

## Important Instructions for BUS 498 Students

### Fall 2021 Exit Assessment

FALL 2021 BUS 498 students will be required to complete the Exit Assessment. The Exit Assessment in Fall 2021 will be conducted online using a Google platform.

**BUS 498 students must use their @northsouth.edu address to access the assessment window.** If students are not aware of their @northsouth.edu address and password, they must resolve this issue prior to the assessment.

The Exit Assessment will take place in the period of January 01-05, 2022. However, the assessment platform will only be available for selected hours (to be announced) during this period. The exact times (assessment window) will be announced later in a subsequent notice. **There will not be a make-up opportunity.** Students must carefully monitor NSU website, SBE and CPC web and social media sites, and communication from their BUS 498 instructors for further instructions.

Students will access the assessment window using a link to be furnished later. This link will be made available to the students about December 23. This link will be posted, as a notice, on the NSU website. That notice will also specify the exact assessment window. BUS 498 students are advised to carefully monitor the "Notices" section of the NSU website. The assessment link and the assessment window will be also provided to BUS 498 instructors around December 23.

After accessing the link, students will need an access code to proceed. Students will need to contact their BUS 498 instructor to get this access code; this information will be distributed to BUS 498 instructors around December 23.

Once a student submits the password, the student will be prompted to enter name, ID, the BUS 498 section number, and email address. A wrong ID will ensure that the student will not receive credit for the assessment.

The student will be required to complete two parts. The first part is the BBA core assessment, containing 80 multiple-choice/true-false questions and one essay. The student must answer the essay question. If the essay is left blank or incomplete, the student will be penalized. Plagiarism will be severely penalized.

After the 81<sup>st</sup> question in the BBA core assessment, students will need to select their major. Dual major students will select their first major on record. The selection of the major will take the students to the second step: the assessment for their major. This component will contain 40 multiple choice questions.

After completing all questions, students must click on the submit button. Failure to do so will ensure that student would receive a zero for the exit assessment. Students will not be able to complete a fraction of the assessment, save it, and return to it later. Students must complete this in one sitting. Students must answer all questions. Otherwise, the "Submit" button will not work.

The assessment window will be available for selected days (to be announced later). The student must complete this assessment within the specified dates. Students failing to do so would receive a zero for the exit assessment. The exact dates and hours of the assessment window will be provided later in a separate announcement.

**There will not be any make-up opportunity. Technical support will not be provided.**