

## Instructions for this Course

We recommend you focus on and complete each unit before moving on in the course. Complete all the quizzes, complete the unit labs/assignment, and then take the unit test **before** moving to the next unit.

As this is a laboratory science course. Each unit has at least one lab. You must complete each lab as directed. Lab assignments require a written Lab Report **with photos**. There is also one unit assignment that needs to be completed. All labs and the assignment are required.

If you don't already have the lab kit from Part 1, you **MUST** purchase it from [QSL](#) (use the discount code in the course). It arrives in the mail. You cannot pass this course without it. Order it now; you will need it in Unit 1.

1. **Videos**—Watch every video as often as needed until you grasp the concept and understand the material.
2. **Reading**—The reading material is used to further your understanding of the concepts. All questions in quizzes, tests, and the final are based on the lesson materials, including the videos and reading links.
3. **Quizzes**—Quizzes are mandatory and worth 10% of the course grade. You can take them as often as you'd like; only the highest grade is recorded in your grade book.
4. **Unit Assignments & Labs**—Labs and the assignment are required; they account for 35% of the course grade. Complete them before moving to the next unit or taking the Unit Test. Allow 3-4 school days for an assignment to be graded (excludes the weekend). At the end of a semester, allow 7-10 school days.
5. **Unit Tests\***—Once you have viewed all the learning material and completed all the quizzes in a unit, the unit test will become visible. You get one attempt at the unit test. There is a 3-hour time limit. Unit tests are worth 35%. Use the quizzes in the unit as practice for the test. Complete the lab assignment **BEFORE** taking the unit test. Questions about the labs are on the test.
6. **The Practice Final Exam**—Is NOT mandatory and NOT graded. It is highly recommended and will prepare you for the final exam. You can take it as many times as you like. Before moving on to the final, **review your grade book** and take advantage of reattempt opportunities to improve your grade.
7. **The Final Exam**—You have access to the final exam after you have been enrolled in the course for at least 30 days, all unit tests are completed, and your assignments/labs are graded. You will have one attempt at the final exam, which is worth 20% of your grade. There are 60 questions, and the time limit is 3 hours. Once you take the final exam, the course is over. The system does not round up grades. Any requests to improve your grade will be denied.
8. **Course Completion** – You will receive a letter grade for the course.
9. **Course Completion Record**—The 'certificate of completion' will become available once you have completed the Final. Use the 'request a course completion record' or 'request a transcript' link to send a record of this course to your high school. **IF** you revise an assignment/lab in the hope of earning a higher grade before taking the final, please wait for it to be graded **BEFORE** generating any course completion records.

### Have questions?

Contact our support staff or your teacher through the *Ask-A-Teacher* page in this course.

**\*Important Notes**—The website is slow between 2:30 and 4:00 a.m. Pacific as we perform server maintenance and back-ups. Do not start a test or the final exam if it coincides with this time slot. Academic honesty is expected at all times. Review our [Policies Page](#).