Salem College

Mathematics Placement Instructions for Fleer Center Students

Technical Information

Before beginning, you must make sure that you are using the most up-to-date version of your Internet browser (Internet Explorer®, Firefox®, Chrome® or Safari®), that your browser supports at least Java 1.6®, and that you have a stable and fast Internet connection (no dial-up). Please do not use a wireless connection unless you are absolutely certain of its stability—if you lose your connection while completing a placement examination, you will need to contact us at mathplacement@salem.edu, explain what occurred, and we will have to reset your account so that you can begin the examination again.

If you are unsure about the status of your Internet browser, Java application, or Internet connection's speed and stability, then you may wish to visit your local public library to use one of its public computers. If you have a Salem College e-mail address, you may complete the placement process on any computer in any of our computer laboratories.

Information Questionnaire

• If you not already done so, please complete the <u>Fleer Center Mathematics Placement Information</u> Form¹ before proceeding with the rest of the placement process. This information will not only help us recommend the appropriate mathematics course(s) for you, but will also alert us that you are about to complete the placement examination process. This will allow us to review your information in a timely manner and report our recommendations to your academic advisor as quickly as possible.

Registration for Mathematics Placement Testing

• Go to http://place35.placementtester.com:8080/salemcollege. You should see the following login window. The *first* time you go to this page, click **Register** (Figure 1).



Figure 1: Login Screen for Mathematics Placement
Testing

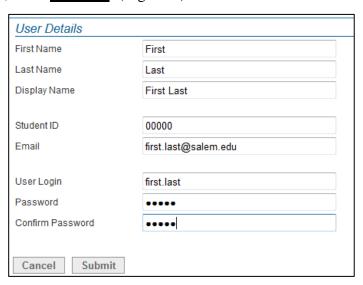


Figure 2:The Registration Screen for First Time Users

• Complete the registration process by filling in the information as demonstrated in Figure 2. Begin by entering your *legal first name*, and your *legal last name*. The **Display Name** will be automatically created as you complete the first two fields.

¹ https://docs.google.com/a/salem.edu/spreadsheet/viewform?formkey=dFZCZE9yVTF3RmU0QnF4dlRrczZCZGc6MQ#gid=0

- Enter your six-digit Salem College student ID number in the **Student ID** field.
 - o If you have been assigned a Salem College e-mail address and do not know your Salem ID number, log in at my.salem.edu, then log into the Student SIS system. You should be able to locate your Salem ID in the system.
 - o If you have not yet been assigned a Salem College student ID number, use your legal first name (all lower case), a period, and your legal last name (all lower case). For example, if your legal name is Jan Marie Jones, you would enter jan.jones in this field *only if you have not been assigned a Salem ID number*.
- In the <u>User Login</u> field, type in your legal first name (all lower case), a period, and your legal last name (all lower case). For example, if your legal name is Jan Marie Jones, you would enter jan.jones as your **User Login**. (See Figure 2.)
- Enter your Salem College e-mail address, if you have been assigned one at this time; otherwise, enter the e-mail address that you use most often and that you supplied on your application to Salem College. (See Figure 2.)
- Enter a <u>Password</u> you can remember and do not share it with anyone else. Sharing your password for the placement testing system is a breach of the Salem College Honor Code. Write down the password and keep it in a safe place. If you forget or lose your password, you will need to click "Forgot your Password" on the placement testing log in page (Figure 1).
- Click **Submit** and you will be taken back to the login screen (Figure 1) where you must now log in with your new user name and password.
- Once you have logged in with your user name and password, you will see the something similar to Figure 3. Click **Find classes open for registration**.



Figure 3: What You Will See after Your First Login

You should see something similar to Figure 4. Check the box to the left of Mathematics Placement Testing: *Fleer Center Students. If you wish to also take advantage of practice problems prior to or after completing the placement testing process, you may also check the box to the left of Skills Required for General Education Courses in Mathematics. Once you have chosen one or both of these options, click Register.

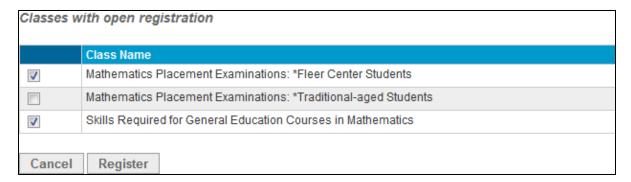


Figure 4: Registering for Mathematics Placement Testing

• A new window will appear (Figure 5) indicating the option(s) you have chosen; click **Confirm** to acknowledge your registration.



Figure 5: Confirm Mathematics Placement Registration

Completing the Placement Testing Process.

The Mathematics Placement Testing system is now available to you (Figure 6) and you may begin now if you wish. You can also log out and return later to http://place35.placementtester.com:8080/salemcollege, where you will log in again and will be taken to the screen in shown in Figure 6.

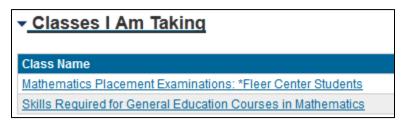


Figure 6: What You Will See After Login and Registering for the Placement Testing Process

• If you have chosen to access the optional practice problems, you may do so now or at any time, even while you are taking courses at Salem (Figure 7). If you did not choose this option when you originally registered with the placement testing system, you can always return to the system homepage (Figure 3) and choose <u>Classes open for registration</u>, then choose this option.

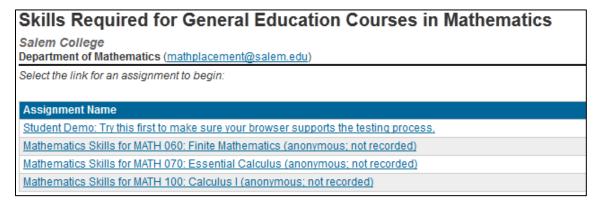


Figure 7: Optional Practice Problems Provide a Preview of Skills Expected Prior to Enrolling in Certain Mathematics Courses

You may return to this section as often as you like to practice your skills since the problems are randomly generated and will present you with a different collection of problems nearly every time you access one of these items.

- When you are ready to take one of the placement tests, return to the screen shown in Figure 6. Make sure to have blank paper and a pen or pencil before you begin the placement tests. You are allowed to use a calculator while completing the placement examination if you so desire; however, the problems have been selected so that a calculator is not necessary. It is important to emphasize again that you need have a stable Internet connection before proceeding further in this process.
- Click <u>Mathematics Placement Testing: *Fleer Center Students</u> under <u>Classes I Am Taking</u>, at which time you should see three assignments (Figure 8).

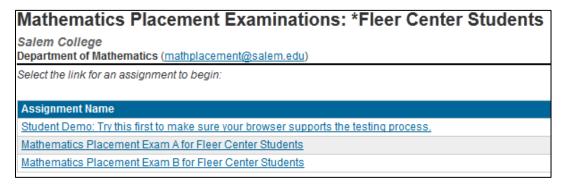


Figure 8: Mathematics Placement Tests A and B

- Before attempting either of the required placement tests, you should try the **Student Demo** to make sure that there are no technical problems.
- Choose <u>Mathematics Placement Exam A for Fleer Center Students</u> when you are ready. The test contains 30 multiple-choice problems. You will have 45 minutes to complete the test. Once you have selected this test, a new window will open, indicating that the examination is a timed examination (Figure 9). If you are certain you have ample time to complete the examination (45 minutes), click **OK**.

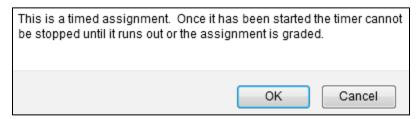


Figure 9: Pop-up Window to Remind You that the Placement Exams have a Time Limit

- Now you will be taken to the testing window, which you should *maximize*. Note that once the timer starts, it continues, even if you exit the testing window. Make sure that you have sufficient time to complete the exam before starting.
- Read the instructions at the top of the test page. After you choose an answer to a question, click **Next** to move on.
- Once you have completed Mathematics Placement Exam A, click **Grade** at the top of the screen (
- Figure 10).



Figure 10: When You are Finished with a Placement Examination, Click "Grade"



Figure 11: Always Click "Quit & Save" after Your Placement Examination has been Graded

- Be sure to read all information in the feedback window—it is vitally important that you understand the results of Exam A as explained in the feedback window. Once you have read and understood the information there, click **Quit & Save** (Figure 11) in the upper right-hand corner of the window to return to the Mathematics Placement Testing page.
- At this time, you may proceed to **Mathematics Placement Examination B** if you wish, or you can log out and return later to complete it. Exam B consists of 32 problems; again, you will have 45 minutes to complete this exam and you may use a calculator if you wish, though a calculator is not required in order to complete the exam.

Important Additional Information

The results of the placement test are not the only information we use to determine the appropriate mathematics course for you to take at Salem. We include other information, such as your intended major, prior experience with high school and college-level mathematics, transfer credits, AP/IB credits, and SAT or ACT scores, if appropriate. We will inform your academic advisor, the Registrar, the Associate Dean of Undergraduate Studies, and the Dean of the Martha H. Fleer Center for Adult Education of your placement and any advice that the mathematics faculty may have to help you succeed in your quantitatively-oriented courses.

If you have documentation from a licensed professional indicating that you are eligible for special testing conditions, please contact the Associate Dean of Undergraduate Studies, who will then help us to make arrangements for an alternate testing process.

Certain conditions may occur after which you may request to retake one or both placement examinations. For instance, if you lose your Internet connecting while completing the placement process, you must request permission by sending an e-mail message to mathplacement@salem.edu. Please understand that messages sent during the Summer or Winter breaks, or during the first week or two of class may not receive a response for one to two weeks. Note that requests for retaking the exams will be reviewed by the mathematics faculty in conjunction with the Associate Dean of Undergraduate Studies and are not automatically granted.