Essay Question: will be posted on the day/time of the exam on e-class

Exam Format: 'open book' essay

Duration: 2 hours (or as approved by the ASC or the instructor)

Length: 2 pages (minimum to pass) - 4 pages maximum

Document Format: **Microsoft Word Document <u>NOT</u>** PDF etc.

Font: Times New Roman 12

Margins: top 1inch, bottom 1inch, left 1 inch, right 1inch, gutter 0

Spacing: single space (<u>NOT</u> double)

Page numbers: at the top of the page (any position as long as at the top)

Footnotes/Endnotes/Quotes: none **DO NOT** use

NO title page

Write in **past tense** and in **third person**

You **<u>cannot</u>** use any external examples/information, 10 points will be deducted for every information used outside of this class.

Once done upload your exam to "Exam II" folder on e-class

MAKE SURE to click 'submit'
(at the bottom of the page), also make sure you do not submit 'draft' but the final work.

Sometimes 'submit' icon gets 'frozen' or is very slow, if that is the case just keep trying eventually it will work (may take up to 10 minutes).

Collective answers to most common questions/concerns regarding essay-type exam

1. What to do if my submission is slow or late due to technical difficulties.
If, due to technical difficulties, your exam is submitted late (under 10 minutes past the exam time) you DO NOT need to notify me. The system will send you a message that your exam is late, please ignore it. If, due to technical difficulties, your exam is submitted over 10 minutes after the exam time, send me a short note explaining the reasons, if they are legitimate your exam may still be graded.

2. What to do if the e-class disappears entirely during exam submission? If that is the case send your exam directly to my email.

3. What happens if I have a panic attack during exam or I am in mental distress?
Relax, you will not get an F, see if you can overcome it, if not, send me email immediately after the exam (DO NOT wait) with short explanation what happened. Take care of your health, do what it takes to get better, once you are well, we will find a solution. Every case is different and will be evaluated separately.

4. What to do if I lose my internet connection, computer crashes, or power goes out during exam submission? Stop writing when the exam time is up, submit your paper once the power is back. Also, as soon as you can send me email explaining the problem, every case is different and will be evaluated separately.