

## Important Instructions for BUS 498 Students

### Summer 2017 Exit Assessment Test

SUMMER 2017 BUS 498 students will be required to complete the Exit Assessment Test. The Exit Assessment Test in SUMMER 2017 will be conducted online using a Google platform.

**BUS 498 students must use their @northsouth.edu address to access the test.** If students are not aware of their @northsouth.edu address and password, they must resolve this issue prior to the test.

The Exit Assessment Test will take place in the week of July 23 - 27. However, the test platform will only be available for select hours (to be announced) during this period. The exact times (test window) will be announced later in a subsequent notice. **There will not be a make-up opportunity.** Students must carefully monitor NSU website, SBE and CPC web and social media sites, and communication from their BUS 498 instructors for further instructions.

Students will access the test using a link to be furnished later. This link will be made available to the students about July 16. This link will be posted, as a notice, on the NSU website. That notice will also specify the exact test window. BUS 498 students are advised to carefully monitor the "Notices" section of the NSU website. The test link and the test window will be also provided to BUS 498 instructors around July 16.

After accessing the link, students will need a test access code to proceed. Students will need to contact their BUS 498 instructor to get this test access code; this information will be distributed to BUS 498 instructors around July 16.

Once a student submits the password, the student will be prompted to enter name, ID, the BUS 498 section number, and email address. A wrong ID will ensure that the student will not receive credit for the exam.

The student will be required to complete two tests. The first test is the BBA core test, containing 80 multiple-choice/true-false questions and one essay. The student must answer the essay question. If the essay is left blank or incomplete, the student will be penalized. Plagiarism will be severely penalized.

After the 81<sup>st</sup> question in the BBA core test, students will need to select their major. Dual major students will select their first major on record. The selection of the major will take the students to the second step: the assessment test for their major. This component will contain 40 multiple choice questions.

After completing all questions, students must click on the submit button. Failure to do so will ensure that student would receive a zero for the exit assessment test. Students will not be able to complete a fraction of the test, save it, and return to it later. Students must complete this in one sitting. Students must answer all questions. Otherwise, the "Submit" button will not work.

The test window will be only available for a few select hours (to be announced later). The student must complete this test within the specified hours and dates. Students failing to do so would receive a zero for the exit assessment test. The exact dates and hours of the test window will be provided later in a separate announcement.

**There will not be any make-up opportunity. Technical support will not be provided.**