Testing: **Either live at NDSU or Proctored for distance students. Testing will NOT be online.**

1. **Testing** is one aspect of this “online” class that **cannot be done online.** The nature of organic chemistry requires drawing/illustrating complex structures for chemicals and electron movement during reaction mechanisms. As such it is not conducive to multiple-choice or short-answer questions that are conveniently viewed and answered online. Further, the flexible “asynchronous” scheduling means that some students will take a test before some others; hand-written tests that are proctored and collected upon completion are good for test security.

2. **Flexible Test Scheduling:** All four tests must be completed by the end of the summer term. But there are not fixed tests dates. To some degree, you can make arrangements to take the tests (within limits) at your own schedule. For example (these are just examples…):
   - You could complete the May 16-start O1 course in the scheduled 12 weeks, May 16-Aug 4
   - You could complete the course in 6 weeks, May 16-June 23. This makes best sense if you are trying to complete both Organic I and Organic II in the same summer. So you could complete Organic I by June 23, then use the 6 weeks from June 26-Aug 4 to complete Organic II.
   - You could complete the course in 4 weeks, May 16-June 12, then be ready for the 8-week face-to-face Organic II course that begins on June 13. (And for the Organic I summer lab?)
   - You could individualize your schedule. Gone on a mission trip for a week? Gone for a long weekend for a family vacation or a wedding? You could work ahead as needed to ensure the ability to master all of the material.
   - **See course syllabi for suggested 4, 5, 6, 8, or 12-week schedules.**

3. **Testing options**
   a. **Testing at NDSU:** **Any Monday or Thursday, at 12 noon, Ladd 114.**
      - With the flexible, asynchronous test scheduling, different students will be ready for tests at different times. The next available Monday or Thursday will always be an opportunity.
   b. **Proctored Testing**, local to you: Arrange to have your tests proctored, **typically at a local college, library, church or high school.**
      1) Most colleges have proctoring services.
      2) Many public libraries are willing to provide proctoring services
      3) For taking proctored tests, **YOU** will need to find/arrange the proctor; arrange scheduling with that proctor; email me the name, job, email, and phone number for your proctor; and email me a website for the organization that the proctor is a part of. (For example, if your church pastor is going to proctor your exam, I’d like to look him up to make sure he and the church really exist, before calling him to confirm! 😊)
      4) For proctored tests, I will normally email a copy of the test to the proctor who will print the test. After the test is done the proctor will scan and email me the answers and destroy the printed copy.
      5) Because it takes some time to communicate with the proctor, to load and send copies of tests, and for the proctor to print them, it helps to have some advance notice. (Maybe if you email me on Friday night that you’ve got a proctored test set up for Saturday afternoon I’ll get it sent and it will be printed and ready for you; but don’t totally count on it! 😊)
   c. **Special Arrangement Testing at NDSU** at times other than Monday/Thursday noon. Depending on my schedule and availability, feel free to at least ask if you could take a test at a time that works better for you. I might say yes!

4. **Testing time is 90 minutes.**
   1) Tests are structured so that a well-prepared student should be able to complete a test in 50 minutes or less. But by allowing 90 minutes, that gives extra time to work on problems that you might get stuck on; it provides time to check your work; it provides more space for students who don’t work fast; and it provides enough cushion so that you can just focus on your test without being distracted by worrying about the clock.
   2) If you do take proctored tests, you will want to arrange for a 90-minute time block.

**Proctored Tests will not be returned.** Given the flexible test-scheduling, I will not be able to send you copies of your graded tests. Local students can see graded test in my office