

GATEWAY GUIDELINES FOR INSTRUCTORS

- 1) There are four Gateway exams in Math 231: Limits, Derivatives, Graphing, and Integrals. A student must attain at least an 80% on each Gateway exam in order to receive a C or higher in Math 231.
- 2) Students need to be constantly reminded that if they do not pass all four Gateways with a score of 80% or better, the best grade they can get in the course is a C- , no matter what grade the student might be earning otherwise. This grade is not sufficient to move on to Math 232.
- 3) You should administer each of the four Gateway Exams for the first time in the classroom. Sample Gateways may be downloaded from: <http://uwm.edu/math/undergraduate/resources/math-testing/>. It may be a good idea to distribute a copy of the appropriate sample Gateway a week before the scheduled test.
- 4) You may obtain copies of the Gateway Exams at the Testing Center in NWQ B2461. If you need assistance with this, please contact the course coordinator.
- 5) Students should be allowed thirty minutes to complete each Gateway Exam given in the classroom. Additional time is not allowed. No notes, calculators, or other electronic devices are allowed. Cell phones should be turned off and put away.
- 6) Gateway Exams are to be graded with no partial credit. Points on multiple part problems are to be allocated to each correct answer. Incorrect answers are to be given no credit. An exception may be given for trivial arithmetic or copying errors which are not related to the Calculus principles that we are testing.
- 7) Corrected Gateway Exams should be distributed to the students at the following class. The students should be given a little time to record their errors. **The exams should then be collected and kept on file.** Students who are having difficulty passing a Gateway should try to go over their exams during your office hours.
- 8) Students who do not receive an 80% or higher on the exam given in class are to be given two weeks to retake the exam in the Testing Center in NWQ B2461. They are allowed to retake an exam at most once each day.
- 9) Before students will be allowed to retest, they will be required to produce a valid UWM student ID and give their instructor's name and section number. This is for security purposes; to make sure the person taking the test is the person who is supposed to be taking the test. **PLEASE EMPHASIZE TO YOUR STUDENTS THAT THEY WILL NOT BE ALLOWED TO RETAKE A TEST WITHOUT A VALID UWM STUDENT ID (DRIVER'S LICENSE NOT ACCEPTABLE) AND WITHOUT KNOWING THEIR INSTRUCTOR'S NAME AND SECTION NUMBER.**

- 10) The instructor has the option to count the Gateway score as a quiz toward the students' final grade or not. For Fall 2015, please count the Gateway Exam score towards the final grade. Partial credit may be awarded for this purpose, but not to determine the necessity of a retake. Please retain the scores from at least the first 3 attempts at the exam, and the student's final grade, for analysis after the end of the semester.
- 11) When a student retakes an exam, if time permits the test proctor will go over the results with them and indicate any mistakes made. When the exam is returned to the instructor, the instructor will decide on the numerical grade for the exam and if the student has passed or failed.
- 12) Students should be **STRONGLY** advised to come in as early as possible during the retesting period to retake a test. This will ensure them plenty of time to go over a retest with their instructor if they don't pass, and then try again.
- 13) The testing center in NWQ B2461 seats very few students. In addition, the center may be dealing with other testing for the department (Math 175 Skills Tests). It is possible the center will be full when students come in to retest so be sure to tell them to allow time to wait or to come back later if needed. This is another reason to encourage your students to come in as early as possible during the retesting period.
- 14) The testing center will be open as of the beginning of the third week of classes. Much of this information is provided in a student version of this memo. The schedule of hours of operation is provided below.
- 15) **STUDENTS SHOULD BE ADVISED THAT THEY WILL BE GIVEN THIRTY MINUTES TO COMPLETE ANY RETEST. ANY STUDENT WHO COMES INTO THE TESTING CENTER LESS THAN ONE HALF-HOUR BEFORE IT CLOSES WILL BE DENIED THE OPPORTUNITY TO RETEST.**

If you have any questions about the Gateway Testing program for Math 231, please feel free to contact Rebecca Bourn, the course coordinator.

Email: bourn@uwm.edu

Office: EMS E462

Office phone: (414) 229-4184

Testing Center Hours of Operation for Fall 2015

Monday: 10:30am – 1:30pm; 6:00 – 8:00pm

Tuesday: 10:00am – 7:00pm

Wednesday: 9:00am – 3:30pm; 5:00 – 8:00pm

Thursday: 9:00 – 10:30am; 2:00 – 7:00pm

Friday: 9:00am – 1:00pm

****All testing is conducted at NWQ B2461 ****