Examples of Communications with Students Concerning On-line Exams

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Example I:

The Email sent about 1 week BEFORE the planned online exam. Sent to all students in the class (all information in red font should be edited to fit your situation).

Hi all,

As you know, your exam is upcoming.

The Exam

Your exam is on Thursday 4/30 from xxxx to xxxx PM, You MUST take your final where you are enrolled, unless you have permission from me. I will make out the exam using our learning objective sheets. EXPECT xx QUESTIONS, but you can miss 1 and still make 100%. Of these questions xx count as double, so there will be xx possible points on your exam. Your score will be calculated out of xx questions (one less that the number on the exam.

Taking the Exam

I am attaching a the coversheet for you exam. It covers the information about taking the exam, along with the equations and a period table that you would use in a traditional face-to-face exam.

I will expect all students on zoom via a phone, tablet, or separate camera showing you, your computer, and your workspace similar to the picture in the coversheet, unless you have previously spoken with me, so that I can pass the list of those with permission on to the proctors. Plan on logging in at the beginning of your lecture time with zoom. We will want to see your face, then get your exam area ready and your camera positioned. You are not recording yourself, only running zoom on your phone/tablet/etc. Again, this will do 2 things- be a lesser pull on your WIFI, since the zoom app takes less bandwidth than running zoom on your computer, and allow us to see your work area. The class will be given the password for your exam, once you are all setup on zoom. You will have 80 minutes once you open the exam.

To get the **zoom phone app**, download it here:

- If you are an iPhone get this app: https://apps.apple.com/us/app/id546505307
- If you are android, get this on: https://play.google.com/store/apps/details?id=us.zoom.videomeetings

When you try to log in with this app, you will need to click on the SSO login option (not google, facebook, etc), then it will ask for a domain or organization, so type in tamu.zoom.us. Next you will be asked to log on with your netID and password. You can also call xxx-xxxx for the university helpdesk to walk you through it.

You will LOG INTO YOUR NORMAL CLASS ZOOM LINK FOR YOUR EXAMS

Study for the Exam

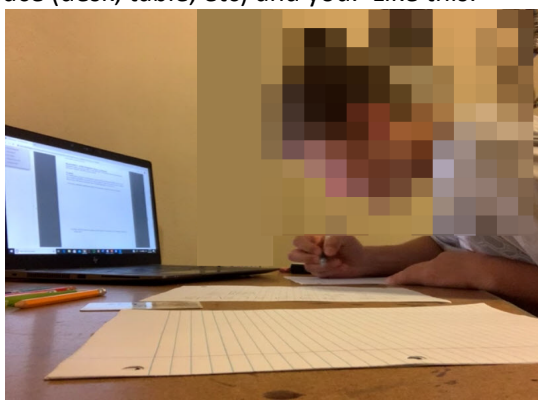
The exam is open-book/ open-notes. I recommend to prepare for the exam by developing a 1-2 page summary of things to know. You can create this as you are doing the homework and reviews for the chapters covered o the exams. You don't want to spend time searching through a ton of papers or notes during the exam. You can always go back to your stack of

notes for a question, but the summary (a legal cheat sheet) would help by giving you a concise set of information.

Example 2: Online Exam Coversheet that was attached to student email PRIOR to the exam

EXAM IV Online Exam

- Because of university precautions and class cancellations your Exam 4 will be given **online** using Cengage OWLv2 and Zoom. The procedures are recommended by Texas A&M University, the Center for Teaching Excellence and the Office of Academic Innovation.
- Find a quiet location with a strong and stable internet connection where you can be alone, well **before** the exam start time. Make sure your computer and phone are plugged in or charged up and ready to go. Have a pen, paper, approved calculator, your notes, your summary sheet, and the equation sheet with the periodic table ready. Plan to visit the bathroom prior to the exam. Have any food/drinks you may need ready in your work area.
- **Download the Zoom app on your phone (its free).** Have your phone charged or plugged in. First log into our class session with Zoom on your phone with your video on, clearly showing your surroundings (no virtual or artificial backgrounds). You should be on screen at all times during the exam. Position the camera on your phone so that I can see your computer screen, your work space (desk, table, etc) and you. Like this:



If you do not have a smart phone but you have a detachable web camera (not integrated into your computer) you can use that. The only problem with it is that is bandwidth and the distraction of having Zoom running in the background during the exam. The bandwidth requirement of a cellphone is less than of a computer.

- Plan to be on Zoom than **9:35am on Thursday 4/23.** Once you are visible on Zoom, log into Cengage and OWL**. You can begin the exam once the password is given,** and you have **80 minutes** to complete the exam from the time you open it. You will be automatically logged out when your time is up. This will allow time for you to get all settled before opening the exam and beginning the 80-minute timer. You will only have 1 submission.
- Keep your phone on Zoom the entire exam. You should be on camera for the entire exam. The browser with OWL should be the only one open.
- If your connection goes out during the exam or you accidentally close your browser, don't panic. Simply log back in and resume the exam where you left off. If you have a technical issue during the exam such as a major computer crash, email me at XXXXX Be sure to include your name, school email and student number along with a description of what happened. Issues will be handled in the order they are received so please don't keep

emailing if you don't hear back right away. Technical issues do not guarantee a retake, this might be the exam your final replaces.

- **Questions only allow one submission** so check your work carefully before clicking the submit buttons!
- When you have submitted your exam, send me a quick message on the chat feature of Zoom, then log out.
- Grades will be released **at 3:30 on 4/25**. See your score by clicking on the Grades tab in OWLv2 after that date. Your work, the solutions, and all of the feedback will be available at **8am on 4/28.**

Here are some tips for a successful online exam session:

- Prepare for this exam as you normally would for an in-person exam. **Study adequately!** This is an open book exam, BUT if you don't know the material you will not be able to finish the exam in the allotted time and will likely score poorly. There will NOT be time to look up all. Prepare notes to use on the exam.
- Be sure to follow significant figure rules in all of your OWLv2 answers, just like you do with your MindTap homework. Using the wrong number of significant figures means your answer may be marked wrong because it will fall outside the acceptable tolerance level. (HINT: Review your significant figure rules before the exam as part of your studying!)

IMPORTANT INFORMATION: **F = 1.8 C + 32** **Avogadro's number = 6.022 E23**

$1/\lambda = -R[(1/n_f^2) - (1/n_i^2)]$ and $R = 1.097 \times 10^{7}\ m^{-1}$ **$E_n = -R_n/n^2$**

$\Delta E = -R_H[(1/n_f^2) - (1/n_i^2)]$ and $R_H = 2.18 \times 10^{-18}\ J$ **$\lambda = h/mv$**

$c = 3.00 \times 10^8\ m/s$ **$h = 6.63 \times 10^{-34}\ J \bullet s$**

$R = 8.314\ J/K \bullet mol$ **$R = 0.0821\ L \bullet atmos/K \bullet mol$**

Solubility Rules for Ionic Compounds in Water

Soluble Ionic Compounds	**Notable Exceptions**
All sodium, potassium, and ammonium salts	
All nitrate, acetate, chlorate, and perchlorate salts	
All chloride, bromide, and iodide salts	Compounds of Pb^{2+}, Ag^+, Hg_2^{2+}
All fluoride salts	Compounds of Pb^{2+}, Ba^{2+}, Ca^{2+}, Sr^{2+}
All sulfate salts	Compounds of Pb^{2+}, Ba^{2+}, Sr^{2+}, Ca^{2+}, Hg_2^{2+}
Insoluble Ionic Compounds*	**Exceptions**
Hydroxide and oxide compounds	Compounds of Na^+, K^+, Ba^{2+}
Sulfide Salts	Compounds of Na^+, K^+, Ba^{2+}, NH_4^+
Carbonate and phosphate salts	Compounds of Na^+, K^+, NH_4^+

$$Rms = \sqrt{\frac{3RT}{MM}}$$

$$\frac{r_1}{r_2} = \sqrt{\frac{MM_2}{MM_1}}$$

MM = molar mass

4.184 J = 1 calorie

$q = ms\Delta T$

- **Insoluble = Slightly Soluble**

Metal Reactivity = K > Ca > Na > Mg > Al > Mn > Zn > Cr > Fe > Sn > Pb > H > Cu >Ag>Au

Periodic Table of Elements

	IA (1)	IIA (2)	IIIB (3)	IVB (4)	VB (5)	VIB (6)	VIIB (7)	(8)	VIIIB (9)	(10)	IB (11)	IIB (12)	IIIA (13)	IVA (14)	VA (15)	VIA (16)	VIIA (17)	0 (18)
1	1 H 1.008																1 H 1.008	2 He 4.003
2	3 Li 6.941	4 Be 9.012											5 B 10.81	6 C 12.01	7 N 14.01	8 O 16.00	9 F 19.00	10 Ne 20.18
3	11 Na 22.99	12 Mg 24.31											13 Al 26.98	14 Si 28.09	15 P 30.97	16 S 32.07	17 Cl 35.45	18 Ar 39.95
4	19 K 39.10	20 Ca 40.08	21 Sc 44.96	22 Ti 47.88	23 V 50.94	24 Cr 52.00	25 Mn 54.94	26 Fe 55.85	27 Co 58.93	28 Ni 58.69	29 Cu 63.55	30 Zn 65.39	31 Ga 69.72	32 Ge 72.61	33 As 74.92	34 Se 78.96	35 Br 79.90	36 Kr 83.80
5	37 Rb 85.47	38 Sr 87.62	39 Y 88.91	40 Zr 91.22	41 Nb 92.91	42 Mo 95.94	43 Tc (98)	44 Ru 101.07	45 Rh 102.91	46 Pd 106.42	47 Ag 107.87	48 Cd 112.41	49 In 114.82	50 Sn 118.71	51 Sb 121.75	52 Te 127.60	53 I 126.90	54 Xe 131.29
6	55 Cs 132.91	56 Ba 137.33	57 La 138.91	72 Hf 178.49	73 Ta 180.95	74 W 183.85	75 Re 186.21	76 Os 190.2	77 Ir 192.22	78 Pt 195.08	79 Au 196.97	80 Hg 200.59	81 Tl 204.38	82 Pb 207.2	83 Bi 208.98	84 Po (209)	85 At (210)	86 Rn (222)
7	87 Fr (223)	88 Ra (226)	89 Ac (227)	104 Rf (267)	105 Db (268)	106 Sg (271)	107 Bh (272)	108 Hs (270)	109 Mt (276)	110 Ds (281)	111 Rg (280)	112 Cn (285)	113 Nh (284)	114 Fl (289)	115 Mc (288)	116 Lv (293)	117 Ts (294)	118 Og (294)

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58 Ce 140.12	59 Pr 140.91	60 Nd 144.24	61 Pm (145)	62 Sm 150.36	63 Eu 151.97	64 Gd 157.25	65 Tb 158.93	66 Dy 162.50	67 Ho 164.93	68 Er 167.26	69 Tm 168.93	70 Yb 173.04	71 Lu 174.97
90 Th 232.04	91 Pa 231.04	92 U 238.03	93 Np (237)	94 Pu (244)	95 Am (243)	96 Cm (247)	97 Bk (247)	98 Cf (251)	99 Es (252)	100 Fm (257)	101 Md (258)	102 No (259)	103 Lr (262)