

**GUIDE FOR ONLINE QUIZZES AND EXAMS**

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Course website: <http://www.ernestoamaral.com/soci312-21fall.html>

Canvas website to take quiz, exam, or final exam: <https://canvas.tamu.edu/courses/98892>

The dates of quizzes, exams, and the final exam are available in the calendar of activities of the syllabus (<http://www.ernestoamaral.com/docs/soci312-21fall/Syllabus.pdf>).

**1. Main information about your online quiz:**

- 1.1. Two questions at 0.5 points each for a total of one point.
- 1.2. The quiz will be available on Canvas from 2pm of the class day until 8pm of the following day.
- 1.3. However, once you begin, you will have **five minutes to complete the quiz**.

**2. Main information about your online exam:**

- 2.1. 40 multiple choice questions at 0.5 points each for a total of 20 points.
- 2.2. The exam will be available on Canvas between 8am and 8pm on the exam date.
- 2.3. However, once you begin, you will have **one hour and 15 minutes to complete the exam**.

**3. Main information about your online final exam:**

- 3.1. 40 multiple choice questions at 0.5 points each for a total of 20 points.
- 3.2. The final exam will be available on Canvas between 8am and 8pm on the exam date.
- 3.3. However, once you begin, you will have **two hours and 30 minutes to complete the final exam**.

**4. More information about quizzes and exams:**

- 4.1 No password is required.
- 4.2. The multiple choice questions will be randomly selected by Canvas from a pool of questions that I created. Thus, these questions will not be the same for all students.
- 4.3. The quiz or exam will shut down once the time limit has been reached, so pay attention to the clock.
- 4.4. The quiz or exam will close once the deadline has been reached, even if you only just started it.
- 4.5. You will only see one question at a time.

**5. Suggestions for time management during your exam:**

- 5.1. I suggest setting a timer for each question, for instance:
  - 5.1.1. Quiz: Two minutes and 30 seconds per question (2 questions, 5 minutes in total)
  - 5.1.2. Exam: One minute and 52 seconds per question (40 questions, 75 minutes in total).
  - 5.1.3. Final exam: Three minutes and 45 seconds per question (40 questions, 150 minutes in total).
- 5.2. The trick is to not hit the next/submit button until the timer has gone off, since you cannot go back to the previous question once you submit your answer.

**6. Suggestions for internet connection:**

- 6.1. If possible, choose a wired internet connection over a wireless connection.
- 6.2. This is an online test and you do not want to take the whole test over again just because of issues with your internet connection.
- 6.3. If you do lose your internet connection, I recommend that you close your browser and then sign back into Canvas. You should be able to continue the test where you left off.
- 6.4. Please note that the clock will continue to run, so do not assume that you have lots of time to utilize.
- 6.5. If the above reset does not work, you will have to retake the whole test.

**7. If you have problems, tell me:**

- 7.1. If you have any problems at all, please contact me as soon as possible through email.
- 7.2. I will be available throughout the day to help you.
- 7.3. Do not wait 20–30 minutes before contacting me about any problems.
- 7.4. I want to know immediately so that I can help.