

1. Students in SET sections A and B, will be emailed the exam as a MSWord document attachment at 8 am on the assigned day for their final, **either Friday, December 12 for section “B” or Tuesday, December 16 for section “A”**. Email me at edelbach@tcnj.edu if you do not receive the exam by 8:15 am of your exam day.
 2. Multiple forms of the test will be developed and used in each SET section. Make certain to use the existing file name as directed in the next item.
 3. The exams will be made up of **two (2) short essay questions** and **one (1) critical essay**. The length of your answer to each exam question will be limited.
 4. After downloading the MSWord file, **IMMEDIATELY** rename it by **ADDING your last name to the end of the original file name**. and save it to your computer
Example: SET-A-1-FE-Jones.docx
 5. You are expected to work by yourself when completing the exam. Read the “Honor Statement” below.
 6. You may consult materials when taking the exam that you developed while preparing for the final. That material is not to be submitted to me.
 7. It is suggested that you develop an outline to use when responding to each question to help keep your answer focused and organized. Any outlines created should be included in the final exam sent to me.
 8. You may ask me questions at any time via email at edelbach@tcnj.edu during the exam period.
 9. The exam must be completed and returned to me via email at edelbach@tcnj.edu as a MSWord document **no later than 10:50 am of the exam day**. It can be returned before that time as well.
 10. You **MUST** put the file name of your exam **in the “Subject” line** shown in the item 4 example of the email you send me.
 11. As soon as I see your email with the completed exam, I will confirm that I have received it via email. Check to make certain I respond within **20 minutes** after you submit the exam. If you do not receive that confirmation, resubmit your work via email and let me know you are sending it for a second time.
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You are expected to work alone when completing this exam however you may use reference materials and information you have prepared while studying for the final.

The following statement will be included on the test. It is expected that each student is familiar with the contents of the TCNJ “[Academic Integrity](#)” policy and will abide by both its contents as well as the “Honor Statement” below.

Honor Statement -

By submitting this SET on-line final examination, I am attesting to the fact that I completed this examination during the allotted time period, working by myself without the assistance of any other person. I affirm that it represents entirely my own work and that I have complied with all relevant portions of the TCNJ’s “[Academic Integrity](#)” policy.