

## Final Exam Guidelines

### Final Exam period and duration

- **Exam period:** June 25, 2022 at 19:00 UTC through June 27, 2022 at 19:00 UTC
- **Exam duration:** 2 hours

The final exam is 2 hours long, and must be taken in a single sitting during the 48-hour final exam period specified above. Be sure to convert the exam period to your local time zone.

No extensions or exceptions will be made. The exam period is designed to maintain the academic integrity of this course, and the value of the Financial Accounting course certificate earned by verified learners in this course.

The exam period is designed so that each of you have the opportunity to take the exam at the time of day that is most convenient you personally, including mornings and evenings, regardless of geographic location. These specific hours have also been selected so that the Course Team can offer you maximum coverage and support during the exam period.

Please mark your calendars and to make any arrangements necessary to take the final exam within the specified period. *We sincerely appreciate your doing your part to maintain the academic integrity and value of the certificate you are working hard to earn!*

### Important notes about the Proctored Final Exam

1. **Onboarding.** You must complete Onboarding by Wednesday, June 1 at 15:00 UTC to ensure that your computer system is compatible with the online proctoring system used to administer the final exam. You will not be able to access the final exam until you have completed onboarding.
2. **You are required to complete a Face Scan, ID Scan and Room Scan before starting the exam.** Carefully review this [How to Conduct a Room Scan](#) doc now, and build in time to do your room scan immediately before starting the proctored exam. Be aware that the #1 reason learners fail proctoring, and therefore the final exam, is failure to do the Room Scan correctly; therefore, it's important that you carefully follow the Room Scan instructions *and* leave yourself plenty of time to do this immediately before starting the exam.
3. **Your computer screen will be locked during the proctored exam and will allow you to use only software listed in the Allowances section below.**

## Allowances

1. Software allowances\*

- a. Microsoft Excel
- b. LibreOffice Calc
- c. Google Sheets (via a browser)

\*Note: you may open a **blank spreadsheet only**. Using a pre-populated spreadsheet constitutes cheating and will disqualify your exam.

2. Translator:

<https://www.bing.com/translator>

<https://translate.google.com>

<http://fanyi.youdao.com>

3. One “cheat sheet.” Letter or A4. You may write on both sides of it. Hand-written, or typed *and* printed out (digital cheat sheets are **not allowed**). Need to show this during room scan.
4. Two sheets of blank scratch paper for calculations. Need to show this during room scan.
5. Pen or pencil.
6. Computer calculator. Native OS calculator only (Windows or Mac).
7. An unlabeled drink.

## Restrictions

You are not allowed to use anything not listed under Allowances on the final exam. This includes but is not limited to the following:

- 1. Textbooks or other books. This is a closed-book exam.
- 2. No physical calculators allowed.
- 3. Materials, devices, or software not listed as an Allowance above are strictly prohibited. This includes **headphones**. If headphones are your only microphone/audio source, remove them from your ears after completing the room scan.
- 4. Your desk must be completely clear of all items not listed as an Allowance above. Any prohibited items on your desk or in your exam environment will result in proctoring failure.

## Accessibility and Accommodation Requests

If you have a disability-related accommodation request regarding the exam, please contact [micromasters-support@mit.edu](mailto:micromasters-support@mit.edu) as soon as possible, and at least 2 weeks in advance of the Final Exam opening, to allow time to respond. Requests are reviewed via an interactive process to meet accessibility requirements for learners with disabilities and uphold the

academic integrity for MITx.