



INS 101 & 102: General Exam Information

Please read this message carefully and in its entirety.

The exam will be delivered on Moodle. You will find the exam under the Week 6 heading on Moodle – scroll down to where it says Week 6. At the beginning of your regularly scheduled class time, the exam will open. Your entire exam is to be typed and submitted through Moodle. We will **NOT** accept any other formats/submissions. Answer the questions completely through Moodle.

All students must write their exams during the regularly scheduled class time. **No exceptions.** The exam will only be made available to you during this time. No alternative times will be made available, do NOT schedule other meetings during this time.

Prior to the exam beginning, you will need to login to the course Zoom page – the link is located on Moodle where you find it every week. **You MUST have your camera on when writing the exam.** Your camera needs to remain on for the duration of the exam. Once you have submitted your exam, you can turn off the camera and leave the Zoom meeting. Students who do not have their camera on, may be removed from the exam and the Zoom meeting.

An instructor will be available on Zoom for the duration of your exam. You can ask questions via the chat whenever you wish. Please do not use your microphone during the exam.

This exam is considered an open-book exam. You can have your notes and readings with you. We expect you to be writing this exam alone, without the assistance of anyone else. Answers, ideas or concepts clearly taken from outside the course material will not be counted and can be considered as plagiarism. You must write from your own understanding in your own words.

You must submit your own work, any sign of copying, or having assistance from others, will be automatically treated as cheating and plagiarism.

General Exam Instructions

Overall Exam Format:

- You have **three hours** for this exam.
- The exam is considered an open-book exam. You can check your notes and use your readings while working on the exam.
 - Do **NOT** take quotes directly from the slides and readings. Explain your answer in **your own words**, from your own perspective. Copying and pasting from the slides, readings or the Internet will be considered plagiarism – use your own voice.
 - Any evidence that you have directly taken from a source, Googled your answers or copied from the Internet will also be treated as cheating.
- The exam has two parts: Part:1 Elements (10 points), Part 2: Analysis (90 points). **You must complete both sections of the exam.**
- There are multiple versions of this exam and questions are randomly assigned by Moodle. You must answer the questions that you are assigned.
- The combination of your logic and analysis, your clarity, and the professional presentation of your work will determine the strength of your grade.
- Your response should be clearly explained, make use of strong grammar and sentence structure, and be professional in its tone and content. You will want to make sure you check your spelling and take care of the small details of your work.



Part 1: Elements (10 points total)

- This section consists of one image that you will be asked to deconstruct and assess.
- Your answer must be recorded in the answer field on Moodle, we will not accept any other format.
- You are being evaluated on your use of course material, theory and readings.
- Each student will be given a different randomly generated image.

Part 2: Essay (90 points)

- You will be given a two-part question that asks you to properly analyze the image from Section One.
- Your answer should be typed directly into the answer field on Moodle, we will not accept any other form of submission.
- Your answer should be **350-450 words in length** – this is a guideline, do not stress if you are over or under this amount. Think quality over quantity. You are being evaluated on your use and command of course material, theories and discussions. Your answer must include and consider ideas from across the weeks.
- Each student will be given a different, randomly assigned question.

Frequently Asked Questions

Q: Can I write the exam at a time of my choosing?

A: No. It is your responsibility to be ready and available to write the exam during your regular class time. NO EXCEPTIONS will be given.

Q: I'm not sure I'm available during my class time; can I get an extension on my exam?

A: No. Please see above.

Q: I have an asynchronous class meeting at the beginning of class, can I start late?

A: Still No. See all of the above.

Q: Do I have to have my camera on?

A: Yes.

Q: Can I look at my course notes and readings while writing the exam?

A: Yes, you can.

Q: Will you grade me on spelling, grammar and sentence structure.

A: No, but that doesn't mean it doesn't matter. The clarity and professional presentation of ideas is important. Make it easy for us to give you credit for what you're saying!

Q: How many words should I write?

A: Part 1 does not have a word limit. Part 2, we recommend 350-450 words. This is a guide, not a requirement. The depth and detail of your answer is what matters most.

Q: You said I had to have my camera on, but is it mandatory to have my camera on?

A: Yes. Please stop asking the same question over and over again!