



Memo

To: All Instructors of MAT095 and MAT096
From: Prabha Betne, Chairperson of Math Basic Skills Committee
Cc: Kamal Hajallie, Chairperson, Department of Mathematics, Engineering, and Computer Science
Date: 12/7/2012
Re: Important policy information for Math Basic Skills exam and grading policy for Fall 1, 2012

Please note the following:

- A CUNY Elementary Algebra Final Exam (CEAFE) will be administered to all MAT096 students in the testing center. (MAT095 students will take the two parts departmental exam during the last week and the finals week as before)
- All MAT096 students are eligible to take the exam regardless of their grades in the class.
- The passing grade for **both MAT095 and MAT096** course is C or better (C is defined as 74 – 76). Any score below 74 is considered as a failing grade.
- **To pass MAT096** with a grade of C or better a student must:
 - I. Pass the CUNY final exam (CEAFE) with a grade of 60 or better
AND
 - II. Have an overall average (including CEAFE) of at least 74 (equivalent to a grade of C) in the course, where the CUNY final exam counts 35% of the course average.
- **To pass MAT095** with a grade of C or better a student must:
 - III. Pass the two-part departmental final exam with a grade of 60 or better
AND
 - IV. Have an overall average (including two-part Departmental Final) of at least 74 (equivalent to a grade of C) in the course, where the two-part departmental final exam counts 35% of the course average.
- Any student who has completed all coursework (tests, assignments, lab, etc) satisfactorily and fulfills the attendance requirements but did not score overall average of 74 in the course, receives **R** grade.
- Any student who does not complete coursework satisfactorily or does not fulfill attendance requirements, receives an **F** grade.

Structure of the CUNY Final Exam (CEAFE)

- 25 multiple choice questions (4 choices each) generated algorithmically from a central CUNY database.
- The exam will be given on a computer in the testing center.
- Students will have 100 minutes to complete the exam.
- No calculators will be allowed on the exam.

Second Chance for MAT095

- MAT095 students who have overall average (including two-part Departmental Final) score between 70 and 73 (inclusive) are eligible for second chance. Students should be given an **IN** grade if they are eligible for second chance. A *change of grade form* must be submitted by the instructor at the time of submitting grades.
- To attend the second chance workshop session a student must register using the form provided by the instructor.
- Second chance is a 20 hour workshop session which is offered before the next semester begins. Immediately after completing the second chance workshop students retake the two-part departmental final exam once.
- Students scoring **74 or better** on the two-part departmental final exam will be given a C grade in the course. (The IN grade will be changed in the *change of grade form* that was submitted by the instructor.)

Second Chance for MAT096

- MAT096 students who score 56 on the CUNY final exam and have a class average of at least 84 (the class average does not include the CUNY final exam) are eligible for second chance. Students should be given an IN grade if they are eligible for second chance. A *change of grade form* must be submitted by the instructor at the time of submitting grades.
- To attend the second chance workshop session a student must register using the form provided by the instructor.
- Second chance is a 20 hour workshop session which is offered before the next semester begins. Immediately after completing the second chance workshop students retake the CUNY final exam once.
- Students scoring 60 or better on the CUNY final exam will be given a passing grade in the course. (The IN grade will be changed in the *change of grade form* that was submitted by the instructor.)

Please note that the Second Chance Workshop has limited number of seats. Therefore, the registration will be on first-come-first-serve basis.

Frequently Asked Questions (FAQ)

Student lateness policy: All classes have a specific reservation to test; however, due to very limited space in the lab, students who are late for their session will have to wait until everyone else is seated. When space becomes available, the late students will be seated.

Makeup test schedule for students who missed their scheduled test time: Students will not be able to take the test after Friday, 12/21, the last day of finals. However, on Saturday, 12/15, the first day of finals, following spaces are available for students to take makeup test: 30 spaces at 10 a.m.; 50 spaces at 12 p.m.; and 50 spaces at 2 p.m. The schedule can be obtained from George McCormack and Luis Gonzalez. Students who want the Saturday option must sign up in the Testing Office through George McCormack or Luis Gonzalez.

Presence of instructor during testing: Professors do not need to attend the test session. The testing center has the rosters of each section onto Maple TA. Students **must** have their photo ID. Testing Staff will **absolutely NOT** test any student who doesn't not have a valid photo ID.

When and how will the instructor receive the student test score to complete the grading?

Reports will be generated through Maple TA and then e-mailed to George and Luis. The score rosters may not be generated prior to 12/21.

Format of the test: The test, questions appear one at a time. It is strongly suggested that students go to the CUNY testing website (<http://cuny.edu/testing>), click on TAKE SAMPLE FINAL EXAMS ON LINE, scroll down to page 2, click on the active link and take the practice exam. The student will have to register. Faculty and staff interested in checking out the exam should follow the same instructions. When students arrive at the lab, they will be given an instruction sheet in case they haven't attempted the practice exam. They will be asked to review the sheet before starting the exam. Once the exam starts, the 100 minute timer cannot be interrupted for any reason. The 100 minutes should be used only for the actual completion of the exam.

During a testing session, are the students allowed to revisit a question that they have already attempted and answered it?

Yes, students can revisit a question. There is a "back" and "next" button. They will be encouraged to write down the questions they have yet to answer (although there is an option in which they can see the entire list of questions they have missed).

Policy regarding scrap paper: Students will be provided with scrap paper. All materials will be collected at the end of the student's session.

If you have any questions, please contact me, or any of the math basic skills coordinators. Thank you for your attention and cooperation.

Sincerely,
Prabha Betne