

**CIS 1201 Non-Credit Computer Literacy Challenge Test-Out Purchase and Scheduling Procedures for Option 1 (1 comprehensive test)**

**Please complete the following to prepare for Option 1**

<p><b>PURCHASING TEST SOFTWARE LICENSE &amp; PAY TESTING FEE</b></p>	<ol style="list-style-type: none"> <li>1. Purchase the SAM Challenge Instant Access Code: One Time Use 1<sup>st</sup> Edition for approximately \$17. <i>Go to <a href="http://cengagebrain.com">cengagebrain.com</a>, search for 1285735021 and buy the instant access code.</i></li> <li>2. Students pay Cashier’s Office a \$10 testing fee (Cashier Account Code 3104) and keep receipt to show payment before taking test.</li> </ol>
<p><b>REGISTER SAM LICENSE &amp; JOIN SECTION</b></p>	<p><b>Go to <a href="http://sam.cengage.com/Login.aspx">http://sam.cengage.com/Login.aspx</a></b></p> <p><b>REGISTRATION OF SAM 2013</b></p> <ul style="list-style-type: none"> <li>• Choose <b>New User</b> from the bottom right corner of the login window.</li> <li>• You will be prompted for an institution key which is <b>T2035056</b>. Make sure you are registered with Dixie State College.</li> <li>• Enter your license number which you received in your SAM packet.</li> <li>• In the registration window, fill in the information textboxes. When entering your profile, include the last 2 digits of your Student ID after your last name. When creating a new user, use your DSC username and password as the SAM 2013 login and password.</li> <li>• <b>Save</b> after entering your personal information. Click on <b>Yes</b> on the user agreement page and <b>OK</b> on the following page. You should now be able to see the SAM 2013 Home page.</li> </ul> <p><b>JOIN A SECTION</b></p> <ul style="list-style-type: none"> <li>• Click on the <b>Section</b> button on the left side of the SAM 2013 Home window.</li> <li>• At the top right corner of the section window, click on <b>Join a Section</b>.</li> <li>• Scroll down the screen until you see two boxes. In the box to the left, you will see two sections. Click on the current semester <b>NC Challenge Section</b> (e.g. Fall 2013), then click on the <b>right arrow</b> between the two boxes. Scroll back down and click on <b>Save</b>.</li> </ul>
<p><b>Complete Sample Test</b></p>	<p>For a better understanding of the test bank, complete the Sample test. You may take it multiple times. The Challenge test is similar to the sample test and you will have three attempts on tasks, but only one on Multiple Choice/True and False questions.</p>
<p><b>SCHEDULE TEST</b></p>	<p>Bring Cashier receipt to the Smith Computer Center Grading Station between 9 am and 8 pm Monday through Thursday to schedule the test. Computer Literacy Challenge Non-Credit Test-Outs are on Thursday from 8 am to 6 pm and on Friday from 9 am to 3 pm.</p> <ul style="list-style-type: none"> <li>• Make sure you allow 60 minutes per test.</li> </ul> <p><i><b>Note: If these test times don’t work, please let faculty know so other arrangements can be made.</b></i></p>
<p><b>TEST DAY</b></p>	<ol style="list-style-type: none"> <li>1. Make sure your SAM has been registered and you have studied and you know your username and password.</li> <li>2. Bring Picture ID when you come to test.</li> <li>3. The test is scored when completed. Talk to faculty when done if you get below 80% on any test.</li> </ol>