

Winter 2023 Assessment Schedule for Correspondence Programs (MAP, MAFP, MLP, PMPC, POP)

Access to Course Materials

Course materials and assessments for all correspondence education programs are provided through the association's online learning platform, AMCTO Connect. Access is provided at different times depending on the course schedule.

- Access will be available by **January 30** for the Municipal Administration Program (MAP), Municipal Accounting and Finance Program (MAFP), and Municipal Law Program (MLP).
- Access will be available by **January 23** for the Primer on Planning (POP) and Parliamentary Meeting Protocol Course (PMPC). Please note for PMPC, you must acquire your own copy of *Robert's Rules of Order*, 12th edition, through [Amazon](#) or another bookstore.

You will receive an email with instructions when access is available for your course.

Correspondence Program Updates for Winter 2023

- Updating the course materials is an ongoing work in progress but new versions of MAP Unit 1, MAP Unit 2 and MAFP Unit 1 were introduced during the Fall 2022 term. During the upcoming Winter 2023 term the new versions of **MAP Unit 3**, **MAP Unit 4**, and **MAFP Unit 2** will be introduced with the same important changes.
 - In the updated version of these units, there will no longer be an exam. The exam will be replaced with a final assignment.
 - The new assessments will include discussion forum activities, which will take place through discussion boards in AMCTO Connect. They do not require you to join a meeting, web conference, or call at a specific time.
 - If you deferred MAP Unit 3, MAP Unit 4, or MAFP Unit 2 in a previous term and you are re-enrolling in one of these units in Winter 2023, AMCTO staff will contact you directly to make arrangements.
- As of the Fall 2022 term, there is no longer an exam to write for any unit of **MLP**. The exams were replaced with a final assignment.

Assessment Schedules (Due Dates) for Winter 2023

Although the schedules are provided in advance in this document, some courses may have unique due dates for discussion forum posts. Please refer to the due dates specified in AMCTO Connect when you get access to the course.

MAP Units 1, 2 and 3

There will be no unit exams in MAP as of the Winter 2023. The exams were replaced with a final assignment.

Assessment (includes assignments and discussions)	Due date ¹
Assessment 1	February 13
Assessment 2	February 27
Assessment 3	March 13 (March Break)
Assessment 4	March 27
Assessment 5	April 11 (10 th is Easter Monday)
Assessment 6	May 1

MAP Unit 4

Assessment	Due date
Assessment 1	February 13
Assessment 2	February 27
Assessment 3	March 13 (March Break)
Assessment 4	March 27
Assessment 5	April 11 (10 th is Easter Monday)
Assessment 6	April 24
Assessment 7	May 15

¹ If the assessment is a discussion, there may be **two due dates**: one for your initial response to the discussion question and one your follow-up posts. Please be sure to check the syllabus in AMCTO Connect for all the deadlines when you get access to the course.

MAFP Units 1 & 2

There will be no unit exams in MAFP as of the Winter 2023. The exams were replaced with a final assignment.

Assessment (includes assignments and discussions)	Due date²
Assessment 1	February 13
Assessment 2	February 27
Assessment 3	March 13 (March Break)
Assessment 4	March 27
Assessment 5	April 11 (10 th is Easter Monday)
Assessment 6	May 1

MLP Units 1, 2, 3, 4

There are no unit exams in MLP as of the Fall 2022. The exams were replaced with a final assignment.

Assessment	Due date
Assignment 1	February 27
Assignment 2	March 13 (March Break)
Assignment 3	March 27
Assignment 4	April 11 (10 th is Easter Monday)
Final Assignment	May 1

² If the assessment is a discussion, there may be **two due dates**: one for your initial response to the discussion question and one your follow-up posts. Please be sure to check the syllabus in AMCTO Connect for all the deadlines when you get access to the course.

Parliamentary Meeting Protocol Course (PMPC)

Please note for this course, you must acquire your own copy of *Robert's Rules of Order*, 12th edition, through [Amazon](#) or another bookstore.

There is no exam for PMPC.

Assessment	Due date
Lesson 1 Assignment and Quiz	February 6
Lesson 2 Assignment and Quiz	February 21 (20th is Family Day)
Lesson 3 Assignment and Quiz	March 6
Lesson 4 Assignment and Quiz	March 20
Lesson 5 Assignment and Quiz	April 3
Lesson 6 Assignment and Quiz	April 17
Lesson 7 Assignment and Quiz	May 1
Lesson 8 Assignment and Quiz	May 15

Primer on Planning (POP)

For this course exam, the exam will be available in AMCTO Connect for 72 hours. You can start the exam at any point during the exam period, but once you start you must submit it within 24 hours or by the end of the 72 hours, whichever comes first. Instructions will be provided in AMCTO Connect.

Assessment	Due date
Assignment 1	February 6
Assignment 2	February 21 (20th is Family Day)
Assignment 3	March 6
Assignment 4	March 20
Assignment 5	April 3
Assignment 6	April 17
Exam Period	May 4-6