



## Class Schedule and Exam Information

**Please note that the class will start at 9:30 a.m.  
That should allow some people to drive to the class that morning.**

9:15- 9:30 am	Registration
9:30 am – 12 Noon	Class begins at 9:30 a.m. and ends around 4:00 p.m.
12 Noon – 12:45 pm	Lunch Break (Box Lunch provided)
1:00 – 4:00 pm	Class continues

**What to Bring to Class:** Assorted Highlighters  
Post-it and/or Sticky Notes

**Exam:** Exam will be online at the [UVA Collab](#) site (3 Hours; Open Book)

**The exam is open 5:00 pm, December 16 to 5:00 pm, December 17.**

Once you start the exam the clock starts ticking. You can take the exam from your office or home computer; just make sure you are in quiet location.

**NOTE: If you start the exam later than 2:00 pm on December 17  
you will not have a full 3 hours to take the exam as the system will  
lock you out at 5:00 pm.**

**Grades:** Grades will be available on the [UVA Collab](#) site 48 hours **after** the close of the exam

### Online Exam via UVACollab Site

A few days before the course, you will receive a link to the UVACollab site for the course.

In the **Resources** file you will find two info sheets:

1. A document, ***Essential Tips for Taking Online Tests in UVACollab***. It is highly recommended that you read this document before taking the online exam.
2. A document, **How do I view the feedback in my assessment (i.e. test or quiz)**. It explains to you how to read your grade.

In the **Tests and Quizzes** file you will find the course assessment (final exam). The exam will not be open until the conclusion of the course.

### **Commuters Warning!**

**Based on when the course ends be aware that you will be in the midst of rush hour traffic. Some routes have fees or other restrictions that may cause you a much longer commute.**

**Consider staying a second night, if you can.**

## Directions to Arlington County Government Center

The **Arlington County Government Center (703-228-3052)** is located at **2100 Clarendon Blvd**, Arlington, VA 22201.

The class will be on the **Second Floor** in the **Cherry Conference Room**.

Use this website to get directions from your locality:

<https://tinyurl.com/2f7b3694>

### Parking

You can park in the subterranean lot under the building, 2100 Clarendon Blvd Garage (703-525-6128). Follow signs for **Public Parking**. Maximum rate is \$14 per \$24 hours.

## Local Hotel Information

Please note that the Government rate is **not** always the lowest rate. In fact, for some of these hotels there were rooms available at a lower rate with some including breakfast.

The rate will vary depending on the availability when you book the room. Expect rates from \$118 to \$196 plus taxes. The official government per diem rate for December in Northern Virginia is \$196. Taxes will add extra—sales tax plus transient occupancy tax which in Arlington is 8.25%. Parking is always extra; check if you can leave your car in the lot when you are in class as they may charge extra once you check out of your room.

Please check the rates not only on the hotel website listed below but also on sites like booking.com, Expedia.com, Travelocity.com, trivago.com, kayak.com, etc.

If you are a member of AAA, Senior, etc. you might even get a better deal but not always.

The following hotels are within walking distance of the Arlington County Government Center.

### Hilton Garden Inn Arlington Courthouse

<https://tinyurl.com/bddxbmxd>

1333 North Courthouse Road  
Arlington, VA 22201

**703-528-4444**

Self-Parking is \$26 per night plus taxes

### Hyatt Place Arlington/Courthouse Plaza

<https://tinyurl.com/2eu5k36h>

2401 Wilson Blvd.  
Arlington, VA 22201

**703-243-2494**

Self-Parking is \$27 per night plus taxes

### Residence Inn Arlington Courthouse

<https://tinyurl.com/36az4yb5>

1401 North Adams Street  
Arlington, VA 22201

**703-312-2100**

Self-Parking is \$29 per night plus taxes (limited; first come first serve basis)