Gaining Online Access to the Music History Exam

Students should arrive at the FSU Center for Assessment & Testing early to begin taking the Music History Exam. As the day progresses, I would expect there to be a wait, so please be prepared for that possibility. Please note that **only 40 students will be permitted to take this online test at a time**. I suggest you plan your day like this: All students who have last names that begin with a letter in the first part of the alphabet (A-I) should arrive at the Testing Center at 8:30AM; middle letters (J-R) should be seated at the Testing Center at 10:15AM, and so-on. For your convenience I have created a chart to assist you in planning your exam time:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>Start Seating</th>
<th>End Seating</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-I</td>
<td>8:30AM</td>
<td>8:45AM</td>
</tr>
<tr>
<td>J-R</td>
<td>10:15AM</td>
<td>10:45AM</td>
</tr>
<tr>
<td>S-Z</td>
<td>12:15PM</td>
<td>12:45PM</td>
</tr>
</tbody>
</table>

For more information about the FSU Center for Assessment & Testing please contact their office directly:

850/644-3017  
Campus mail code: 2642  
APPS: Center for Assessment & Testing  
UCC Suite 1200  
Florida State University  
Tallahassee, FL 32306-2642  
Fax: (850) 644-3244  
cat@campus.fsu.edu

You will need a valid Florida State University student ID card in order to be admitted to the Testing Center, so be sure that you have taken care of that in advance. In addition, you will want to make certain that you have an active Blackboard account.
You will have two hours from the time you log-in to complete this test.

The score examples are saved in PDF format. If your computer cannot read these files, go online and download the Adobe Acrobat Reader free software that will allow you to view these files. Please note that some of the score excerpts may be more than one page, so check the bottom of the pages, as they may say “1 of 1” or “1 of 3”. Use the forward and backward arrows to scroll through the pages. If the size of the example is too large or too small, go to the top center of the page and change the percentage to “100%”. You can also rotate the pages, if necessary, by clicking the symbol to the right of the “+” sign.

To access the exam:

1.) Log-in to Blackboard using your FSU username and password.
2.) Click the “Organization” tab
3.) In the Search box, type the following: “General Music Comprehensive Exam: Music History”
4.) Click the Enroll button, then click, Submit
5.) You should now be able to begin taking the test
6.) When you have completed the test, click Submit

If you accidentally get logged-out of the system (for any reason) before you complete the test, you will not be able to log back in, on your own. Also, if you log-in to Blackboard and receive an error message stating that you do not have permission to access the exam, you will need assistance gaining the appropriate permission / access. If either of these two scenarios apply to you, please do not contact Lauren Smith in the Graduate Music Office, as she does not have the ability to log you back in. Instead, please notify the Exam Coordinator, Dr. Douglass Seaton (immediately), by sending an email to: dseaton@fsu.edu.

What is a passing score? You must answer 42 out of 70 questions correctly. At the end of the exam, you will receive a message informing you of your score.

Good Luck!!!
Student Responsibilities:

Before arriving to test, students must do the following:
- Obtain an FSUID Card
- Obtain an FSU computing account
- Obtain an FSU Blackboard account
- Be knowledgeable and comfortable in navigating FSU’s Blackboard site

Students may not use the Testing Center’s computers to create accounts or learn how to use the Blackboard site. Additionally, students without the ability or knowledge to navigate through FSU’s Blackboard site will be turned away. In such cases, these students must return before 4:00pm if they wish to test.

Students must report to the Center for Assessment and Testing (1200 UCC) between 8:30 am and 4:00 pm on their assigned test day and must bring their functioning FSU ID card. Students who arrive on the wrong day, or who arrive after 4:00 pm, or who arrive without their FSUID Card, will not be tested. Instead, they will be referred to their department.

Note: CAT reserves the right to require government-issued photo identification and/or turn away any students whose FSU ID is questionable. It is advisable to bring a government-issued photo ID (such as a passport, State Drivers’ License, etc) in addition to an FSU ID card.

Cell phone batteries must be removed prior to entering the testing room. If a student’s cell phone vibrates, makes ANY alert or sound (for ANY reason), or is otherwise found to be on, before or after being seated, their exam will be terminated and/or will forfeit the chance to test. Students must wait until they exit the test center prior to turning their cell phone back on. A report of violations will be sent to the department.

Note: Putting your cell phone on silent is not enough! Any alert (calendar appointment, incoming message, or shut-down alert) will result in immediate expulsion from the Test Center. Again, remove the battery or, better yet, leave the phone at home.

Students who had their exams terminated - for any reason - may not retake the exam in the Testing Center. Students are warned that there are very strict security features on the computers which terminate exams. Also, Test Center
staff have no control over security features – for instance, an exam terminated due to user error cannot be restarted.

Students must adhere to the FSU Honor Code. Students caught cheating, falsifying identification, or engaging in suspicious behavior will have their exam terminated and not be allowed back in the Test Center for the remainder of the semester. A report will be sent to the instructor or department.

Students may not bring loose papers (study guides, notes, or blank paper) into the testing room. If scratch paper is allowed on the test, it will be provided. If scratch paper is provided, it must be turned in before leaving.

Hats, head gear, wraps, etc. may not be worn during exams (except that which is prescribed for religious or cultural purposes).

Students are expected to exhibit proper decorum when using the Test Center facilities. Violations of the following rules will result in notification sent to the student’s professor and the possibility of the student being expelled from the Test Center for the remainder of the semester.

- No talking is allowed in the Test Center, except to proctors.
- Leaving the Test Center with any test content (questions, directions, etc.) or with any student responses is strictly prohibited.
- Rude behavior towards Testing staff or other students will result in dismissal from the Test Center.

No personal belongings (including hats, scarves, bags, keys, water bottles, etc.) may be on the desk while testing – they must be stored completely out of site under the carrel. **The accessing of any personal belongings while testing will be viewed as suspicious behavior.**

The Test Center is not responsible for students’ grades or test content. Students are responsible for taking any questions to the instructor. This includes concerns about test questions/answers, scores, or concerns about being turned away for any reason.

Computers in the Test Center (UCC-1100) may be used to take exams only – not to calculate grades, review materials, check grade book, etc.