MATH: ELEMENTARY ALGEBRA EXAM TEST RULES & PROCEDURES

Below are the procedures for taking the elementary algebra exam. Please pay close attention so that your test process will run as smoothly as possible.

1. For the check-in process, you will need to show a valid photo ID (e.g. LAGCC student ID or state ID).
2. Electronic devices including cell phones are not allowed during testing. Please make sure they are completely off and put away. Students seen with a cell phone, additional notes or any other unpermitted items during testing will be dismissed immediately.
3. The elementary algebra test is an electronic exam, and students will have 1 hour and 40 minutes to complete the exam. Once the exam begins, the timer may not stop for any reason. Please be aware that we will do our best to resolve any technical issues, but the timer will continue.
4. Please review the provided instruction sheet BEFORE beginning your exam.
5. Do not write on the instruction sheet; we will provide you with scrap paper.
6. If you need additional scrap paper, please raise your hand and someone from the Testing Staff will provide you with more. Staff will collect your old scrap paper before they provide you with a new sheet.
7. The instruction sheet AND your scrap paper must be collected by the proctor before you leave the lab.
8. If you have been approved for extra time for the exam, inform your proctors during the check-in process so that we can verify your approval and provide you with the proper test.
9. On the third computer screen, you will be asked to click the “Online Version” or “Print Version” of the exam. You must click “Online Version” to register your score in the system.
10. Use the Next, Back and the drop down menu to navigate through the exam.
11. If you hit the wrong button and your test is graded, you will not be able to go back, and the grade you receive will stand.
12. Once you are finished with your exam, call the proctor over to ensure you have closed successfully.
13. Please note that your grade for the exam will not show on the screen after you complete the test, and the Testing Staff will not provide you with your grade.
14. To leave the lab for any reason, you must receive permission from a proctor. Restroom breaks are permitted, but the timer on your test will continue to run. You will need to hand over your photo ID, scrap paper and sign-out, and you will have only 5 minutes.
15. If you have any comments or concerns about test conditions, you will be able to express them to us on the provided survey/feedback form at the end of your exam.
16. Your grade will be sent to your instructor and to the math department.

If you have any questions, we will be able to answer them before your exam starts. We wish you the best of luck on your exam.