LIB 1010
Information Literacy
Final Exam Information

Read this information carefully before taking the Final Exam.

If this page does not answer your questions, please contact your instructor or come to the Browning Library Reference Desk.

Final Exams in the DSC Testing Center

The LIB 1010 Final Exam is available in the DSC Testing Center from the beginning of the semester. It is highly recommended that students do not wait until the last week of classes to take the Final Exam in LIB 1010. The Testing Center has limited space, and you will perform better on the Final Exam if you take it soon after completing the module quizzes before you forget what you have learned. The exam is online, and you do not need a Scantron. You MUST have your DSC ID card to take the LIB 1010 Final Exam. Check the Testing Center hours.

You must successfully complete (80% or above) all 9 modules BEFORE taking the Final Exam.

- The last possible day to take Final Exam 1 and still have the opportunity for a second attempt is July 12th.
- If you take the first final exam after July 12th, you will NOT be able to make a second attempt.
- The last possible day to take either Final Exam 2 is July 19. See the course Syllabus for more information.

You are allowed two (2) attempts to achieve a score of 68 or better on the Final Exam. Unlike the module quizzes, you will be unable to view your Final Exam attempt(s) and each attempt will involve different questions. The second final exam is a different test.

If you do not pass your first attempt, you are required to do two (2) things:

- Complete the written Review Worksheet as directed on the syllabus. You will not be allowed to attend a review session until you have completed the worksheet. You must bring the worksheet completed in your handwriting to the required review session.
- Sign up for a review session with a librarian to review the course content. This is done online at www.http://dixie.libcal.com/
  - You will not be allowed to take the second attempt until you have demonstrated an ability to pass by successfully completing a written review outline and attending a review session with a librarian. You must make your appointment in advance.
  - The review sessions are held in the library classroom located on the second floor. The sessions last from 1 - 1.5 hours.
- The last day to take the review session will be July 18th.

Each attempt is limited to a two (2) hour time period. The Final Exam must be completed without the use of notes or other study aids. You are not allowed to view the modules, previous assessments, or any other materials while taking the Final Exam. Of course, cellular telephones and other communication devices are not allowed during the test.
Final Exams at a Distance

If you are truly distant from the DSC campus (over 100 miles) and not enrolled in courses at the St. George campus or Hurricane Education Center please follow the directions below.

All other students must take the LIB 1010 Final Exam in the DSC Testing Center or Hurricane Education Center.

Dixie State College Proctor Statement (passed DSC Academic Council, March 18, 2008)

LIB 1010 Proctored Final Exam Policies for Distance Students

1. As stated in the LIB 1010 Syllabus, students requesting a distance final exam must be located over 100 miles from St. George and not currently enrolled in any on site courses at the St. George campus or the Hurricane Center.
2. Students requesting a distance final exam need to do the following:
   - Inform the instruction librarian of their need
   - Find an acceptable proctor for the final exam.
   - Dixie State College Proctor Statement (passed by DSC Academic Council, March 18, 2008):
     - A proctor is an approved person capable of supervising a student to ensure educational integrity while the student is completing an exam or assignment. Students requiring proctored activities outside Washington County are required to locate an appropriate proctor. Appropriate proctors include college or university testing centers (a fee may be required), school principals, superintendents, guidance counselors, full-time school or public librarians, embassy officials, military education officers (for military personnel only), and hospital education directors. A proctor must not be a relative, friend, employer, ecclesiastical leader, or athletic coach, including assistant coach. The student must arrange to have the proctor certified.
   - Proctors must:
     - Be willing to accept responsibility for administrating a 2-hour maximum, closed-book, online final exam
     - Provide a computer with online access available in a suitable testing environment (testing center, classroom, or office)
   - You need to contact the proctor personally and set up the appointment.
   - DSC reserves the right to deny any proctor, so it is important to get the proctor certified well BEFORE you need to take the Final Exam.
3. Return to the instruction librarian by email, fax, or mail the completed Proctored Examination Information (see below) not less than 7 days before the scheduled time / date of the exam.
4. An individual Final Exam will be loaded in the student’s LIB 1010 section in the Final Exam folder. The student should access "Distance Final Exam" -- not the regular final exam.
5. The proctor will be sent the individualized exam password for the Distance Final Exam via email no later than 12 hours before the schedule time of the exam.
6. If a distance student does not pass the Final Exam on the first attempt, s/he must make new arrangements for a second version of the exam to be loaded and the proctor verified. This includes date and time scheduled for the exam. The Final Exam 2 will not be administered within 24 hours of the original final exam attempt. As per the Syllabus, no second final exam attempt will be allowed if the first attempt is taken after the specified deadline.
o The student should immediately inform the Librarian of the need to take a second Final Exam so the appropriate test can be loaded and the password sent to the proctor.

o The student will need to complete the Final Exam Review Worksheet in a word processed document and send it to the Librarian. She will review that outline and the student's first exam, and contact the student with study advice.

7. All students are encouraged to study for the LIB 1010 Final Exam using the methods outlined on the Final Exam Information & Links page, but distance students should especially use these techniques before taking the first final exam because of the cumbersome nature of setting up an exam for the student, proctor, and instruction librarian.

8. All final exam attempts must be completed before the specified deadline, CHECK YOUR SYLLABUS!!!!

Required Student Information

- Student Name:
- DSC ID Number:
- LIB 1010 Section:
- Student phone (Day and Evening):
- Student email:
- Date scheduled for exam:
- Time scheduled for exam: (2 hour period necessary)
- Student score on Quiz 9:
- Exam Attempt (1 or 2):

Required Proctor Information

- Proctor Name:
- Proctor Title:
- Proctor Institutional Affiliation:
- Testing Center/Site Name & Address:
- Proctor telephone:
- Proctor business email (mandatory):

Contact Information for LIB 1010

Linda Jones
Browning Library
225 South 700 East
St. George UT 84770
Telephone: 435.879-4243
Fax: 435.656.4169
Email: ljones@dixie.edu

Suggested Proctors / Testing Centers

Some testing centers charge for proctoring exams not associated with that college or university. Such charges are your responsibility. Public libraries rarely charge for this service, but not all libraries offer proctoring. It is the distance student's responsibility to find an appropriate proctor or testing center that will proctor the test, but here are some suggestions:

Salt Lake City
The Salt Lake County Public Branch Libraries are sometimes able to help with testing. The Salt Lake Community College Assessment Center sometimes provides proctored testing sites.

Provo / Orem

- Brigham Young University has a Testing Center at its Provo campus: [https://testing.byu.edu/](https://testing.byu.edu/)
- Utah Valley University Testing Services can proctor your Final Exam.

Northern Utah

- Weber State University has Testing Centers in Ogden, Layton, and Roy: [http://weber.edu/TestingCenter/default.html](http://weber.edu/TestingCenter/default.html)
- Utah State University asks students to contact its Independent and Distance Education Office for assistance with proctored exams in Logan: [http://distance.usu.edu/htm/contact/](http://distance.usu.edu/htm/contact/)

Southeastern Utah

- The Grand County Public Library has been willing to assist patrons with testing in the past: [http://www.grand.lib.ut.us/](http://www.grand.lib.ut.us/)

Other

- If you are not located in any of these metropolitan Utah areas and need help finding a qualified testing center, try your local colleges, public libraries, and high schools.

Helpful Hint

- A **Final Exam Study Worksheet** is available in the "Final Exam" folder on the main page of LIB 1010.
- **Final Exam Practice Test** is available in the "Final Exam" folder of LIB 1010. The practice test is limited to one, 2-hour attempt to better simulate the Final Exam. But, there are several differences between the Final Exam and the practice test:
  - You can see which questions you got wrong and what your answer was on the practice test. You **cannot** view this information on the Final Exam.
  - The sample questions are available after you successfully complete Module 8.
  - The scores on the practice test very accurately predict a student's performance in the exam. If you don't pass the practice test, complete the Final Exam Review Worksheet carefully before attempting the final exam.
  - Audio / video explanations for each sample question can be found in the folder.
  - Look up the correct answers in the modules to the questions you answered incorrectly on the practice test.
  - Librarians are available during reference hours to help you go over your practice tests and review outline.
No matter when you take the Final Exam, LIB 1010 course grades may not be posted in the student registration system until after Finals Week. LIB 1010 quiz, assessment, assignment, and exam grades are always available in "Grades".

How to Prepare for the LIB 1010 Final Exam

Most students taking the Final Exam pass their first attempt. We want you to be able to pass on the first attempt. Taking a second attempt involves filling out the written review and meeting with your instructor. The instructors of LIB 1010 would like to emphasize the following study techniques to assist you in passing the exam on your first attempt:

1. View/Listen to all modules
2. Do all assessments honestly
3. Print the Review Worksheet
4. Write down, using pen or pencil, what you know about each topic on that page (this has proven to be the most successful study technique)
5. Look up those topics you don’t know enough about and then complete the review worksheet
6. Take the practice exam realistically without looking up the answers
7. Watch the Practice Exam video
8. Contact your instructor with questions
9. Read each question and answer in the Final Exam carefully
10. Take your time during the exam and check your answers before submitting the attempt
11. Do not change your answers unless you obviously misread the question or answer.

The Final Exam is different than the other assessments in LIB 1010, and students should approach it differently. The Final Exam is not open book the way the rest of the assessments are. Remember, you are unable to see which questions you got wrong on the Final Exam; you only receive a grade. The Final Exam is also different than other assessments because each test is different. Many students have found the second exams to be harder, so it is not a good plan to take the first exam without studying.

If you have questions, please contact your instructor or the Library Reference Desk!