Sample Proctor Instruction

ONLINE EXAM

Extended Learning Institute
IST 100 – Introduction to Information Systems
Exam 1 (On Line)
Form 8-00-A

PROCTOR DIRECTIONS:

This exam is taken on line. **Do not show the student this page of the directions, as they contain a password that you must enter.** Since the grade is automatically entered into the instructor's gradebook, do not forward anything to ELI.

Please provide:

- The Student Directions on page 2 of this document.
- An Internet workstation with either Netscape Navigator (Version 4.0 or later) or Microsoft Internet Explorer (Version 4.0 or later).
- Enter the password XXXXX when the student is prompted for a password. **Do not tell the student this password.**

Student may use:

- Nothing

Student may NOT use:

- Floppy disks
- Printer

If you have any technical difficulty with this exam, or if the student accidentally submits an unfinished exam, please call one of the ELI staff below for help any time your lab is open:

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Number</th>
<th>Pager Number</th>
<th>Home Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob Loser</td>
<td>(703) 323-4146</td>
<td></td>
<td></td>
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<tr>
<td>Sherry Chi</td>
<td>(703) 323-4145</td>
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</table>
STUDENT DIRECTIONS:

1. Log into your course and go to Exam 1. In case you have forgotten, here are the procedures:

   a. Using the web browser, go to NOVA's homepage, select ELI, select web courses, then select the course from the list OR connect directly to http://blackboard.nv.cc.va.us/courses/ist100mr1.

   b. Enter your course user name and password and single click the OK button. Your course username and password are different than your NVCC email and network username and password. Your course user name is usually your first initial and last name (all in lower case). For example, Maya Washington's user name would be mwashington, and Frederick Lee's would be flee. Your password is your nine-digit student number (without dashes or spaces). Your student number is usually your Social Security Number.

   c. Single click the Course Documents button.

   d. Single click the Exams folder.

   e. Single click the Take Exam 1 button.

2. Ask the proctor to enter the password, then single click the Submit Password button.

3. Answer the 50 questions by clicking the circle next to the correct answer for each. You can change an answer by clicking a different circle. The exam will take about 2 hours.

4. Single click the Submit Answers button when finished. You will then have a chance to see your scored exam. Your score will be recorded in the instructor's grade book automatically. After your instructor reviews your exam, you will be able to check your score (but not your answers) at any time by clicking Student Tools and Check Your Grades.