

General Instructions for Entering Answers in CHIP

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CHIP Student Handout

Every student enrolled in a course which uses CHIP (Computerized Homework in Physics) be acquainted with the most recent edition of the one-sheet handout summarizing how to use CHIP. If you don't have a copy, please get one from your instructor or Rm. 144, PHYS. The web document you are reading now is a more complete version of the instructions; you would benefit more from it if you have read and understood the handout first. There is also another illustrated document available [here](#).

All CHIP activity which requires you to log in is handled by a *secure* web server. This means that you must be using a browser which is capable of handling **128-bit encryption** in order to use CHIP. In addition, your browser must be able to show graphical images, and, for the time-limited problems, *Javascript*. Though, these features are common to most currently available web browsers, if yours does not conform to this, it will be your responsibility to update, upgrade, or replace the browser to one that does.

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Navigating, Viewing and Printing Assignments

CHIP is accessible in many ways, including:

- Use the *direct* URL: **<http://chip.physics.purdue.edu/public/yyy/fall2014>**

for course yyy, where yyy is the first 3 digits of the course number on Banner/My Purdue. For example, for PHYS21800, please use **218** instead of yyy. For those in PHYS17200, PHYS24100, and PHYS27200, these courses may have either special *Honors* sections or,

in the case of 24100, special *distance* (online) sections. If you are in such a section, then please use an *H* suffix, i.e., 172H or 272H for an Honors section and a *D* suffix, i.e., 241D for a distance section. If you are in a regular section, please use 172, 241, or 272 without a suffix, similarly to the other courses. The last portion of the URL in this example means the *fall* session of 2014. If this is a different session, you would use the appropriate **current session** name (fall, spring, or summer) followed immediately by the 4-number year.

- An easy but 2-click way:
 - *First:* Go to the overall CHIP page for the current session:
<http://chip.physics.purdue.edu>.
(If you forget this address, it can also be reached from the Physics Department Home Page <http://www.physics.purdue.edu>),
 - *Second:* Select the appropriate CHIP course from the drop-down list of CHIP courses and click on the "view selection" button given on the page.
- In addition, your course home page should generally have a link to its CHIP home page.

You can enter the list of assignments from the CHIP homepage of the particular CHIP course (or the segment of the course, such as recitations or labs). At this point, you will be asked to enter your *username* and *password*. **Your username and password are the same as your ITaP career account login name and password.**

You pick a particular assignment from the list of assignments reached as above. **The deadline dates/times shown in the assignment list and in the assignment pages are specific to you** and are not necessarily the same as other students in the same course. To work on a particular problem and enter answers on-line, you choose the problem from the screen showing a particular assignment. A problem whose link appears in **green** color is a new type of problem called *Interactive Examples*. These problems contain extensive tutorials and, even though only the very first question in these problems is scored and counts toward your grade, going through the whole problem is highly recommended.

Once you are working on a particular problem, you will see, at the bottom of the problem, a navigation bar with links to the other problems of the same assignment. You will also see the links to various pages with problem-solving aids, such as the list of constants and unit conversion factors, as well as links to the course homepage and *Problem Reports*. The *Problem Report* is used to report such things as malfunctioning of CHIP, inconsistent or incorrect problems/answers coded into CHIP, improper credits for your answers, etc. It is **not** for help in solving the homework problems. Problem-solving help should be sought primarily from your recitation or lab instructor, the Help Room, or the course's bulletin board (*Forum*) if there is one. You may also post messages to the *Chat Room* if your course has one.

You can print out an entire assignment with randomly generated numbers specific to your user id, by first clicking on the link *View entire assignment* provided on each assignment page, and then using the *Print* functionality built into your browser. Alternatively, if your browser has *JavaScript* capability, then you can click on the printer icon at the end of the *View entire assignment* link. Note that, since you will be using the local printing facility, you may have

various handy options such as printing multiple pages on one sheet, available depending on the printer/driver in use. To print out an individual problem, you can *either* bring up the problem page as you would normally work on the problem and then print from there using the same browser *Print* functionality, *or* click on the printer icon which appears for the particular problem on the assignment page (if your browser supports *JavaScript*).

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Entering Answers into the Answer Boxes

*If your CHIP site has **essay** or **time-limited quiz/test/exam** questions, these are handled rather differently and will be **described separately** at the end of this document. The following discriptions apply **only** to the standard problems other than those.* In addition, there may be some warm-up questions (which are judged but not scored) and/or *Interactive Examples*. The warm-up questions are essentially the same as the standard questions described here *except* that no records are kept of your responses. The Interactive Examples are made up of the top-level question, which is treated the same as any standard question (and *scored* in the same way), and an extensive *non-scored* tutorials, which are typically accessed through the **Help** buttons, that change according to the way you answer the leading questions. The tutorial is designed to lead you to find the correct answer to the top-level *scored* question starting from scratch.

To enter an answer, click in the answer box to move the input cursor to that question, then type your answer. To then enter the answer to another question, click in the answer box for that question. Some (or all, depending on the course) of the questions may have a limited number of attempts to receive credit. You are alerted about these questions by a line appearing under the answer box telling you how many attempts are allowed for receiving credit and how many have already been made. Even if this is the case, you can still enter answers as many times as you like; however, no credits will be given if the correct answer has not been entered within the allowed number of attempts. If there is no such line of alert, then you can try as many times as you like for that question.

Each problem may have several sections, some of which might include more than one question. An **Enter** button appears at the end of each section (but not necessarily next to each answer box). For standard *numerical*, *multiple choice*, and *text answer* questionns, **all Enter buttons are equivalent**. For the standard problems, when you are ready to submit one or more of your answers for grading, click on any of the Enter buttons on the screen. **Clicking on any Enter button submits all of your new answers for judging**. If you want to clear your answer(s) without submitting any of them for judging, then use the **Reset** (to clear the answer box next to it) or the **Reset All** button (to clear all the answer boxes). Both are there to unclutter your display and will not affect the recorded answers in any way. One other way to clear unsubmitted answers is the **Cancel Current Inputs** button. Clicking on this button has almost the same effect as the Reset buttons but slightly different; it returns the display of the *web form* (yes, your screen is what is called a *form* in the HTML language) to its original state before you started making your

own inputs. Please note that a complete record of the answer history is being kept by the CHIP system *except* for those answers submitted after a correct answer was already given.

Sometimes, students enter some new answers into some of the answer boxes and then decide to click on **Reset** or **Help** next to one of them. To suppress judging any of the new answers entered in these cases, CHIP now does *not* show any **OK**'s or **NO**'s when Reset/Help buttons are clicked. However, your records have not been altered in any way and you can recover the display to show all the recorded answers by simply clicking on a button that appears anew labelled **Show My Recorded Answers**.

If the professor in charge has allowed the correct answer to be seen after the due dates, you will see a button **Enter & Show Correct Answers** but **only after the last due date/time** to receive any credit has passed. Clicking this button will both submit all new answers and show the correct answer ranges. When you have done this, the button changes to **Hide Correct Answers**. Clicking that button does what it says as well as changing itself back to **Enter & Show Correct Answers**. The choice of not showing the correct answers in this case is to allow you to try the problems as exercises.

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Interpretation of the Entered Answers by CHIP

Each submitted answer will be echoed on the line below the input box in which it was typed. Unless the question is marked *stealth*, the echoed answer will be followed by the word **OK** if the answer is correct. The echoed answer will be followed by the word **NO** if the answer is not correct (but could be interpreted). If what you typed cannot be interpreted as (or evaluated to be) a single number (see the "Answer Formats" paragraph below), the echoed answer will be followed by a message specifying the cause of the rejection of the answer format. The attempt counter does *not* increase in this event. To change an answer, just click on that input box, erase the old answer (e.g., by **highlighting and backspacing over it**), and type the new one. You will then need to click on an Enter button, as described above, to submit your new answer and have it judged.

Questions marked *stealth* on your *assignment* page do not show whether your answer is correct or not. Neither does a score show up on the assignment page or your gradebook. Only when your instructor chooses to score your answers do the score and CHIP responses show up for these questions. So don't panic if you do not get an immediate response from CHIP for such a question; this is by design.

Answer Formats for Numerical Questions: CHIP allows **numbers** and *certain numerical expressions* typed into the answer boxes of the numerical questions **if there is no requirement on the number of significant figures**. If there is such a requirement, however, **only numbers** are allowed. In this case, you will need to work out your answer on your calculator and enter only the final number into the answer box. Entering a numerical expression rather than the final

number can be a great time saver because, with the judicious use of it, you don't have to use any calculator to do arithmetics on the side. In addition, in case your answer is rejected, it is easier to troubleshoot a formula (even one with numbers) than a single number.

An exponent number format is available for entering answers that are very large or very small numbers. An answer of -123000 could be entered that way or as -1.23e5 or -1.23e+5. An answer of 0.0000456 could also be entered as 4.56e-5 or +4.56e-5. A leading unary + or - is also allowed. **No units** (kg, m, s, N, C, J, deg, rad, etc.) should be included in any answer. (Units will be flagged as uninterpretable if you do try to include them.) For all answers that have dimensions, the assumed units will be displayed just to the right of the input box. Your answer must be scaled to those units: for example, if the displayed units are "cm", you must convert your answer to a number of centimeters. Consider the necessary conversion as part of the problem to be solved.

Only certain numerical expressions are allowed even when there is no requirement on the number of significant figures. Numerical operators +, -, * (multiplication), / (division), and ^ or ** (exponentiation) are allowed at this time. Spaces between numbers or numerical expressions are interpreted as a multiplication operator (the same as *). In addition, functions *sin*, *cos*, *tan*, *atan* (arctangent), *sqrt* (square root), *log* (common base 10 logarithm), *ln* (natural logarithm), *exp* (exponential), and *abs* are recognized. You must specify the argument to these functions within parentheses following the function name. For the trigonometric functions, the arguments must be in **degrees**. The *atan* function admits one argument *X* and *atan(X)* returns a degree value in the range -90 to +90. The allowed algebraic operations can be nested with the appropriate use of parentheses, but for proper interpretation, do not use more than two levels of nesting.

Answer Formats for Questions Requiring Analytic Expression: Occasionally you may run into a question part which asks you to enter an analytic formula as an answer. Such a question will generally indicate which variables you can use within your analytic formula. You must then type in your symbolic formula, using **only the allowed variables, numbers, and allowed algebraic operations** (see below) into the answer box. Your formula is judged against the coded correct formula by evaluating both formulas at certain points numerically and comparing the results. Since numerical agreement at a very high accuracy is demanded, you need to use precise values of any constants you may include within your formula. The formula may contain any combination of the operators +, -, * (multiplication), / (division), and ** or ^ (exponentiation) but **only** certain functions are allowed. At this time, *sin*, *cos*, *tan*, *atan*, *sqrt*, *log* (base 10), *ln* (natural logarithm), *exp*, and *abs* (absolute value) are allowed. These operations can be nested with the appropriate use of the parentheses, but for proper interpretation, do not use more than two levels of nesting. Please note that **all multiplications must be entered with either a '*' or spaces between the elements being multiplied**. This includes numbers and variables that are being multiplied.

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Special Cases: Limited Number of Attempts and Multiple-Answer Questions

Most multiple-choice questions (and some - or all depending on the course - of the numerical ones) only allow a limited number of attempts as stated explicitly just below the answer box. If the number of attempts is so limited, please note that all submissions count as an attempt unless they are blank or are the same values as last submitted. **Reset, Cancel, and Help** buttons do **NOT** submit answers for judging and thus do **NOT** advance the attempt counters. If you change the answers to, say, 2 questions in a problem and submit them, the number of attempts for each of the 2 questions will be incremented. Once a correct answer is given for a question, its attempt number counter is not incremented any further, nor any further answers saved into permanent records.

Some multiple-choice questions may be formatted so that partial credits are given for some of the incorrect choices if they are deemed worthy of partial credits. In this case, you will receive some credits but, since the answer is still considered *incorrect*, you will not get a * and any subsequent attempts may raise or *lower* the credits you received, depending on the subsequent choices you make.

Most multiple-answer, multiple-choice questions are currently formatted with *checkboxes*. Some may be formatted as an ordered list of clickable choices within a white box. If you are working on one with *checkboxes*, you simply click in the box(es) of appropriate choices. If you have one with clickable ordered texts in a box, you click on your choice(s) and highlight them; to select more than one choice, usually you hold down the *control* key and click, but this may be dependent on the operating system of your computer. If you encounter a multiple-answer, multiple-choice question still **not** formatted in either of these two ways, you can still submit your answer(s) in the provided answer boxes: with or without spaces if all the presented choices are single digit numbers, but if even one of the choices presented has a two or more digit number associated with them, you must use spaces to separate them. Generally, you should order the choices in the ascending order for the answer to be correctly interpreted. In any case, do **NOT** use commas or any other non-blank character to separate the choices.

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Required Accuracy

Except when instructed by the course instructors (or in the problems themselves), your answer must generally be within **1%** of the actual value to be considered correct (and so marked **OK**). This requirement means that you should report at least **three significant figures** in all the answers you submit for grading and that you should carry at least four significant figures in all your intermediate calculations. More details can be found [here](#).

For problems so marked immediately below the input box, you must give the answers accurate to within the specified (or implied) number of **significant figures**. (The same is true if there is an explicit statement in the problem itself to this effect, or if the physical content of the problem

clearly requires it, or else if the particular CHIP course has announced this as a general policy.) The tolerances in these problems are different from other problems with no specification of the number of significant figures.

There are two types of the significant figure specification. The first type specifies the total number of significant digits from the most significant (non-zero) digit to the least significant (zero or non-zero) digit. These are typically noted by *Number of significant digits required = n* (where n is an integer). The second type specifies the number of significant digits (which are zero or non-zero) **after** the decimal point. These are typically noted by *Number of decimal places required = n*. In both cases, your answer must agree *exactly* with the coded, properly rounded, correct answer to be judged as correct. For example, if the problem requires *two significant digits* and the correct answer is 20, you can enter 20., 2.0e1, etc. If the correct answer is 200, you can enter 2.0e2, 20.e1, etc. On the other hand, if the problem requires *two decimal places* and the correct answer is 20, you need to enter 20.00, 200.0e-1, etc. In all cases, the presence of the *decimal point* is critical.

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Getting Hints

For standard problems, one or more levels of help may be available. The **Help** button for a given section appears to the right of the last question box in that section. When you click on a Help button, the help will appear just below the question box. If more help is available, the Help button will also still appear. If the Help button no longer appears, then there is no further help available for that section. At the bottom of the page is an **All Help** button. Clicking on that button causes all levels of help for all sections to be displayed. **Be careful** in using the Help buttons and especially in using the All Help button. Keep in mind that your level of understanding of the course material should be such that you can work the problems from just the problem statements (as on an exam) without using the help at all. If the help was supposed to be considered just a routine part of the statement of the problem it would have been included there. Don't fool yourself in this regard!

Interactive Examples, on the other hand, have a rather extensive help facility which may be called an *adaptive* tutorial. In these problems, **only** the top-level question is scored. All lower-level questions are optional and are only there to guide you to understand the subject of the problem. If your answer to the top-level question is judged correct, typically a summary of the salient points of the problem will appear, followed by one (or a series of) follow-up question(s). Though these follow-up questions are optional, they are designed carefully to enhance your understanding; so please try them. Each follow-up question has its own extensive help so that, if you miss any of them, you can try again, taking the suggestion into consideration. When you are done, you are welcome to submit any comments you may have by clicking on *Comments* at the top of the problem display.

If you miss the top-level question of an Interactive Example, then you will see a *Help* button next to the *Enter* button. Clicking this *Help* button launches you into an adaptive tutorial. It will begin from the basic principles involved in the problem, and work its way up to the point that every aspect of the problem is explained, doing this by way of leading questions each step of the way. Each time you answer a leading question wrong, you will see a helpful remark adapted to your answer and another chance to answer the question. At any point along the way, you may enter an answer to the top-level question and submit it if you wish. Or, if you wish to unclutter the display, you may click on *Aha!* button in the top-level area to get rid of all the Help displays. Even if you got the top-level question right, you may still want to try a few of these tutorial questions - they are designed so that you will have something to learn at every step. To trigger the series of Help's when you already answered the top-level question correctly, blank the answer box and hit the return key. This will let an *Enter* button to reappear (if it isn't there). Then you can deliberately type in a wrong answer and click on *Enter*. You will then recover the *Help* button. Do not worry; once you gained the points (and an asterisk), your attempt number does not advance and you cannot lose the points.

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Recording of Credits

When you first enter the correct answer to any question, an **asterisk** * will be displayed to the far right on the same line as the answer box for that question. There is nothing you can do that will cause an asterisk -- once displayed for a particular question -- to disappear. Even if you erase the answer or replace it with an incorrect answer, the asterisk will remain -- indicating that you have answered the question correctly at least once. If the asterisk is there, the credit for it has been recorded, assuming that the submission deadlines and number of attempts limitations are satisfied if any, with just *one caveat* described in the next paragraph.

With all the care we take, we still occasionally slip and let a problem get out with a wrong answer encoded. If you answered a question correctly but was not given an **OK** because of a CHIP answer error, you did not get an asterisk or credit. However, if we then correct the problem after you have worked on it, when you return to the problem later, it will show an asterisk and **OK** but still without credit. In such a situation, you need to let us know, e.g., via the **Problem Report** so that we can resubmit your answer without penalty. Don't worry, We do have means of knowing the entire answer history as well as when you entered your last recorded answer. You can also check when a problem text or answer was last modified by looking at a line in small print at the very end of the problem.

Once you have entered any answer or displayed any help in a section of the problem, a **Reset** button will appear along with the Enter button for that section. If you click on that Reset button, all answers and helps for that section of the problem will be erased and it will be as if you are starting that section over -- except that any asterisks (indicating previously entered correct answers), corresponding recorded credit, and attempt counts will still be in place. At the bottom of the page is a **Reset All** button. Clicking on that button will erase all your answers and all the

help on all the questions of the current problem. You can then enter new answers and/or display or redisplay the various levels of help. Clicking on the Reset or Reset All button does not remove displayed asterisks or the corresponding recorded credit from the questions.

The system always remembers (as indicated by the asterisk displayed to the right of the answer box) your credit for having at one time answered a question correctly. The only time your credit previously earned may change is if the assignment is changed, resulting in a redistribution of points among the problems. In addition, the system also remembers your complete answer history, and displays the most recent answer to each question and the OK or NO judgement made on that answer. When you return to a problem in a later session, all this will still be in place. (To start a problem -- or section of a problem -- over after a previous attempt, either use the reset options described above or simply back space over the old displayed answers and enter the new ones.)

The Gradebook tracks your total score on each problem but does not show credit at the level of individual questions. If you have less than full credit for a problem and are trying to track down the cause, go to the problem itself and check for questions for which no asterisk is displayed to the far right on the line on which the input box for that question appears. These are questions on which you do not yet have credit. (If all questions are marked by asterisks, a reduced problem score is due either to questions having been answered after the full-credit deadline for the problem or to those for which you used up more attempts than allowed for credit.)

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Grace Periods

A *grace period* is a deadline extension specific to an assignment and to a particular user. If there is one in effect, it will show up in green wherever the deadline appears in CHIP. If you had not yet started working on the assignment when a grace period was set, then work on it as usual. The new extended deadline will apply automatically in this case. If you had already worked on some of the problems in the assignment, you need to *resubmit* those problems to take advantage of the extended deadline. Go into each problem you had already worked (partially or fully) before the grace period was set. Clicking on any one of the *Enter* buttons in a problem will resubmit all your answers to that problem and your score for the problem will be recalculated using the new deadline. You may choose to click on an Enter button without changing any of the answers or type in correct answers for those parts which you had gotten wrong or had not worked previously. All rules on the attempt numbers apply as usual - answers which are identical to last submitted ones do not advance the attempt number counter while different answers will advance the counters for those parts.

A grace period works in the same way for the *Interactive Examples*, too, but there is one complication there. If you had already worked on an Interactive Example and gotten it right, there will no longer be an *Enter* button to resubmit your correct answer. In order to regain the Enter button do as follows: first, record your answer which was judged previously as correct.

Second, clear the answer box and hit the carriage return key. This will reproduce an Enter button. Now fill in the answer box with the correct answer you had recorded and click on the Enter button. This will resubmit your correct answer, taking advantage of the extended deadline.

(By the way, this same technique can be used to produce a **Help** button to (re)start a tutorial in a problem you had answered correctly. In that case, fill in the cleared answer box with a deliberately incorrect answer and click on the Enter button - but do this *only* after you had gotten the question right once and received the credit and a star.)

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Problem Selections

Starting in Fall 2001, there are two new features of CHIP that concern which problems you work on. First, depending on the course, each student may be presented with a randomly selected set of problems in an assignment, unique to him/her. Second, you may be instructed to select only a certain number of problems, *not* all of them, in an assignment. In both cases, the maximum number of points which can be earned by a student in a given assignment is the same for all students. If the number of problems to work on is limited in an assignment, then the assignment page listing all the available problems in that assignment shows the restriction in red like **select only n problems** where n is replaced by whatever actual number determined by the teaching staff for the assignment.

If the allowed limit of the number of problems to work on is given in this way, you cannot work on more than that many problems. In this case, you should look at all the available problems carefully before you decide which one(s) to work on. Once you submit *any* answer for a problem, that problem has been *selected* and counts against the total allowed limit. Also, the total points display on the assignment page only reflects those which have been attempted and counted (in both the earned points and total possible). For this reason, the total points shown on that page may not always agree with the true maximum possible points. However, in any case the true maximum is always the allowed number of selections times the maximum points for each problem.

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Essay Questions

If your CHIP course has *essay* questions, these are handled differently from the standard questions described in the preceding paragraphs. First, if the essay question has multiple parts, then each must be submitted *separately* by its own Save and Submit button. Second, you can save your work without submitting it *or* you can save and submit at the same time. This is done

because for long answers, you may wish to temporarily save your unfinished answers for later revision before submission - of course **only submitted answers are scored** (manually, by your instructor). Ordinarily, these questions come with the answer boxes in the form of text boxes where you can enter any text. Its size is by default 10 rows by 60 columns but you may change it to fit your browser screen better by simply overwriting the row/column numbers at the top of the problem page and clicking **Change**. If you had saved your work previously, the saved work (*work buffer* in CHIP terminology) is shown in the boxes.

As a variation on this, you may encounter a question part where a *File Upload box* appears instead of a text box. In such a case, you would have to first create a file (locally on the computer you are using) which contains the required answer, and either type in the full path to the file into the box or else use the *Browse* button next to the box and navigate to the location of the local file and then select it. Files to be uploaded must generally be less than 100 KB in size (unless otherwise noted on the question part). For the file upload questions, there is no real *work buffer*, but it only contains some basic information on the file you uploaded.

If one or more levels of *Help* is available, you will see appropriate buttons. The function of *Cancel Current Input* is also identical to the standard problems except that it applies to the particular part of the problem (if there are multiple parts). While essay questions may be fixed for all students, they may also be individualized - that is any numbers appearing in the problem may be randomized for each student in the same way as for the standard problem, for example.

Normally, you may submit and revise your answers as many times as you wish until either the deadline comes or an instructor grades them. At that point, further submissions will be blocked unless your instructor specially allows further revisions. The scores shown are in percentages of whatever full score assigned to the question (and do *not* yet reflect any penalties, e.g., for late submissions only if specially permitted by the instructor). The **Show Detailed Records** button allows you to see the complete details of your records on the question. This includes grader's comments if any and your last submitted and last graded answers - they may be different if a revised submission has been allowed after the first grading. Please note that whatever text that shows in the problem page answer boxes is what is currently in your *work buffer* and **not** necessarily what you submitted last or what was graded last.

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Time-limited Quiz/Test/Exam Questions

If your CHIP site has *quiz/test/exam* questions, these are handled differently from both the standard questions and the essay questions described above. First, these questions have a specified **time limit**. You will see the time limit and the question title in **red** letters in the list of problems of an assignment containing such a question. Be careful about clicking on this red link - once you enter such a problem, a (hidden) clock starts and it will continue to run whatever you do subsequently. If your browser supports *JavaScript* (and if the support is *enabled*), an actual count-down clock will appear at the top and bottom of the question display. You must **finish the**

problem in one sitting; if you wander off to different pages, the clock display may no longer keep the correct time for *some* browsers - however, CHIP still knows when you truly started the problem, and will **not** allow you to submit if the allowed time is past, even if the clock display may be incorrect due to your going off elsewhere and your particular browser. Please also note that, not only that you must finish and submit the problem within the time limit, but you must also do so **before the due date/time**. Thus, if you start working on the problem less than the full allotted time prior to the due date/time, then you will **not** have the full allotted time, but only until the due date/time.

Under *JavaScript*, if you have not submitted your answers when the count-down clock runs down to zero on your screen, there will be an attempt to automatically submit your answers. However, this is a last resort which you should *not* count on; if you do not have *JavaScript* or if a count-down clock is not shown on your page when the time is exhausted, then your answers are *not* automatically submitted. In particular, you should **NOT** leave the exam page and visit some other web page after filling in the answers but without submitting them. You should make it a point to always submit your answers by clicking on the *Enter All Answers* button before the time is up. In any case, **you are responsible for keeping track of elapsed time yourself**.

You must work out and **submit the answers to all parts of a quiz/test/exam question within the time limit counting from the first time you view the question**. In addition, **you can only submit the answers once**; there are no second chances. There are exactly *two* **Enter All Answers** buttons (one at the top and the other at the bottom of the question) and they both submit *all* answers, filled out or blank. Once you click on one of them, you have used up your one chance to submit. **If you fail to submit before your time is up, your score for the question is zero**; the only exception being that, if JavaScript is working, then your browser will attempt to submit your answers automatically when the allotted time expires while the exam page is visible on the browser screen. This may sound draconian, but this type of a question is meant to be a quiz, test, or exam, and the situation should be essentially the same in a more traditional paper quiz, test, or exam.

Other than the features described above, the actual kinds of questions you encounter are of the same sort as the standard questions. They may be numerical, multiple-choice, phrase, or free-form text and the manner of filling out the answers are the same as in the standard questions. However, in view of the time limitation, these questions do not participate in the navigation bars at the bottom of standard (or essay) questions. The only way to enter into a *quiz/test/exam* question will be by clicking a red link on the assignment page (or through a bookmark of your own, but please remember that **the first visit starts the clock!**). One more thing: When you submit all your answers in time, you are only told of your total score for the question. You will *not* see the question page itself with **OK** or **NO** as you would for the standard questions. This is again as in a paper quiz/test/exam.

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How to Get Back

When you are done with this page, click on **Back** to get back to where you were, if this is the only browser window open. If you have a greyed out *Back* button, then you have opened a new window. (You can see if this is true by trying to move the window around.) If you have a new window just for these instructions, you can close this window either by using the **Close Window**

function of the browser (or the system) or by clicking .

(This page was last updated on August 20, 2015.)