

## Testing Options: Via Zoom, Using a Proctor Local to You, or On-Site at MSUM

1. **Testing:** The nature of organic chemistry requires drawing/illustrating complex structures for chemicals and electron movements during reaction mechanisms. As such it is not conducive to multiple-choice or short-answer questions. Written tests can be taken either via Zoom with me, on-site at MSUM, or by using a proctor local to where you live.
2. **Flexible Test Scheduling:** There are **not** fixed tests dates. To some degree, you can make arrangements to take the tests (within limits) at your own schedule. And you can start way early!
  - o You could individualize your schedule. Gone for a long weekend for a family vacation or a wedding or national guard? Having surgery and missing a week? You could work ahead as needed to ensure the ability to master all of the material.

### 3. Testing Options

- a. **Proctored Testing via ZOOM:** You make arrangements with me; I send you the test; and I monitor you online via ZOOM.
    - a. My Zoom-room link: <https://minnstate.zoom.us/j/8827046226>
    - b. Email me to suggest a couple of time slots that could work for you, and I'll try to find one that can fit.
    - c. Most weekdays other than Tuesday will work. Sometimes evening testing or Saturday mornings testing is possible.
    - d. This is the normal default process used by most distance students.
  - b. **Testing live at MSUM: Hagen 405/407J.**
    - I have a really nice conference room right next to my office.
    - Contact me regarding times that you might like.
    - Tuesdays won't be available, but other days I'll have lots of times that can work.
  - c. Live-Proctored Testing, local to you.
    - 1) This is not the normal process, but is an option for distance students in case, for whatever reason, the zoom-proctored testing is problematic.
    - 2) If necessary, this would typically take place at a local college, library, hospital, church or high school, etc., or with some other responsible individual.
    - 3) If necessary to use this process, **YOU** will need to email me the email, name, phone number, and job for your proctor; and email me a website for the organization that the proctor is a part of. (For example, if your church pastor is going to proctor your exam, I'd like to look him up to make sure he and the church really exist, before calling him to confirm! ☺)
    - 4) For proctored tests, I will email tests to the proctor who will print them. After a test is done the proctor will scan and email me the answers and destroy the printed copy.
4. **Testing time is 90 minutes.**
    - 1) Tests are structured so that a well-prepared student should be able to complete a test in 50 minutes or less. But by allowing 90 minutes, that gives extra time to work on problems that you might get stuck on; it provides time to check your work; it provides more space for students who don't work fast; and it provides enough cushion so that you can just focus on your test without being distracted by worrying about the clock.
    - 2) If you do take proctored tests, you will want to arrange for a 90-minute time block.
  5. **TESTS WILL NOT BE RETURNED.** Given the flexible test-scheduling, I will not be able to send you copies of your graded tests. Local students can see graded test in my office, and Zoom-proctored may have that option too. This is one aspect of online organic that can't mirror regular class. But no practical way I can get around it. Sorry. ☹