stamped envelope to

Dr. Geoffrey Grimes  
Division of Communications and Teacher Education  
Mountain View College  
4849 West Illinois Avenue  
Dallas, TX 75211

*Note: The student is responsible for providing a self-addressed, stamped envelope for returning the exam if printed for regular mailing or interoffice mailing within the Dallas County Community College District.*

#### Proctor Responsibilities

The Test Proctor is responsible for the following elements of the test:

- 1) On the Cover Sheet, note the date and time the student begins and ends the test.
- 2) Monitor the student's activity during the completion of the test exercise.
- 3) (For regular mailing) seal all test items in the student's provided self-addressed and stamped envelope. Sign across the seal of the envelope.
- 4) If at Mountain View College, complete the proctor cover sheet and attach it to the student's test. Dr. Grimes will be responsible for picking up the completed tests at the MVC Testing Center.

## **Test Guidelines**

- 1) The student is to complete the test activity explained for the appropriate class below. Instructions for each online sophomore-level English course taught by Dr. Grimes are found below.
  - 2) There is no instructor time limit on for completing the exercise, but the student must be ready to complete the work within the working hours of the proctor facilities.
  - 3) If it falls with the testing center guidelines, the student may use the course textbook, course notes, any blank writing materials that he or she chooses to bring with him or her to the site, and a computer, if preferred. It is the student's responsibility, however, to confirm the protocols of the testing center before arriving, to check the availability of printers at the test site, and to arrange payment of any printing fees that may be assigned to the printing service.
  - 4) The student should supply a blank, labeled floppy disk for the completing of the exercise that the proctor will take at the end of the test period (if at a site other than Mountain View College).
  - 5) In addition to the floppy disk, if used, the student is to submit all written work—draft and final copy—to the proctor at the end of the test period.
  - 6) The proctor will identify all materials collected on the attached sheet; note the date and time the materials have been received; sign the form; have the student sign the same form to verify the proctor's receipt of the materials.
  - 7) If the exam is to be mailed through regular mail services, all materials should be placed in a stamped and addressed mailing envelope provided by the student and sealed in front of the student.
  - 8) The proctor must sign the sealed flap of the envelope provided by the student. Return the envelope to the student who will be responsible for mailing it to the instructor.
  - 9) If the student completes the exercise electronically and saves it to a disk for emailing, it must be emailed directly to Dr. Grimes at [gagrimes@dccd.edu](mailto:gagrimes@dccd.edu) from the proctor site.
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**The Final Exam in Online English Courses**  
**Dr. Geoffrey A. Grimes, Instructor**

**Instructions to the Student**  
(Revised November 16, 2005)

**General Instructions**

- 1) Report to the proctor site at the pre-arranged time established by the instructor, you, and the test administrator for completing the exam.
- 2) Print out the test cover sheet found at the bottom of this webpage and present it to the proctor when you arrive for your exam. The proctor will note the date and time that you begin the exercise. ***Make sure that both you and the proctor have signed the cover sheet when you finish the exam.***
- 3) Read carefully the instructions for the test prompt provided in this document. You may use your textbook, notes, your course CD-ROM (if applicable), and information available on and through the course website, as you desire.
- 4) There is no instructor's time limit on the exercise, but you are responsible for clarifying guidelines of the testing center itself which may very well specify time limitations. If there are such limitations, they override the instructor's directions, and you must plan to complete your exam accordingly. You may not leave the proctor site and then return. If you do, you will forfeit the exercise and receive a "0" on the exam.
- 5) You may complete the exercise at a computer—yours or one arranged for you to use at the proctor site. Save your exercise to a labeled floppy disk that you must provide, or print out the exercise. While you may request the proctor to email the exam to Dr. Grimes, should you choose to mail the printed copy, you are responsible for mailing all materials in the addressed and stamped envelope that you provide and which the test administrator has signed. Any materials returned to the instructor without the test administrator's signature over the sealed flap of the envelope will be voided and the grade will be a "0" on the exam. If the sealed flap has been tampered with in any way upon receipt by the instructor, the grade will be a "0" on the exam.
- 6) Should you choose to send your test electronically, you must save it to a labeled floppy disk and present the disk to the test proctor. The proctor may forward the test file from a computer station at the proctor site to gagrimes@dccd.edu . If the proctor chooses not to email the completed test file, you will need to print it out and mail it to Dr. Grimes at the address noted above. All test files must be saved as a Microsoft Word file. No other file type will be accepted.
- 7) On all test papers, include a full heading on each page. The heading should include 1) your first and last names, 2) your student ID number (SSN), 3) your course name, number, and section number, 4) the name of your instructor, and 5) the date on which you have completed the exercise.
- 8) All materials must be mailed only in the addressed and stamped envelope that you must provide. ***The proctor is not responsible for providing any materials for the completion of this test.***

**See Instructions for Final Exams in ENGL 2311, 2326, 2327, 2328, and 2332**  
**And Exam Cover Sheet Below:**

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**Final Exam for English 2311-NTW**  
**Dr. Geoffrey A. Grimes, Instructor**  
(Revised May 13, 2006)

**Instructions**

You are a member of the Mountain View College's Student Complaint Committee. You have received a complaint from a student who claims she missed her final exam because the instructor changed the final exam hour without notifying her. In response to the student complaint, the instructor has a very different explanation which he has shared with the Student Complaint Committee.

Write a memo report to the Chair of the Student Complaint Committee, summarizing both positions and explaining your own judgment for addressing the complaint. Follow the instructions for the completion and the submission of your work provided in the instruction sheet given to you by the Test Proctor/Monitor. Be sure to complete the Cover Sheet found below and sign it, along with the Test Proctor/Monitor, when you submit your complete work.

**The Scenario**

A female student, Denise Jackson, has filed a complaint with you about an instructor, Professor Ronnie Smith, in the English Department. Denise claims that Professor Smith unfairly failed her in the course after refusing to allow her to make up the final exam. She says that her instructor changed the time of the final exam without her knowledge and that when she showed up at the announced time two hours later, no one was in the classroom. She saw another student from the same class who said that the class had approved the change in a vote and that Professor Smith had printed a statement announcing the change of the exam time and distributed it to the class two weeks earlier. She claims that she never saw such an announcement.

Moments later, Denise claims that, when she went to see her instructor, Professor Smith refused to allow her to make up the exam when she could not show him an acceptable written excuse for missing the test. She claims that a zero on the final exam kept her from passing the course with at least a grade of "C."

Professor Smith explained that Denise was chronically absent throughout the course and presented an attendance roster that showed that Denise had missed more than ten classes. Additionally, she had failed to complete two major written assignments that were due on days that she missed and had never consulted him about the work until the last week of the class. One of the days she missed was the day that he had distributed the written announcement of the earlier exam schedule. He says that she never came by his office after that time to inquire about what she had missed on that day. Her average with a passing grade on the final exam would not have changed her grade from an "F" since the two zeros for the other missed work pulled her grade down.

Professor Smith presented a copy of the memorandum that he had distributed to the students two weeks prior to the scheduled exam. He had requested the change in time on the same day to allow him to meet with his doctoral committee at an area university, a meeting scheduled late in

the semester over which he had no control. He says that he polled the class, and that everyone had agreed to meet the two hours earlier since no one had another conflict.

College policy states that all instructors will administer the final exams on the announced date and time as posted in the official college calendar found in the printed schedule of classes.

Professor Smith had not consulted with you before changing the schedule with his class.

Denise Jackson feels claims that Professor Smith is often late to class, doesn't give meaningful feedback on papers, and is difficult to find in his office at posted office hours. She also claims that he only returned one of three phone messages that she left on his voice mail. As a female student, Denise feels intimidated by him because of his attitude toward women.

< End of the Scenario >

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**Final Exam for English 2326-Online**  
**Dr. Geoffrey A. Grimes, Instructor**  
(Revised May 13, 2006)

**Instructions**

Complete Exercise 5 as explained in your course syllabus for the last of the essay assignments. The essay topic should reflect the instructions and choices defined for the fifth exercise of the Group Option of readings that you have selected for the course (see your syllabus). If you have not brought your syllabus or course CD-ROM to the test site, go online to the following URL for instructions:

<http://www.distancelearningassociates.com/eng2326/2326.htm>

Follow the instructions for the completion and the submission of your work provided in the instruction sheet given to you by the Test Proctor/Monitor.

Be sure to complete the Cover Sheet found below and sign it, along with the Test Proctor/Monitor, when you submit your complete work.

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**Final Exam for English 2327-Online**  
**Dr. Geoffrey A. Grimes, Instructor**  
(Revised May 13, 2006)

**Instructions**

Complete Exercise 6 as explained in your course syllabus for the last of the essay assignments. The essay topic should reflect the instructions and choices defined for the fifth exercise of the Group Option of readings that you have selected for the course (see your syllabus). If you have not brought your syllabus or course CD-ROM to the test site, go online to the following URL for instructions:

<http://www.distancelearningassociates.com/eng2327/Exercise6.htm>

Follow the instructions for the completion and the submission of your work provided in the instruction sheet given to you by the Test Proctor/Monitor.

Be sure to complete the Cover Sheet found below and sign it, along with the Test Proctor/Monitor, when you submit your complete work.

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**Final Exam for English 2328-Online**  
**Dr. Geoffrey A. Grimes, Instructor**  
(Revised May 13, 2006)

**Instructions**

Complete Exercise 5 as explained in your course syllabus for the last of the essay assignments. The essay topic should reflect the instructions and choices defined for the fifth exercise of the Group Option of readings that you have selected for the course (see your syllabus). If you have not brought your syllabus or course CD-ROM to the test site, go online to the following URL for instructions:

<http://www.distancelearningassociates.com/eng2328/Exercise5.htm>

Follow the instructions for the completion and the submission of your work provided in the instruction sheet given to you by the Test Proctor/Monitor.

Be sure to complete the Cover Sheet found below and sign it, along with the Test Proctor/Monitor, when you submit your complete work.

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**Final Exam for English 2332-Online**  
**Dr. Geoffrey A. Grimes, Instructor**  
(Revised May 13, 2006)

**Instructions**

Complete Exercise 5 as explained in your course syllabus for the last of the essay assignments. The essay topic should reflect the instructions and choices defined for the fifth exercise of the Group Option of readings that you have selected for the course (see your syllabus). If you have not brought your syllabus or course CD-ROM to the test site, go online to the following URL for instructions:

<http://www.distancelearningassociates.com/>

Follow the instructions for the completion and the submission of your work provided in the instruction sheet given to you by the Test Proctor/Monitor.

Be sure to complete the Cover Sheet found below and sign it, along with the Test Proctor/Monitor, when you submit your complete work.

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**(See the Final Exam Cover Sheet below)**

**(Continued)**

**Online English Course Final Exam Cover Sheet**  
(Print this out and attach to the completed test.)

**To be completed by the student:**

Name \_\_\_\_\_  
Student ID (SSN) \_\_\_\_\_

Course Name \_\_\_\_\_  
Course Number \_\_\_\_\_  
Course Section Number \_\_\_\_\_

Address  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Numbers  
Home Telephone (\_\_\_\_\_) \_\_\_\_\_  
Work Telephone (\_\_\_\_\_) \_\_\_\_\_  
Cell Phone (\_\_\_\_\_) \_\_\_\_\_  
E-Mail Address \_\_\_\_\_  
FAX Number \_\_\_\_\_

**To be completed by the Test Proctor/Monitor**

Name of Proctor/Monitor \_\_\_\_\_  
Position \_\_\_\_\_  
Name of Institution/Agency \_\_\_\_\_  
Institution/Agency Address  
Department \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of the Exam \_\_\_\_\_  
Beginning Time \_\_\_\_\_ Ending Time \_\_\_\_\_

**To be completed upon the submission of the exam:**

Signature of the Proctor/Monitor \_\_\_\_\_

Signature of the Student \_\_\_\_\_

**Mailing Address:**

**Dr. Geoffrey Grimes  
Mountain View College  
4849 West Illinois Avenue  
Dallas, TX 75211**