Mathematics E-15 Spring 2017
Exam Policies

How do I take exams? We will follow the protocol in the Proctored Exams section at http://www.extension.harvard.edu/resources-policies/exams-grades-transcripts/exams-online-courses. This gives you two options for taking exams.

- You may take the exams on campus. If you have two Harvard exams scheduled at the same time, please contact distance_exams@dcemail.harvard.edu to reschedule one of them.
- You may take the exams in absentia (off campus) with a qualified proctor as explained on the webpage mentioned above. Note that students taking the exams in absentia do NOT have to take the exams simultaneously with the on-campus students; you and your proctor will be given a 24-hour window (opening at 9 a.m. Eastern USA time Wednesday) in which to schedule the exam. Note also that you must submit your proctor information through the Harvard system for each exam (thus, three times) and at least one week in advance of each exam (even if you use the same proctor for all exams). By the day of the exam, your proctor will have received information from the Exams Office on how to download the exam and how to submit your completed exam to the Exams Office, so all you will have to do is take the exam.
- If after reading the details on the webpage above you still have questions about the exam procedure, please contact distance_exams@dcemail.harvard.edu.

When are the exams?

- The exams are on the following Wednesdays: February 22, April 12, and May 10.
- The on-campus exams will be given in Emerson Hall 210 on these dates from 6:00 p.m. to 9:00 p.m., Eastern USA time.
- For students taking exams in absentia, the 24-hour window for your proctor to administer the exam will open on each Wednesday listed above at 9:00 a.m. Eastern USA time and close on the following Thursday at 9:00 a.m. Eastern USA time.

What aids can I use during the exams?

- You may use a calculator but NOT a calculator with symbolic capabilities (including the TI-89 and TI-NSpire CAS) and NOT a calculator with internet access.
- You cannot use any notes or books.
- If you leave the room during the exam, you must leave your cell phone with the proctor.

What else should I know about exams?

- You will have three hours for each exam.
- Makeup exams cannot be given, so please note the dates of the exams above and make any necessary arrangements with employers or schools now.
- Exam 1 covers Weeks One, Two, Three, and Four. Exam 2 covers Weeks Five, Six, Seven, Eight, and Nine (though you’ll still need to remember the ideas from the prior weeks). Exam 3 covers the entire course, though it will not contain any purely precalculus problems such as the ones we did in Weeks One and Two.
- The exams (and their solutions) from the past two semesters are posted on the course website. We suggest that you take each for practice in an exam setting (three hours, no notes or books or internet access) and then check your answers against the solutions.
- There have been rare cases in which an off-campus student’s proctor has an old or inadequate printer driver which is not able to print the proper mathematical symbols for the exams. We suggest that you ask your proctor to download one of the practice exams in advance and print it to make sure the symbols appear correctly; if they do not, your proctor can update the printer driver or you can find a new proctor.