

Tests and the Final Exam

- **You must show complete work using techniques of Calculus for credit** – an answer without appropriate work will not receive any credit. Ask me if you are unsure if you are showing appropriate work.
- Your answers must be in **exact form** unless a decimal approximation is asked for on the exam. For example, $\frac{1}{2}$ is an exact answer, whereas 0.7853981634 is a decimal approximation.
- **I will not reschedule the final.** Check the date of the final exam before you make any travel plans!
- **Use the restroom before an exam**, because you may not leave without turning in your test.

- **Test Forgiveness Act (or Why you really, really want a homework & TBA score of 95% or more!):**
If your homework & TBA score is **95% or higher** at the end of the semester, I will replace your lowest test score with your full score on the final exam.

- **In case you miss a test:**
 1. In the case of a missed test due to a **documented** and **compelling emergency** (e.g. medical emergency, car accident with police report) I will arrange a makeup test for you. **To be eligible, you must contact me about arranging a makeup test with me within 24 hours of the missed test. Your makeup test must be taken in a timely manner. (note: there are no makeups for the final exam!)**
 2. In all other cases, you can replace one missed test with either 80% of your score on the final exam (for example, a score of 90% on the final would translate to a score of 72% for your missed test), or with your full final exam score if you qualify for the Test Forgiveness Act (see above). **Any subsequent missed tests will receive a score of 0% and are not eligible for any grade replacement.**

Free Tutoring! I encourage you to make use of the resources available to you. In addition to asking questions in class and attending my office hours, I would encourage you to form study groups and to make use of the Learning Center (building 5, ground floor). **I would also encourage you to join the MESA program (Rm. 7309)**, which will give you access to student tutors, some of whom have already taken this course.

Disabled student services: In coordination with the Disability Resource Center office, reasonable accommodation will be provided for eligible students with disabilities. For more assistance, please contact the DRC Bldg 5, Room 5132 or call 650-738-4228

Conduct: It is important to me that my classroom is an environment that is collegial and encourages learning. Students who are disruptive, rude, or make learning difficult for others will be dropped from the class.

Cell phones, laptops, etc. must be turned off during class, and **Headphones and headsets** may not be worn.

A note on CHEATING: Working together in any way or sharing materials during an exam is cheating. I have no tolerance for cheating and if I believe that a student has been cheating, they will receive an F in the class and the school administration will be notified – It is always my recommendation that the student be removed from the college.

Cheating includes, but is not limited to the following:

- **Passing of any objects** (e.g. calculators, erasers, pens or pencils, pieces of scratch paper) is considered cheating. Likewise, **any form of communication** with any person other than the instructor during a test is considered cheating.
- **Cell phones are not to be used in any way during an exam... even as a calculator.**
- **“Sharing” a calculator is definitely considered cheating.**
- Using a non-approved calculator (see other side for more details).
- Using notes or resources other than those specifically allowed during a test or quiz.
- **Things not covered explicitly in the syllabus:** Invariably, a syllabus cannot contain a comprehensive list of do’s and don’ts. You are expected to use good sense. **If you have any question about what is or is not acceptable in this class, please ask me.**