

Testing: Either Live at MSUM or PROCTORED for distance students. Testing will NOT be online.

1. **Testing** is one aspect of this “online” class that **cannot be done online**. 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 that are conveniently viewed and answered online. Further, the flexible “asynchronous” scheduling means that some students will take a test before some others; hand-written tests that are proctored and collected upon completion are good for test security.
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.
 - 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. **Three Testing options**
 - a. **Testing at MSUM: Any Monday, Wednesday or Friday at 1pm (or 2pm), Hagen 405 or Hagen 407J.**
 - With the flexible, asynchronous test scheduling, different students will be ready for tests at different times. The next available Monday, Wednesday or Friday will always be an opportunity. Tuesday afternoons will also be available, contact me.
 - I will use a nice conference room (Hagen 405) by my office (Hagen 407J).
 - b. **Special Arrangement Testing at MSUM** at times other than Monday/Wednesday/Friday 1pm. Depending on my schedule and availability, feel free to at least ask if you could take a test at a time that works better for you. I will probably say yes!
 - c. **Proctored Testing**, local to you: **You would make the arrangements. Arrange to have your tests proctored, typically at a local college, library, church or high school.**
 - 1) Most colleges have proctoring services.
 - 2) Many public libraries are willing to provide proctoring services
 - 3) For taking proctored tests, **YOU will need to find/arrange the proctor; arrange scheduling with that proctor; email me the name, job, email, and phone number 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 normally email a copy of the test to the proctor who will print the test. After the test is done the proctor will scan and email me the answers and destroy the printed copy.
 - 5) Because it takes some time to communicate with the proctor, to load and send copies of tests, and for the proctor to print them, it helps to have some advance notice. (Maybe if you email me on Friday night that you’ve got a proctored test set up for Saturday afternoon I’ll get it sent and it will be printed and ready for you; but don’t totally count on it! ☺)
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. **PROCTORED 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.** This is one aspect of online organic that can’t mirror regular class. But no practical way I can get around it. Sorry. ☺