**FYS FINAL EXAM INSTRUCTIONS FOR INSTRUCTORS**

The FYS final exam is worth 10 percent of students’ final course grade (a policy established in summer 2012 by FYS faculty.) Starting with the fall 2014 semester, the FYS exam will be administered via MUOnline. A workgroup of FYS faculty determined that administering the exam via MUOnline would streamline the process and facilitate assessment reviews.

A week or two prior to the FYS final exam, we encourage you to:

* Talk to students about the exam process
* Consider assigning the practice exam [that is available as a module] so that your students have the experience of logging into MUOnline and accessing testing materials.
  + You may wish to make this part of the course grade or extra credit.
  + This will give you and the students a “dry-run” before the actual exam and time to troubleshoot any issues they may have (including WiFi performance in the classroom, username/password issues and enough electrical outlets for your students. You may wish to bring an extra powerstrip.)
  + This sample exam may reduce your students’ stress and test anxiety.
  + Plus, the practice exam provides them with another opportunity to test their critical thinking skills.

Preparing for the day of the exam:

* The final exam should be administered during the two-hour window set by the university.
* If you would like to offer your classroom as a potential area for students to take the exam (which we recommend), you have that option; keep in mind that each student will need to bring his or her laptop or make arrangements to bring one.
* You can also allow your students to take the exam wherever they have an Internet connection. (The Drinko Library has computers on floors one through three, and there are other computer labs on campus.) Students will only be able to take the exam during that two-hour window (unless they have accommodations that state otherwise), and must complete it by the end of the final exam time.
* Although students are free to take the exam wherever they have Internet access, you should make yourself available via email and in the classroom during the final exam time slot to address any potential issues students have in taking the exam.

How the exam will work via MUOnline

* In your MUOnline FYS course, you will find a pre-loaded Practice Exam module as well as a Final Exam Module.
* The Practice Exam module does not have any restrictions so that you as an instructor can choose when to use it.
* The Final Exam Module was set to open on the day set aside for your exam, but we had to use generic opening and closing times for the exam as we were developing this for multiple sections. So, your Monday, Tuesday, Thursday or Friday exam will open at 8 am and close at 9 pm with those generic defaults. We ask that you please go in and adjust the time to fit your specific exam time. To do this, you can EDIT THE TEST OPTIONS. If you do not know how to do that, you can do one of the following:
  + Watch this short video: [**http://tinyurl.com/Editthetestoptions**](http://tinyurl.com/Editthetestoptions)
  + Contact the MUOnline Design Center for assistance
  + Contact Jennifer Sias for assistance
* It would be helpful to have one copy of the exam and document library available during the Final Exam in case of an emergency. Because of copyright laws, please do not make multiple paper copies of the exam and document library.

Need help?

* MUOnline: 304-696-7117 | [muonlinedesigncenter@marshall.edu](mailto:muonlinedesigncenter@marshall.edu)
* IT Help Desk: 304-696-3200 | [itservicedesk@marshall.edu](mailto:itservicedesk@marshall.edu)
* Tech Room Issues: 304-696-2976 (Uplink Systems Tech)
* Jennifer Sias, FYS Coordinator: 304-972-6957 | [sias3@marshall.edu](mailto:sias3@marshall.edu)

Need to schedule a lab on campus?

* Courtney Carter: 304-696-3223 | [kania@marshall.edu](mailto:kania@marshall.edu)