


Final Exam At-Home Assignment Instructions

This assignment is to be completed as part of your final exam. Prepare your work as a Microsoft Word document.

When your work is completed

- Print out a copy of your completed work to take it with you to the proctored portion of this final exam. You will be asked about your answers to this assignment in the proctored exam.
- Submit your completed work in the same way that you have done with homework assignments; go to the submissions area on the next page or click on the **Assignments**  icon. (It is *not* listed under Assessments.)

Proctored Final Exam Instructions

How do I access the exam?

You will not have access to the exam until you are in a proctored facility (either through ACT or an independent proctor). The Final Exam is password protected and will appear in a separate section on your home page in WebCT.

How much time will I have?

The proctored final is 3 hours. Also note:

- You can take this exam only once.
- You cannot save answers to questions after the allotted time has expired; you can only submit the exam with the previously saved answers.

What should I bring? What may I refer to during the exam?

- Bring the printed assignment document that you completed for the At-Home portion of this Exam.
- You may bring your textbook and any printed notes, but nothing electronic.
- You may access the online course material during the exam.

What is the format of the exam?

- All questions are randomized.
- Each question is weighted; an approximate percentage value is noted.
- The exam questions will display one at a time on your screen.

What is the procedure for answering questions?

- To answer a question, type your response in the text box below the question.
- When you have completed your response, click "Save" at the bottom of the page.
- As you proceed you can go back and edit previous responses that you saved.
- If you have typed something and then try to go to the next question without saving, then you will be prompted to save.
- You will see question number buttons on the right-hand side of your screen; use these to move easily from

question to question at any time.

- When you have completed all answers, click the Finish button.
- You will be asked to confirm that you are ready to submit the completed exam. You can then Cancel or go ahead to submit by clicking "Okay").
- You should see a confirmation message telling you that your exam is submitted.

Questions

Please, see your proctor if you have any questions or experience any technical issues.

Good Luck!

Technical Support

Assistance to resolve technical problems is available 24 hours a day, every day of the year. This service is provided by WebCT Support, and is restricted primarily to problems associated with the functionality of the Learning Management System.

The Contact Information for WebCT Support is:

Web Site: <http://help.webct.com/supportform?id=bostonuniversity>

Email: vista.support@webct.com

Phone: 1-877-855-3238