

**SYLLABUS (Online)**  
**Course ID: kravchuk59806**

**\*\*IMPORTANT FACTS ABOUT MA 107\*\***

When you create your account on MyLab/Mastering you must use your  
BlazerID followed by @uab.edu as your LOGIN name.  
Example: If your BlazerID is goblazers use goblazers@uab.edu

**Taking Tests in your Online Course:**

The two mid-term tests and the final exam are proctored tests. There are two ways in which a test can be proctored. These are:

1. You can take the test at the assigned time and date in the UAB Math Learning Lab, room 202 Heritage Hall, under the supervision of the course instructor. The dates are:

**The Midterm Test 1: 4:40 pm - 6:40 pm on March 1.**

**The Midterm Test 2: 4:40 pm - 6:40 pm on April 26.**

**The Final Exam: 4:40 pm - 7:10 pm on May 1.**

**Location: Math Learning Lab (Heritage Hall, Room 202).**

2. You can take the test at a location remote from the Math Learning Lab by using the services of the company **ProctorU**. There is an additional cost to you for this proctoring service, plus there are certain minimum hardware and software criteria which must be met. The costs and the required hardware and software are shown on the **ProctorU** attachment to this syllabus.

Your instructor will ask you to select the mode of proctoring at least one week in advance of each test. You must make a proctoring appointment with **ProctorU** for the designated test time at least three days in advance of the test. See the attachment for specific details about making proctoring appointments with **ProctorU**.

**MA 105 is a 4-hour course, with scheduled lab meetings for two Midterm Tests and Final Exam. See Course Schedule for details on due dates for all assignments. Students are welcome in the Math Learning Lab (202 Heritage Hall) for assistance with coursework but may complete all homework and quiz assignments from personal computers.**

**The Midterm Tests and the Final Exam will be taken under the supervision of the course instructor during the scheduled lab meeting times in 202 Heritage Hall.**

**Midterm Tests are limited to 120 minutes, Final Exam is 150 minutes.**

**On test days, you must bring a UAB *photo ID, driver's license, or gov't-issued ID.***

**Quizzes and Homework are completed in the MLL or at home. Quizzes are limited to 30 minutes.**

**There are no make-ups for missed deadlines for homework and quizzes. This is because the work should be done IN ADVANCE of the deadline dates. There is a formal appeal procedure if a student misses a test deadline. Appeals are approved only if there is a serious, *verifiable* circumstance.**

**Students are required to check their [blazerID@uab.edu](mailto:blazerID@uab.edu) email address for official course communications.**

# DEADLINE DATES

Work should be completed before deadline dates **but cannot be completed after deadline dates.**

Deadlines for homework, quizzes, and tests are INDEPENDENT of one another.

You do not have to complete homework to take quizzes or tests. (However, it is recommended.)

There are no prerequisites for any of the graded assignments.

Homework/Quizzes			Major Tests			
No.	Text sections	Date	No.	No.		Date
<b>1</b>	F1, F2, F4, 1.1	01/17/13	<b>1</b>			
<b>2</b>	1.2, 1.3, 1.4, 1.5	01/24/13	<b>2</b>			
<b>3</b>	2.4, 2.5, 2.6, 1.6	01/31/13	<b>3</b>			
<b>4</b>	3.1, 3.5, 3.6	02/07/13	<b>4</b>			
<b>5</b>	3.2, 3.4	02/14/13	<b>5</b>			
<b>6</b>	4.1, 4.2, 4.3, 4.4	02/21/13	<b>6</b>			
<b>7</b>	4.5, 4.6, 4.7, 4.8	02/28/13	<b>7</b>	<b>1</b>	HW 1-7	03/01/13
<b>8</b>	5.1, 5.2, 5.3, 5.4	03/07/13	<b>8</b>			4:40 -6:40 pm
<b>9</b>	5.5, 5.6, 5.7, 5.8	03/14/13	<b>9</b>			
<b>10</b>	6.1, 6.2, 6.3	03/28/13	<b>10</b>			
<b>11</b>	6.4, 6.5, 6.6, 6.7	04/04/13	<b>11</b>	<b>2</b>	HW 8-14	04/26/13
<b>12</b>	7.1, 7.2, 7.3, 7.4	04/11/13	<b>12</b>			4:40 -6:40 pm
<b>13</b>	8.1, 8.2, 9.2	04/18/13	<b>13</b>			
<b>14</b>	9.3, 9.4	04/25/13	<b>14</b>			05/01/13
					<b>Final Exam</b>	4:40-7:10 pm

\*\* Note that each homework assignment is worth 15 points and each quiz is worth 10 points.

Tests			
Assignment	Related HW/Quiz Assignments	Points	Date
Midterm 1	HW 1-7; Q 1-7	200	03/01 (4:40 -6:40 pm )
Midterm 2	HW 8-14; Q 8-14	200	04/26 (4:40 -6:40 pm )
Final Exam	HW 1-14; Q 1-14	250	05/01 (4:40 -7:10 pm )

# HOW YOUR GRADE IS CALCULATED

Your grade is calculated based on the number of points that you earn.

You can earn a maximum of 1000 points.

Number of Points	Letter Grade
880 to 1000	A
750 to 879	B
620 to 749	C
500 to 619	D
Below 500	F

Note that 879 points earns you a grade of B, not a grade of A, etc.

# WHERE DO THE POINTS COME FROM?

Grade Element	Points	Quantity	Total Points
Homework	15	14	210
Quizzes	10	14	140
Tests	200	2	400
Final Exam	250	1	250
Total points			1000

UAB Department of Mathematics

## SYLLABUS (MA 107-QL)

### MA 107 – Pre - Calculus Algebra/Trigonometry

Semester: Spring 2013 Section: 107-QL Course ID: kravchuk59806 UAB zip code: 35294

Instructor: Dr. Elena Kravchuk

Instructor e-mail: [kravchuk@uab.edu](mailto:kravchuk@uab.edu)

Office phone: 934-2119

Office location CH 459B

**Instructor Office Hours:** Available upon request. The course instructor will answer student questions by email. Additional office hours TBA.

**Course Description:** (3 semester hours). The course will cover: functions from algebraic, geometric (graphical), and numerical points of view, including polynomial, rational, logarithmic, and exponential functions; inverse functions; quadratic and rational inequalities; complex and real roots of polynomials; applications and modeling, both scientific and business.; trigonometric functions (circular functions) and their inverses, graphs and properties; right triangle trigonometry and applications; analytic trigonometry, trigonometric identities and equations; polar coordinates; laws of sine and cosines; conic sections.

#### Learning Outcomes:

Upon successful completion of MA 107, a student

- understands functions from an algebraic, geometric (graphical), and numerical viewpoints, in particular polynomial, rational, exponential, logarithmic, and trigonometric functions and their inverse functions;
- can apply distance and midpoint formulas for solving geometric problems algebraically;
- recognizes and is able to graph equations of circles, and can identify the center and radius of a circle given the standard equation or the general equation of a circle;
- is able to solve rational and polynomial inequalities;
- is able to apply trigonometric principles to solve problems involving triangles;
- can interpret the plane from the viewpoint of both rectangular coordinates and polar coordinates and knows how to move between these representations;
- understands conic sections, their definitions, and their graphs;
- is able to translate verbal descriptions into mathematical form in the solution of problems;
- is able to construct and interpret tables, graphs, and algebraic representations of functions, and move among them;
- is able to draw relevant conclusions from algebraic models and applications, and communicate them in appropriate ways to an audience.

In addition to developing specific algebraic skills relevant to an understanding of functions, these learning outcomes promote students' development of quantitative literacy.

**UAB email:** It will be necessary that you establish a BlazerID and a UAB email address. Official course communications will be sent to that address. (They can be forwarded to another email account of your choosing.) Go to [www.uab.edu/blazerid](http://www.uab.edu/blazerid) for information on establishing your BlazerID. For UAB email account assistance, send an email to [userservices@uab.edu](mailto:userservices@uab.edu), or call (205) 934-3540.

**NOTE: All instructor office hours are conducted in the UAB Math Learning Laboratory (MLL), on campus in room 202 Heritage Hall.**

**Attendance policy:** Attendance at the Midterm Exams and Final Exam is mandatory unless the student chooses the remote proctoring option. Roll will be taken. Students must present a current Photo ID Card for identity verification. Students may not sign the roll for another student. Violation of this policy will result in a grade of F.

**Prerequisite:** Undergraduate level MA 102 Minimum Grade of B or (ACT Math Score 24 and High School GPA 3.5) or (ACT Math Score 25 and High School GPA 3) or (ACT Math Score 26 and High School GPA 2.5) or ACT Math Score 27 or MA Screening-Advanced 21

**Please Note:** In this version of MA 107, the student does not have instructor-led lectures to assist in learning the course material. The course is designed primarily for working students whose schedule does not permit them to attend a lecture session, and for students who live a considerable distance from the campus. Students who are generally weaker in mathematics, or who feel the need for more instructor contact, should not take this version of the course.

**Course Structure:** This course is primarily computer-based. All homework assignments and quizzes are on-line and can be completed either on your own computer or using one of the computers in the UAB Math Learning Lab (MLL) anytime before the scheduled deadline. The MLL is on campus in room 202 of Heritage Hall. The Midterm Exams and Final Exam are also done on the computer, but they must be taken in the MLL during your lab meeting time or using the remote proctoring option. **In order to receive credit for homework and quizzes, the work must be done on or in advance of course deadline dates.** See the course schedule for the course deadline dates. Students are STRONGLY advised to complete assignments BEFORE deadline dates. Computer problems, Internet problems, and student personal problems are not accepted as excuses for missing deadline dates.

**Materials:** *Precalculus Algebra & Trigonometry MA 107 package*, which includes a *UAB Math 107 Student Workbook*, by Elena Kravchuk, 2010, Pearson/ Prentice Hall, and MyMathLab **ACCESS CODE, is required.** You do not need an access code and can purchase the UAB MA 107 workbook as a stand-alone item if you are *retaking MA 107 previously taken in Fall 2010 or later.*

**Getting Started:** The first thing you must do is register for your on-line course materials. You cannot complete any assignments until you have registered.

## **Registering for a Course in MyMathLab**

Go to <http://pearsonmylabandmastering.com> and click the Register button for students. Follow the instructions provided. To register, you will need the following:

1. The Pearson **CourseID** for this particular course section, which is **kravchuk59806**.
2. A Pearson account. \*

If you already have an account for math, English, or History you should sign in.

If you don't have an account, create one.

\*NOTE: The **Sign In name for your account** MUST BE your **BlazerID followed by @uab.edu**.

If you already have an account and the sign in name is not your [blazerID@uab.edu](mailto:blazerID@uab.edu), please contact the instructor for directions on how to change it after you have registered.

3. **Student Access.** This is the access code that you purchase bundled with your text, or that you purchase as a stand-alone item. It comes inside an 8 ½ by 10 inch cardboard package labeled *MyMathLab Student Access Kit*. You may also purchase student access online with a credit card.

4. The zip code for UAB, which is **35294**.

**\*\*Temporary access to Pearson CourseCompass is available for those students waiting on financial aid or experiencing other circumstances requiring a delay in payment for the access code. Students must pay for full access (MyMathLab Access Code) to stay in the online course past the temporary access expiration date. Note that any course work they submit prior to this expiration date is not lost.**

**Math Help.** Tutoring assistance is available on campus in the Math Learning Lab (MLL) located in room **202 Heritage Hall**. The hours of operation are posted on the door and can also be viewed on-line at [www.math.uab.edu](http://www.math.uab.edu), under *Math Lab: Hours of Operation*.

Students can work on their homework, take quizzes, obtain tutoring assistance, and listen to course video lectures in the MLL. (To watch and listen to computer video lectures, students can bring their own headsets or can check out a headset from the MLL.)

When you come into the MLL, you must log on to the course homework system. To log on, click on the appropriate course box. Then you will be prompted to enter your BlazerID and password.

**Calculator policy.** Scientific calculators may be used for homework and quizzes. **Students may not use personal calculators during testing.** Note that all tests for this course are administered in the MLL during your scheduled lab meeting times, and there is an on-screen calculator available for your use when testing. Your instructor will not assist you with the on-screen calculator during a test, so it would be to your advantage if you familiarized yourself with the use of the Microsoft Explorer on-screen calculator at home or in the Math Learning Lab, before you have to take a test. You must also use the on-screen calculator on your personal computer if testing remotely.

**Course Grades:** Students earn their grade in the course by accumulating points. There is a maximum of 1000 points available. Student letter grades are awarded as follows. Students can go to <https://secure.cas.uab.edu/ml1/db/> to review the status of their grades in the course. Note that grades are awarded by points earned, not by percentages.

Number of Points	Letter Grade
880 to 1000	A
750 to 879	B
620 to 749	C
500 to 619	D
Below 500	F

Grade Element	Points	Quantity	Total Points
Homework	15	14	210
Quizzes	10	14	140
Tests	200	2	400
Final Exam	250	1	250
Total points			1000

**Homework:** There are 14 homework assignments. For each assignment you can earn up to 15 points, based on your homework score. An unlimited number of attempts can be made on each homework problem. If you miss a problem, click on *similar exercise* to work another problem correctly for full credit. You can go in and out of the homework as many times as you like before the deadline (all of your work is automatically saved). You earn points for homework completed on or before the due date. After the due date, you can review homework assignments and work similar exercises, but you cannot change your score. If you have a question about a homework problem, click on *Ask My Instructor* from the page containing the homework problem. **NOTE: There is a set of prerequisite media (reading) assignments for each homework assignment.**

**MLL Attendance:** There are scheduled lab meetings for the Course Orientation, the Midterm Exams and the Final Exam. See Course Schedule for details.

**Quizzes:** There are 14 quizzes. Each quiz is worth 10 points. You take the quizzes on your own computer and on your own schedule, but you can only earn the quiz points if the quiz is taken on or before the due date. The quizzes are timed. Once you begin a quiz you have 30 minutes to complete it. Each quiz can be taken a maximum of two times. The higher grade attained will count. **Do not hit the BACK button on your browser when taking a quiz.** This will end your quiz and you will not be able to get back into it. You are given two attempts at each quiz to account for a network outage during a quiz, hitting the back button by mistake, your computer going down, making careless mistakes, etc. Click *submit* when you finish a quiz.

**Tests:** There are two Midterm Exams and the comprehensive Final Exam to be taken. Exams will be taken in 202 Heritage Hall during scheduled computer laboratory meeting times or using the remote proctoring option. All tests are timed. Midterm Exams are 120 minutes long and Final Exam is 150 minutes long. **Students are required to keep a government issued photo ID on their desks during testing (UAB student ID, driver's license, etc).**

## Two Options for Taking Tests:

**OPTION 1:** Students can take the course tests under the supervision of the instructor on the following dates:

**Midterm Test 1: Friday, 3/01 (4:40-6:40 pm) in HHB202**  
**Midterm Test 2: Friday, 4/26 (4:40-6:40 pm) in HHB202**  
**Final Exam: Wednesday, 5/01 (4:40-7:10 pm) in HHB202**

If you choose this option you are required to be on time to the testing sessions. If you are late, you will not be able to test. Please note that remote testing is not available if you miss the above test sessions.

**OPTION 2:** Students can take the course tests using remote proctoring services through ProctorU. You will find the information regarding ProctorU on Blackboard. Please read the ProctorU handout information carefully before choosing this option for testing. Students are responsible for the additional costs involved with this option and are responsible for the technical requirements needed for this option. **The deadline for each test under this option is the same deadline listed under option 1. Do not wait until the test due date to take and/or schedule your test. If you choose to wait until the due date to take your test, you are assuming the risk that some situation may prevent you from taking your test. Power outages, technical issues, and student personal problems are not acceptable reasons for missing a test deadline.**

**Make-up policy:** No make-ups are allowed for quizzes. There is no appeal for missed homework or quiz deadlines. If a major test deadline is missed due to a **serious verifiable** circumstance, the student may submit an Appeal Form (available in the Math Department Office in room 452 of Campbell Hall) to the Math Department Appeals Committee. The completed Appeal Form, along with supporting documentation attached, may be submitted to Room 452 of Campbell Hall. The Appeal Form with supporting documents attached must be received no later than one week after the missed deadline. The appeal will be reviewed by the Director, the course instructor, the course coordinator and the Supervisor of the MLL. The student will receive a prompt reply as to the adjudication of the appeal but should continue working in the course.

**Course Completion:** The course is complete once the student takes the Final Exam. No other points may be earned after the Final Exam has been taken.

**Cell Phones.** Student cell phones must be **TURNED OFF** and **PUT AWAY** **during ALL class and lab meetings.**

**Disability Support Services (DSS).** DSS offers special accommodations to students who qualify. The UAB DSS office is located on the fifth floor of the Hill University Center, telephone: 934-4205, e-mail: [dss@uab.edu](mailto:dss@uab.edu). Students who have a DSS-approved accommodation for extended test times will take quizzes and tests that have a longer time duration. See your instructor for further information.

**Withdrawal:** The last day for withdrawing from this course without the payment of full tuition and fees is **January 16, 2013**. The last day to withdraw from this course with a grade of **W** is **March 28, 2013**. Students withdraw from a course online using Blazernet or by completing the appropriate paperwork in the UAB Registrar's Office in the Hill University Center. The signature of the instructor is not required.



MA 107-V102-131-QL

W	Mon	Tue	Wed	Thu	Fri		HW	Quiz	Test
1			1/09 <b>FDOC</b>	1/10	1/11				
2	1/14	1/15	1/16	1/17 <b>HW 1, Q1</b> <b>F.1, F.2, F.4, 1.1</b>	1/18	<b>1</b>	F.1, F.2, F.4, 1.1	F.1, F.2, F.4, 1.1	
3	1/21 <b>H</b>	1/22	1/23	1/24 <b>HW 2, Q2</b> <b>1.2, 1.3, 1.4, 1.5</b>	1/25	<b>2</b>	1.2, 1.3, 1.4, 1.5	1.2, 1.3, 1.4, 1.5	
4	1/28	1/29	1/30	1/31 <b>HW 3, Q3</b> <b>2.1, 2.4, 1.6, 2.6</b>	2/01	<b>3</b>	2.4, 2.5, 1.6, 2.6	2.4, 2.5, 1.6, 2.6	
5	2/04	2/05	2/06	2/07 <b>HW 4, Q4</b> <b>3.1, 3.5, 3.6</b>	2/08	<b>4</b>	3.1, 3.5, 3.6	3.1, 3.5, 3.6	
6	2/11	2/12	2/13	2/14 <b>HW 5, Q5</b> <b>3.2, 3.4</b>	2/15	<b>5</b>	3.2, 3.4	3.2, 3.4	
7	2/18	2/19	2/20	2/21 <b>HW 6, Q6</b> <b>4.1, 4.2, 4.3, 4.4</b>	2/22	<b>6</b>	4.1, 4.2, 4.3, 4.4	4.1, 4.2, 4.3, 4.4	
8	2/25	2/26	2/27	2/28 <b>HW 7, Q7</b> <b>4.5, 4.6, 4.7, 4.8</b>	3/01 <b>4:40 pm -6:40 pm</b> <b>Test #1 (HW 1-7)</b>	<b>7</b>	4.5, 4.6, 4.7, 4.8	4.5, 4.6, 4.7, 4.8	T1 3/01 (HW 1-7)
9	3/04	3/05	3/06	3/07 <b>HW 8, Q8</b> <b>5.1, 5.2, 5.3, 5.4</b>	3/08	<b>8</b>	5.1, 5.2, 5.3, 5.4	5.1, 5.2, 5.3, 5.4	
10	3/11	3/12	3/13	3/14 <b>HW 9, Q9</b> <b>5.5, 5.6, 5.7, 5.8</b>	3/15	<b>9</b>	5.5, 5.6, 5.7, 5.8	5.5, 5.6, 5.7, 5.8	
11	3/18 <b>H</b>	3/19 <b>H</b>	3/20 <b>H</b>	3/21 <b>H</b>	3/22 <b>H</b>	<b>10</b>	6.1, 6.2, 6.3	6.1, 6.2, 6.3	
12	3/25	3/26	3/27	3/28 <b>HW 10, Q10</b> <b>6.1, 6.2, 6.3</b>	3/29	<b>11</b>	6.4, 6.5, 6.6, 6.7	6.4, 6.5, 6.6, 6.7	
13	4/01	4/02	4/03	4/04 <b>HW 11, Q11</b> <b>6.4, 6.5, 6.6, 6.7</b>	4/05	<b>12</b>	7.1, 7.2, 7.3, 7.4	7.1, 7.2, 7.3, 7.4	
14	4/08	4/09	4/10	4/11 <b>HW 12, Q12</b> <b>7.1, 7.2, 7.3, 7.4</b>	4/12	<b>13</b>	8.1, 8.2, 9.2	8.1, 8.2, 9.2	
15	4/15	4/16	4/17	4/18 <b>HW 13, Q13</b> <b>8.1, 8.2, 9.2</b>	4/19	<b>14</b>	9.3, 9.4	9.3, 9.4	T2 4/26 (HW 8-14)
16	4/22	4/23	4/24	4/25 <b>HW 14, Q14</b> <b>9.3, 9.4</b>	4/26 <b>4:40 pm -6:40 pm</b> <b>Test #2 (HW 8-14)</b>				
17	4/29	4/30	5/01 <b>Final</b>	5/02	5/03 <b>(HW 1-14)</b>		<b>Final (HW 1-14)</b>	<b>(4:40 pm-7:10pm)</b>	Final 5/01



## What We Do

ProctorU is a revolutionary new service that allows students to complete their assessment at any location while still ensuring the academic integrity of the exam for the institution. Using almost any web cam and computer, you can take exams at home, at work, or anywhere you have internet access.





## Preparing for Your Exam

You can take exams through ProctorU seven days a week. You will be connected to a live person during your exam that will be there to guide you through the process and assist with any technical problems. If you have any questions, please call our proctor line at 205-870-8122.









### Fees

You are responsible for paying the fees associated with taking an exam through ProctorU. The fee is \$22.50 for a 2 hour exam or \$17.50 for a 1 hour exam. Fees must be paid at the time you take your exam(s). There are two methods of payment available to you.

-  Credit card
-  Debit card

Below is a quick list of procedures, followed by a more detailed explanation of the typical exam appointment.

### Student Checklist

-  Your allotted exam time doesn't begin until you are entered into the exam by your proctor.
-  Have your student or government issued-ID ready, as you will have to show it to your proctor to verify your identity.
-  ProctorU will run an applet, or temporary program on your computer that will allow us to view your screen and what programs are running during your exam session. This program will expire once you close it. Please close all unnecessary programs before logging in to ensure the best experience.
-  Test your equipment at [www.proctoru.com/testitout](http://www.proctoru.com/testitout) before your appointment to ensure everything works. Please see our technical requirements listed below.
-  Make sure you have a fast and reliable internet connection. If you are connected through an intermittent WiFi connection, you may want to plug in directly to your modem to avoid disconnecting during your exam. If you lose connectivity, please continue the test and email the course instructor immediately and call ProctorU at 205-870-8122.
-  Please turn off all cell phones and find a comfortable, quiet spot in a well-lit room. Try to put light sources in front of you, such as windows or lamps, so they don't cast shadows on your face. Your proctor will need a clear view of your surroundings and face in order to grant access to your exam.
-  If your Learning Management System (ex: Blackboard Learn) allows, please remember to save each answer as you go in case you lose connectivity or there is an error with the testing site.
-  Some course instructors allow scrap paper and others do not. If scrap paper is allowed be prepared to show it to the proctor to ensure it is blank.



## Taking Your Exam

ProctorU allows you to take your exam on demand or by appointment. All appointments should be made at least 3 days in advance. To make an appointment, simply create an account at <http://go.proctoru.com>, or your school's ProctorU web portal, then log in, click on the "new exam" link and select the exam, date, and time you desire. You will receive a confirmation email of your reservation at the email address that you provided to ProctorU. Reservations made within 72 hours of your exam are subject to an additional \$5 late reservation fee that will be added to the standard exam fee. Students without an appointment can take their exam on demand within 15, 30 or 45 minutes utilizing "Take it Now". This premiere feature is designed to give test takers added convenience and only costs \$8.75 in additional fees that will be added to the standard exam fee. Late registrations and "Take it Now" are subject to availability.

## Procedure








Plan ahead for your session. Make sure you have a quiet, private location in which to take the test. The area and room around your computer will be scanned using a web cam prior to your exam, so all non-authorized materials should be put away and the area should be clutter-free. If you are using a public computer lab, you must have a web cam connection and use headphones so you won't disturb others. You will also be required to show picture identification to your proctor at the time of your exam. Approved forms of identification include, but are not limited to, a driver's license, military identification card, passport, or school-issued identification card. No breaks are allowed during your testing session and cell phones and other devices will not be permitted in the testing area. No other people are allowed in the area in which the test is being taken. Any unauthorized notes or other attempts to cheat will abort the test session and will be reported to your instructor.

At the date and time of your appointment, return to <http://go.proctoru.com>, log in, and a message will appear saying, "You have an exam. Click here to begin." Click on this button and it will automatically take you to the proctor page. Fill out your personal information and hit submit. You will then be directed to a screen which will connect you to your proctor. Just follow the steps on the screen and a proctor will be connected with you shortly.

Once connected, your designated proctor will walk you through the set up process and you will log into your testing portal. Your proctor will also supply the password for your examination. Your exam time will begin when the proctor enters the examination password on your screen. If you have any problems connecting, please call ProctorU at 205-870-8122.

## Technical Requirements

Students are responsible for meeting the following technical requirements:

-  *A reliable computer running Windows XP (or higher) or Mac OS X 10 (or higher).*
-  *A web cam with 640x480 video pixel resolution or higher.*
-  *Headphones or working speakers connected to the computer.*
-  *A working microphone connected to the computer. We recommend a web cam that has a built in microphone.*
-  *A web browser with Adobe Flash Player installed. We recommend Flash Player 11.*
-  *A reliable, high-speed internet connection.*
-  *The ability to allow video and screen-sharing connections to the computer you will be using to take your exam.*

Students can test their computer, web cam, and internet connection at [www.ProctorU.com/Testitout](http://www.ProctorU.com/Testitout).



## Contact Us

To learn more about ProctorU, please visit our website at [www.ProctorU.com](http://www.ProctorU.com)

Don't forget to "like" us on Facebook and follow us on Twitter!

[www.facebook.com/ProctorU](http://www.facebook.com/ProctorU)

<http://twitter.com/ProctorU>

