

Date/Time: Thursday, March 9th from 5:00-7:00 pm
(30 minutes of “buffer time” allotted for download/export/upload of electronic files to DEN)

Instructions

1. On DEN, navigate to My Tools → Assignments
2. Locate **two** folders: “Part 1 - Short Answer” and “Part 2 - Short Essay”
3. Download the files attached to each folder. Begin to take the exam.
4. When finished, export your work as **two** PDFs; one for the short answer section and one for the short essay section.
5. Upload the PDFs submissions to their respective folders.

Notes

- This exam will not be formally proctored. You do **not** need to be present in the WebEx while taking the exam, but your presence is encouraged!
- In the WebEx, only *procedural* questions pertaining to the exam will be answered. Questions regarding the content itself or clarification of questions will not be answered.
- For those taking the exam at an alternate time, a Zoom link will be sent out if you have any procedural questions while taking the exam. Should a time conflict arise and nobody is available on Zoom, please email *both* Dr. Wertz (wertz523@smad.com, 310-529-2780) and Kevin (ksampson@usc.edu, 609-694-9103) with your questions/concerns.