|  |  |
| --- | --- |
| ***Why am I taking this assessment exam?*** | Your school requires students to take comprehensive assessment exams in order to assess your learning and to evaluate the program learning outcomes associated with the program of study. The purpose of this exam is to allow school officials the ability to assess the quality of the academic programs, so that the school can improve its programs and provide the best possible educational experience for all students. The assessment exam helps ensure that the school maintains the highest quality of education.  |
| ***How should I prepare for the assessment exam?*** | The comprehensive exam covers topics taught throughout the degree program, which are aligned to the topics required for accreditation. If you are taking this exam early in your program (the inbound exam), there is no need to prepare. This exam simply assesses the baseline data the school needs for its analysis. This exam is not graded, but rather you must complete the exam to receive course credit. If you are taking the exam at the end of your program (the outbound exam), then the preparation for the exam comes from your educational experience with the school, specifically through the required courses for your degree. The exam assesses the foundational knowledge areas. There is no need to prepare for the exam.  |
| ***Does this assessment exam affect my final grade?*** | Please refer to your course syllabus or course instructor for information on how the exam will be graded. Keep in mind that the “scores” you receive on the exam are relative, meaning the scores do not relate directly to a traditional 100pt grading scale. If you are graded on the exam, you will most likely be graded on an adjusted grading scale.  |
| ***What do I need to access the exam?*** | You will need a computer with Internet access. No other plug-ins are required. The online exam will operate on all internet browser types.  |
| ***What is the cost of the assessment exam?*** | There are no additional costs to the student other than the fees you have already paid to the school.  |
| ***How do I register for the exam?*** | Students obtain their exam access key by self-registration from a micro-site created for your university. Open <http://www.peregrineacademics.com/aiuschools>. On the micro-site, enter the password **AICUB-2001**. Click “Proceed with Registration” to enter the micro-site. Follow the instructions to self-register and obtain your exam access key. Be sure to follow the instructions from your course professor. In most cases, you will select from the list the course you are currently enrolled in, which includes the exam as a course requirement.  |
| ***How do I start the exam once I am registered for the exam?*** | At the conclusion of the self-registration process, a hyperlinked course name will be displayed. When you click the hyperlink, your web browser will open to the exam screen. **This method is the best method to start the exam.** If you do not complete the exam at the end of the self-registration process, you can also access the exam by using the e-mail sent to you upon completion of the self-registration process. This e-mail also has a hyperlinked name to take you to the exam page.  |
| ***I know I am registered, but I never received the e-mail.***  | Please check your SPAM or JUNKMAIL folder for the e-mail from Peregrine Academic Services. (Receipt@PeregrineAcademics.com). You can also have the e-mail re-sent to you using the link found on the micro-site page where you began the self-registration process. If you still do not see the e-mail, then there is an issue with your Internet Service Provider (ISP) blocking or otherwise restricting the e-mails and Peregrine Academic Services may not be able to assist you with recovering this e-mail. You can also contact technical support 24/7/365 at the following for help <http://www.peregrineacademics.com/home/technical-support>  |
| ***My assessment exam site password does not work anymore after I used the exam key.***  | A student has 48 hours to complete the exam once the exam has started and only 3 access attempts are allowed. These restrictions are in place to protect the academic integrity of the examination process. Contact your instructor if you need the exam re-set due to extenuating circumstances. Peregrine Academic Services requires instructor/school/faculty involvement with this step in order to ensure the academic integrity of the exam process. The number of access attempts is limited in order to protect the integrity of the online exam.  |
| ***I have the e-mail, but how do I access the assessment exam site?***  | Click on the blue, underlined hyperlink content included with the title of the course or exam you are enrolled in. The hyperlink directs your Web browser to the appropriate site and auto-fills the registration information.  |
| ***How much time do I have to take the assessment exam?*** | You have 48 hours to complete the exam once the exam has been started. The 48 hour clock starts when you start the exam. The exam access key does not expire, but rather the 48-hour rule begins after you click “Proceed with Exam” and start the online exam. **Each question in the exam is also timed, 3 minutes per question.** This is actually a lot of time and most students can complete the exam well within the time restrictions, usually within 60-90 minutes.  |
| ***Am I allowed to take breaks during the exam?*** | **Yes, two 10-minute breaks are allowed for the entire exam**, and are built into the testing platform. You can take these breaks anywhere in the exam, be sure to select “Take a **10-minute** break AFTER this question.” You must answer the current question before taking the break. |
| ***What if I need to stop during the exam?*** | You are allowed to stop during an exam and restart a later time. However, you only have 3 access attempts within the 48 hours. You cannot log-in/log-off in the traditional sense; rather you access the exam with the exam access key and exit the exam by closing your internet browser. Please be advised that the 3 access attempts have been added to address unforeseen issues (i.e. loss of internet connectivity, emergencies). **Do not use these as breaks during the exam. Rather, please use the “take a break” feature within the exam window to pause the exam for up to 15 minutes.** If you do stop the exam and restart later, you will resume the exam at the next question from where you ended the previous session. You will consequently forfeit the question you were on. You cannot go back and review previously answered questions. **These measures are needed to protect the integrity of the exam process.**  |
| ***How many questions are on the assessment exam?*** | **There are 10 questions for each topic. For this specific exam, there are 11-12 topics, or 110 - 120 questions.** Exam questions are multiple choice (mostly) and a few True/False. |
| ***How long will I need to take the exam?*** | Typically, the exam should take about 60-90 minutes. |
| ***How much time is allowed to answer each question?*** | You are allowed **3 minutes** to answer each question. You will see the time remaining on the screen for each question during the exam. |
| ***Can I “back track” during the exam?*** | No, you will not be able to go back to a question if you decide to skip it. You need to do your best to answer each question within the allotted time. Otherwise, it will be graded as 0 points. The reason why this restriction is in place is due to need to protect the integrity of the exam process. |
| ***Is the score weighting the same for an unanswered question versus a question answered incorrectly?*** | Yes.  |
| ***What if 48 hours elapse or I attempt a 4th access to the exam?*** | After 48 hours or more than 3 access attempts, the exam site is inaccessible and a completion certificate will be generated, assigning 0 points to unanswered questions.  |
| ***Will I see my score at the end of the exam?*** | Your completion certificate, the downloadable PDF file displayed at the end of the exam, will show the total score and the topic scores. Please keep in mind that these are relative scores, meaning that the score does not equate to a traditional 0-100 grading scale. Please refer to the relative scoring index displayed on the completion certificate to understand your score on this nationally normed exam.  |
| ***How do I print or save my completion certificate?*** | After completing the exam, you will be asked to view and save your certificate. A link to download the exam completion certificate will also be automatically e-mailed to you at the end of the exam. Finally, you can also retrieve your completion certificate from the micro-site page where you began the self-registration process.  |
| ***How should I submit the certificate to my instructor?***  | Submit completion certificate to your instructor according to your course assignment or instructions from your course professor. Typically, you will upload the certificate in the assignment area.  |
| ***I forgot to save my completion certificate when I finished the assessment exam.*** | Look for the e-mail with the link to download the completion certificate included. If that still does not work, you can have the certificate re-sent to you from the micro-site page (where you self-registered), on the main log-in screen. |
| ***If I still have questions, whom do I contact?***  | For course and exam content/requirement related questions, please contact your course professor. Peregrine Academic Services does not control how exams are graded or otherwise used by the institution. For technical questions or issues regarding the exam site, please contact <http://www.peregrineacademics.com/home/technical-support> support is available 24/7/365. |