**FAQs: Acct 152 Exams (v 8-1-23)**

**1. Number of Exams**: There will be two mid-term exams and the final exam. The midterms are 75 min, while the final exam is allowed 3 hrs.

2**. Preparing for exams**: Strict academic integrity requirements will be in place and enforced. Students must acknowledge that they will adhere to Lehigh’s academic integrity policies and specific restrictions applicable to each exam. All submitted work must be your own. It is extremely unlikely that you will pass this course if you wait until the last week and cram for an exam.

**I suggest the following, in this order, to best prepare for the exams:**

* + 1. **Review your class notes and problems we did in class---what I discuss in class has a very high likelihood of being on the exam.**
    2. **Review chapter PowerPoint slides (Solution version with answers to poll questions) and the textbook examples related to those topics.**
    3. **Review the textbook explanations for anything still not clear to you. (Although it is still ideal to ALWAYS READ and understand the textbook anyway to score the best grade.)**
    4. **Review all Homework in Connect. Consider doing “study attempts.”**
    5. **At the bottom of your Connect homepage, try the Optional Smartbook Tutorial Quizzes, Optional Pre-Built Problems, Optional MC Quizzes, and Optional Additional MC and Exercise Quizzes.**
    6. **On CS, you will see for each chapter: the class slides, solution slides with answers to the easy to medium poll questions, Narrated PPTs, and Step by Step Exercises PPTs.**
    7. **Note that the exam will NOT have these questions, but this type of prep on hypothetically similar questions may help, especially if you time yourself to get through MC in an average of 1 ½ mins, depending on the difficulty.**

3. **Content of exams**: Exam questions can be designed under any number of different formats: MC, exercises, problems, short answers, and matching. Note that we change the prior year’s exam questions and data for quality control reasons so if you solely rely on prior semester’s exam solutions that may be floating around for this course, not only would it detract from your learning and retention, but you will probably not do well. **Also, note that exams will have questions that will not appear in the same format as the homework for a couple very important reasons related to what employers want in our assessment methodologies:**

**a. The primary objective of the course is to have you learn the concepts and apply them to unique circumstances and apply critical thinking skills**. **Therefore, the exam will require some deeper level of critical thinking that will not look like the exact format of the homework problem or those in the book, i.e. the data set may be presented differently, appear incomplete but needing you to infer what is missing in order to complete the problem, or appear to have more information than necessary to solve the problem, all reflective of your future career problem solving challenges.**

**b. Also, due to the amount of material covered in this course vs. what I can practically assign as a homework load given your other course commitments, exams will necessarily have questions on a few topics that were not covered in the homework**. **However, almost all exam questions, except for the deeper critical thinking questions, should be answerable directly either from the skills developed through the homework or the examples in the text.**

**4. Missing a Midterm Exam**

a. **“Legitimate pre- approved reasons” to miss a midterm exam and request a makeup must be requested and approved in advance by the Instructor and the Dean of Students Office prior to the exam date. You must have satisfactory third-party supporting evidence for that reason.**

**b. “Legitimate pre- approved reasons” --Circumstances that will warrant consideration are:**

1. **A medical illness documented by an established medical center, such as Lehigh’s Health and Wellness center, including Covid.**
   1. **Cases of Covid symptoms must be supported with an established medical center diagnosis, not just a generic picture of a positive test result.**
   2. **A student’s statement that they may have been “recently exposed” to someone with Covid symptoms will not automatically be a basis for a makeup as** **those situations are governed by University Policy on what to do if exposed, and it will depend on your vaccination status and if you exhibit symptoms. I will not inquire as to your vaccination status and will instead only rely on confirmation from the Lehigh Health and Wellness Center or the Dean of Student’s Office as to if accommodations are appropriate.**
2. **A documented family emergency or critical illness or death;**
3. **A documented employer interview;**
4. **A request consistent with Lehigh's Religious Accommodation Policy found at** [**https://chaplain.lehigh.edu/node/6**](https://chaplain.lehigh.edu/node/6)**; or**
5. **A Lehigh official athletic competitive event occurring during the exam time and I receive an official written notice from the team’s coach or Athletic Director as to such conflicting competitive event necessitating such exemption.**

**c. For practical scheduling reasons, there will be only 1 makeup exam date offered for a midterm. It will only be offered once as a group, after a practical and reasonable number of days after the original exam date, and will be given for all Excused students at that one time. If a student is still unable to take the exam at that makeup time, the Excused student will have the weight of that exam added to the final exam. (Note that makeup exams are by nature not the same exact exam as the original exam, although are designed to be close to the same rigor as the original.)**

**5. Final exam**: This exam is cumulative with a bit more emphasis on the latter chapters not covered in prior exams. Make up exam policy is prescribed by the Registrar’s office and can be located here: <https://ras.lehigh.edu/content/current-students/exam-schedule>. It states:

***“Make-up Examinations: Make-up examinations may, upon petition to the faculty, be granted in the case of unavoidable absence from a final examination in any course. A make-up also may be granted if a student is scheduled for three examinations in a calendar day. A petition to take one of these exams during the make-up period must be submitted to the Dean of Students no later than one week following the publication of the examination schedule.”***

***See https://studentaffairs.lehigh.edu/content/committee-standing-students***

***And*** [***https://studentaffairs.lehigh.edu/sites/studentaffairs.lehigh.edu/files/offices/transitions/docs/SOS%20Petition%20Form\_2020%20FINAL.pdf***](https://studentaffairs.lehigh.edu/sites/studentaffairs.lehigh.edu/files/offices/transitions/docs/SOS%20Petition%20Form_2020%20FINAL.pdf)

***for the required SOS petition for requesting a final exam makeup.***

**6. Exam protocols for academic integrity:** The exams are in class, in Connect with a browser and app lockdown.

**7. Exam curve**: There is no assurance that any exam will be “curved” or adjusted in any way based on overall class results. I will reassess if a curve is warranted after the results are known at the end of the semester.