

Class Schedule and Exam Information

8:30 - 9:00 am	Registration & Continental Breakfast
9:00 am – 12 Noon	Class begins at 10:00 a.m. and ends around 4:30 p.m.
12 Noon – 1:00 pm	Lunch Break
1:00 – 4:30 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 on March 30 to 5:00 pm on March 31

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 March 31 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.

Class Location and Directions

We are meeting in the building called the **Executive Plaza** located at **601 Caroline Street** in **Fredericksburg** (Zip 22401). The classroom is on the **3rd floor** in the administrative offices for the Fire Department. It is the only 7-story building in the historic downtown area.

The Parking Garage is located on the corner of Sophia and Wolfe Street, directly behind the Executive Plaza building. Here is link about the parking garage.

<http://www.fredericksburgva.gov/index.aspx?NID=206>

From Points South of Fredericksburg

Take Exit 130 A onto VA Route 3 towards Fredericksburg. Go 2.12 miles
Turn slight left onto Lafayette Blvd/ US Route 1 Business. Go 1.12 miles
Turn left onto Caroline Street/US Route 1 Business/US Route 17 Business North.
601 Caroline Street will be on our right.

**For Directions from other starting locations, use
Googlemap, Mapquest, or other search engines.**

Lodging

Courtyard by Marriott Fredericksburg

620 Caroline Street
Fredericksburg, VA 22401

540-373-8300 or 800-321-2211

Website: <https://www.marriott.com/en-us/hotels/fkrcy-courtyard-fredericksburg-historic-district/overview/>

Room Block Name:	Treasurers' Association of Virginia
Cut-off Date:	March 2023
Room Rate:	\$98 single/double
Hotel Amenities	free Wi-Fi, fitness center and indoor pool
Parking	\$14 per night self-parking or valet
Cancellation Policy	48 Hours

Only a limited a rooms have been blocked. If you try and they are full, contact Al Spengler at AlbertSpengler.derJungere@gmail.com and he can have them add more rooms to the block

The hotel is across the street from the meeting site.

Hotel requires Government ID for this rate: bring your ID with you!

Use this special link to book your room:

<https://www.marriott.com/event-reservations/reservation-link.mi?id=1677856035082&key=GRP&app=resvlink>

Parking Tip

The parking garage behind the meeting site is the same garage the Marriott uses to park cars. The max charge at the garage is \$8 per day. Save money by parking there yourself and telling the hotel you are parking on the street.

Directions to Courtyard by Marriott

Map and directions to the hotel can be found at hotel website.