

**To the Student:**

After your registration is complete and your proctor has been approved, you may take the Credit by Examination for TECH 6/7/8.

WHAT TO BRING

- your completed Take-Home Exam saved on a disk (see instructions below)
- printed copies of your Take-Home Exam answers
- a No. 2 pencil

ABOUT THE EXAM

This exam is divided into two parts: a Take-Home Exam and a Proctored Exam. The Take-Home Exam must be completed prior to taking the Proctored Exam. The Take-Home Exam will cover computer applications and consists of four tasks using word processing, database, spreadsheet, and presentation software. You are allowed to use your book on the Take-Home Exam *only*, but must not receive any other assistance in completing the Take-Home Exam. Answers for the Take-Home Exam must be saved on a disk and printed as a hard copy. These must include the your name and barcode number. Disk and printed copy are to be given to the Proctor for the Proctored Exam, upon arriving for the exam.

The Proctored Exam will consist of 63 multiple-choice and matching questions. An answer sheet will be provided, and you will have three hours to complete it.

The grading scale for the Credit by Examination is as follows:

129 - 143 points = A

114 - 128 points = B

100 - 113 points = C

85 - 99 points = D

The examination is based on the Essential Knowledge and Skills for this subject. Since questions are not taken from any one source, you can prepare by reviewing any of the state-adopted textbooks that are used at your school. If you do not have a textbook or any other study material available locally, you may contact the Outreach & Distance Education Bookstore. The bookstore carries the textbook used with our Technology Applications Distance Education course. The textbook is *Computer Applications and Keyboarding* by Glencoe/McGraw-Hill. (1998).

The Take-Home Exam will be mailed to you along with your payment receipt. The Proctored Exam will be mailed to the person who approves your enrollment form.

For more information about CBE policies, visit <http://www.ode.ttu.edu/takeacbe/> or see your course Policies & Forms Guide.

Good luck on your examination!