

Legislative Process (POLS 438)

Spring 2009

Exam Instructions

The Exams are available in the "Quizzes" link in d2l. The questions for each exam are randomly selected from a database of questions. Write an organized, coherent essay using sentences and paragraphs. You must answer the question in your own words. You may not directly quote the text or other reading material in any way. Paraphrase these ideas using sentences you constructed yourself for this exam. Do not use lists or bulleted points. Construct sentences in paragraphs to explain your ideas. Students are required to type and save their answers locally (on your own PC) in their word processor of choice (e.g., MS Word) and print them on paper.

While some students may think that online exams are just another anxiety-producing event, many advantages result from this test method for students. First, by necessity, the exams becomes open-book. Students are allowed to use any material they wish during the exam. Second, students can take the exam at their convenience. On-demand exams allow students to take the quizzes as their schedules permit. Finally, professional certification exams are increasingly being conducted in this manner. Nursing, teaching, and many graduate school entrance exams use the one-question-at-a-time, no-return format for online tests.

If your Internet Service Provider has a history of unstable connections, I suggest you find a more secure connection. I highly recommend that students use a high-speed (or broadband) Internet connection. Also, it is preferable if students take the exams during normal business hours when on-campus assistance is available. In case of problems, contact the Computer Support Desk at SDSU. Please do not contact me, because I cannot resolve technical problems. Call SDSU's Support Desk at 605-688-6776 (Monday - Friday, 8 a.m. to 5 p.m.) or via e-mail: SDSU.SupportDesk@sdstate.edu. If you have any indication that the process did not proceed properly and that your response was not submitted, immediately send me a d2l email with your exam response attached as a Word document. This provides a back-up system with a time-stamp to ensure that your answer is delivered on time. In case something goes awry, it is essential that you save your answer in some place other than d2l! Best wishes and if you have any trouble, call the Support Desk.