





**BCAP 1200 COURSE OUTLINE QUIZ**

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**PAGE 6 – ASSIGNMENTS AND QUIZZES**

If the student forgets to submit an ASSIGNMENT, is it possible to submit it late?

- a. Yes
- b. No

If the student forgets to do QUIZ, is it possible to do a make-up quiz?

- a. Yes
- b. No

How much time is given to complete the CONCEPTS midterm? \_\_\_\_\_ minutes

How much time is given to complete the EXCEL, WORD, and ACCESS midterms? \_\_\_\_\_ minutes

What is the penalty for submitting a midterm late? \_\_\_\_\_% deduction.

**PAGE 7 – ASSIGNMENTS AND QUIZZES**

If a student scores poorly on a midterm, does that student get to do a re-write later on?

- a. Yes
- b. No

If a student submits the wrong document on a midterm, can they make another submission later on?

- a. Yes
- b. No

On the day of a midterm, if a student is not well and is not able to come to school, what must student do?

- a. Go back to sleep
- b. Email or phone the instructor

When a student arrives late for a midterm, do they still get the full test time?

- a. Yes
- b. No

**PAGE 8 – CHEATING POLICY**

The entire class is working on a midterm. Two students have finished the midterm early. They are still holding the question paper in their hands. They begin talking to each other. Is this an Academic Conduct Violation?

- a. Yes
- b. No

First time academic conduct violation results in a deduction of \_\_\_\_\_% or a \_\_\_\_\_ on that test or exam.

Write down 3 examples of cheating:

1.

2.

3.

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### PAGES 10-12 – DUE DATES

Write down the quiz and midterm due dates.

Use the calendar or day timer app on your cell (or get a paper day timer).

Enter these dates into your calendar or day timer so you do not forget.

	Online Learning Quiz (MC)	(write the due date)
	Course Outline Quiz (MC)	(write the due date)
WINDOWS	Windows Quiz (MC)	(write the due date)
	Windows Assignment	(write the due date)
CONCEPTS	Concepts Assignment	(write the due date)
	Concepts Midterm (MC)	(write the due date)
EXCEL	Excel Quiz (MC)	(write the due date)
	Excel Midterm	(write the due date)
WORD	Word Quiz (MC)	(write the due date)
	Word Midterm	(write the due date)
POWERPT	PowerPoint Assignment	(write the due date)
	PowerPoint Quiz (MC)	(write the due date)
ACCESS	Access Quiz (MC)	(write the due date)
	Access Midterm	(write the due date)
	Final Exam (MC)	(write the exam time period)

- Now complete the online quiz
- If you are working with a partner, both students must complete the online quiz in D2L
- Get onto D2L -- click Assessments, Quizzes, Course Outline
- Click Save with each question
- When you are finished, click Save All Responses, Submit, Yes
- Any questions answered incorrectly will be shown
- Make note of any questions you got wrong
- Redo the quiz as many times as necessary until you score 100%
- **Future quizzes will not be visible until you score 100% on this quiz**