

MATH 231 GATEWAY EXAM GUIDELINES

Course Policies

- There are four Gateway Exams in Math 231: Limits, Derivatives, Graphing, and Integrals.
- A student must earn at least an 80% score on **each** of the four Gateway Exams to receive a final grade of C or higher in Math 231. If a student earns at least 90% on all four Gateways AND earns at least a C on the final exam, the student is guaranteed a grade of at least a C for the course.
- If a student does **not** pass all four Gateway Exams with a score of 80% or higher, the best grade they can get in the course is a C- *no matter what grade they might be earning otherwise*. This grade is not sufficient to move on to Math 232.
- The highest Gateway Exam score counts toward the final grade in this course.

Testing Procedures

- Each of the four Gateway Exams will be administered for the first time in the classroom. Sample tests may be downloaded here: <http://uwm.edu/math/undergraduate/resources/math-testing/> and will be discussed in class before your scheduled test.
- Students are allowed thirty minutes to complete each Gateway Exam. No notes, calculators, or other electronic devices are allowed. Cell phones should be turned off and put away.
- Gateway Exams are graded with no partial credit. Points on multiple part problems are allocated to each part. The problem must be **completely** correct to receive credit. This means all of the work shown must be accurate as well as the answer being correct.
- After the instructor grades the in-class version of the Exam, they will return it in class for review. **YOU MAY NOT TAKE THE GRADED EXAM WITH YOU!!!** Your instructor will collect all of the exams from your class and keep them on file in their office. Please do not record any of the problems from your exam (notes, photos, etc.) the sample test should be a sufficient study guide.

Retaking Exams

- Students will be given approximately one week to retake a similar version of an exam at the Gateway Testing Center in PHYSICS 330 (schedule shown below). Only one retake of each exam is allowed per day.
- Students are required to provide a **valid UWM student ID** and give their instructor's name and section number to the testing center proctor. 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 UNDERSTAND THAT YOU WILL NOT BE ALLOWED TO RETAKE A TEST WITHOUT A VALID UWM STUDENT ID (DRIVER'S LICENSE IS NOT ACCEPTABLE) AND WITHOUT KNOWING YOUR INSTRUCTOR'S NAME AND SECTION NUMBER. IF YOU DO NOT HAVE YOUR STUDENT ID WITH YOU WHEN YOU ARRIVE AT THE TESTING CENTER, THE PROCTOR WILL DENY YOU ENTRY. ANY STUDENTS WISHING TO COMPLAIN ABOUT THIS POLICY SHOULD SEE THE COURSE COORDINATOR. DO NOT COMPLAIN TO THE TESTING CENTER PROCTOR. YOU ARE EXPECTED TO BRING YOUR STUDENT ID WITH YOU!!!!

- When you retake an exam the proctor will go over the results with you and indicate any mistakes you made IF TIME PERMITS. The proctor will add the number of correct points and return the exam to your instructor. Your instructor will check the exam grading and assign a final score.
- Retakes require 30 minutes. Any student who comes to the Testing Center less than one half-hour before it closes will be denied the opportunity to take an exam.

Suggestions

- Please come in as early as possible during the retesting period to retake an exam. This will ensure you plenty of time to go over the results with your instructor and then try again.
- The Testing Center in PHY 330 seats very few students. It is possible the center will be full when you come in to retest so be sure you allow yourself time to wait or to come back later if needed. This is another reason to come in as early as possible during the retesting period.
- The Testing Center will be open on all days that classes meet.

If you have additional 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

Questions about your progress in the course should be directed to your instructor.

Testing Center Hours of Operation for Fall 2017

Monday:	11:00am – 8:00pm	First day of Operations: Tuesday, September 5, 2017.
Tuesday:	9:00am – 8:00pm	Closed for Thanksgiving Break: November 22-24, 2017
Wednesday:	9:30am – 8:00pm	Last day of Operations: Thursday December 14, 2017.
Thursday:	9:00am – 7:00pm	The testing center will NOT be open on the Study Day
Friday:	9:00am – 1:00pm	Friday December 15, 2017.

****All testing is conducted at PHY 330 ****