

## 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 illustrating 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, 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.
  - 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. This is especially practical during COVID-19 restrictions or quarantine. You wouldn't need to leave your home.
    - 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. Sometimes by arrangement I'm willing to do testing on Saturdays at 9am central time, or on a weekday evening at 7pm.
  - 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.
    - I will always protect M/W/F at 10am, but feel free to suggest/request other times that work well for you.
  - c. **Live-Proctored Testing, local to you: You would make the arrangements. Arrange to have your tests proctored, typically at a local hospital, college, library, church or high school, etc., or with some other responsible individual.**
    - a. For taking proctored tests, **YOU** will need to find/arrange the proctor; arrange scheduling with that proctor; email me the email, name, phone number, and job (or testing center or library or whatever) 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! ☺)
    - b. 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.
    - c. Prior to COVID, most colleges have proctoring services.
    - d. Prior to COVID, many public libraries are willing to provide proctoring services
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. ☺