Thank you for agreeing to serve the students of Cy-Fair Community College this semester. We truly appreciate your dedication.

As part of a District Policy all Transitional Mathematics courses must ensure all students are leaving each course with the same basic knowledge. Here at Cy-Fair College we ensure this policy through “The Exit Assessment”, which is meant to be administered the same in every Math 0306, Math 0308, and Math 0310 course respectively.

At Cy-Fair College, we will administer the Exit Assessment as the Final Exam for Math 0306, Math 0308, and Math 0310 each semester. In Math 0306, Math 0308, as well as Math 0310, the instructor MUST use the Exit Assessment created by the Transitional Mathematics Faculty of Cy-Fair College distributed by Kristina Sampson, the Exit Assessment Coordinator.

A review for the Math 0306, Math 0308, and Math 0310 Exit Assessments are available at the following web address: <http://faculty.nhmccd.edu/krsampson> under the Exit Assessment section.

We strive to make the process smooth for all, so please take a look at some of the guidelines we are all working within:

1. The students can not use their notes or books on the Exit Assessment. However, calculators are allowed as in class. Math 0306 students may use a four function calculator, while Math 0308 and Math 0310 students may use their graphing calculators.
2. We should not omit any questions or curve the grades. The exam must remain unchanged.
3. Students must complete the exam on their own without assistance (groups, partners, etc.) in the 2 hour time period.
4. We should not return the exams to the students; we must keep them secure. (If you have any extra copies of the final exam, please destroy them-shred.)
5. At this time, each instructor will be allowed to choose the format of their 40 question exam (multiple choice or free response). This decision should be e-mailed to the coordinator as soon as possible at Kristina.sampson@nhmccd.edu.
6. The coordinator will provide each instructor 2 versions of the Exit Assessment in their preferred format approximately 4 days prior to the Final Exam period. Copies will be made for you in the Copy Center, and pickup instructions will be given via e-mail.

Who is Eligible for a Retake:

1. Once students have completed their exams, please grade and compute their averages.
2. If you have a student who has passed the class, and their final exam/exit assessment score is less than 50%, the student must retake the final exam/exit assessment.
3. If you have a student who did not pass the class, then the student is not eligible for a retake.

What to do if I have student who meets the qualifications for a Retake?

* 1. Each instructor who has a student who needs to retake the Exit Assessment should contact the student as well as the Exit Assessment Coordinator, Kristina Sampson, and give the student an IP.
	2. The instructor will also need to place a completed change of grade form for each student in my mailbox in the TECH 200 suite.
	3. Also, please contact me via e-mail krisitna.sampson@nhmccd.edu or call 281.290.5205 I will need to know the students name, contact information, and the course.

If you have any questions concerning the Exit Assessment, please e-mail or call me at 281.290.5205 or kristina.sampson@nhmccd.edu

Thanks for your continued dedication and service.

Kristina Sampson

Exit Assessment Coordinator