

OSU Math Placement Exam Proctoring Directions

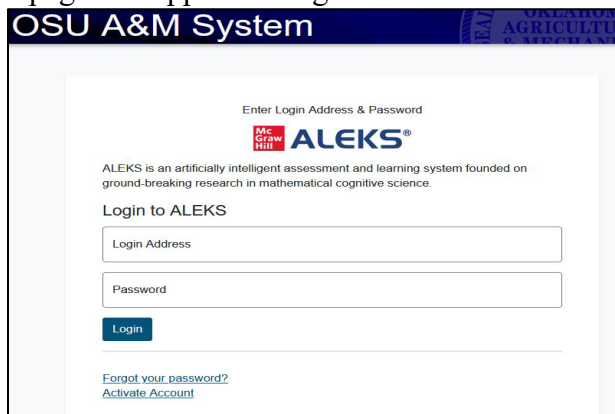
Oklahoma State University

University Assessment and Testing

testing.center@okstate.edu 405-744-5958 <http://testing.okstate.edu/>

Testing centers certified to proctor the OSU Math Placement Exam **MUST** follow these directions. This exam must be completed in (at most) five hours. It is recommended that students have at least two (2) uninterrupted hours to complete the exam, though most will complete it in about an hour. Testing centers should schedule appointments accordingly so that students will be able to complete the exam in one sitting (any exam not completed within five hours is automatically submitted at the end of the 5-hour period).

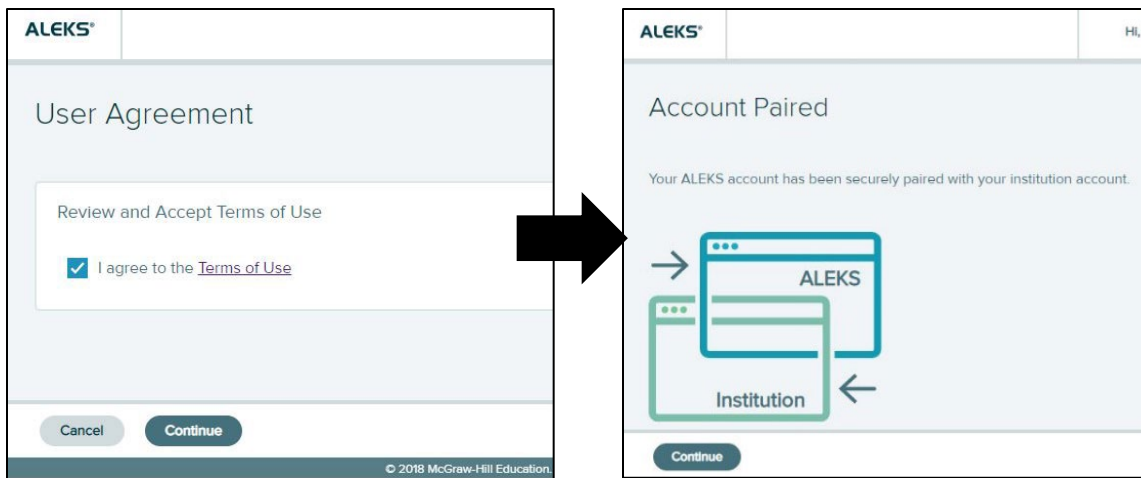
1. Require all students to show valid (non-expired) identification, provide their OSU email address (okstate.edu), and provide their OSU Campus-Wide ID Number (CWID, also known as a Banner ID). You will need this information and the date of their exam in order to certify the students' exam score upon completion of the exam. **Please note: student CWIDs start with the letter A, followed by eight digits (Example: A12345678).** Also make sure students know their O-Key email and password.
2. Have students put everything away. Only scratch paper and pencils are allowed. **Calculators are NOT ALLOWED.** (A calculator is built into the program for questions that allow a calculator.)
3. On a computer, start a standard web browser (Google Chrome is recommended, however any browser should work with the exam) and enter the following website: <https://www.aleks.com/okstate>
A lockdown browser is not required, however students should be continuously monitored by proctors to ensure they do not access other websites or computer resources while completing the exam.
4. Have the student login on the page that appears using their OSU email address and O-Key password:



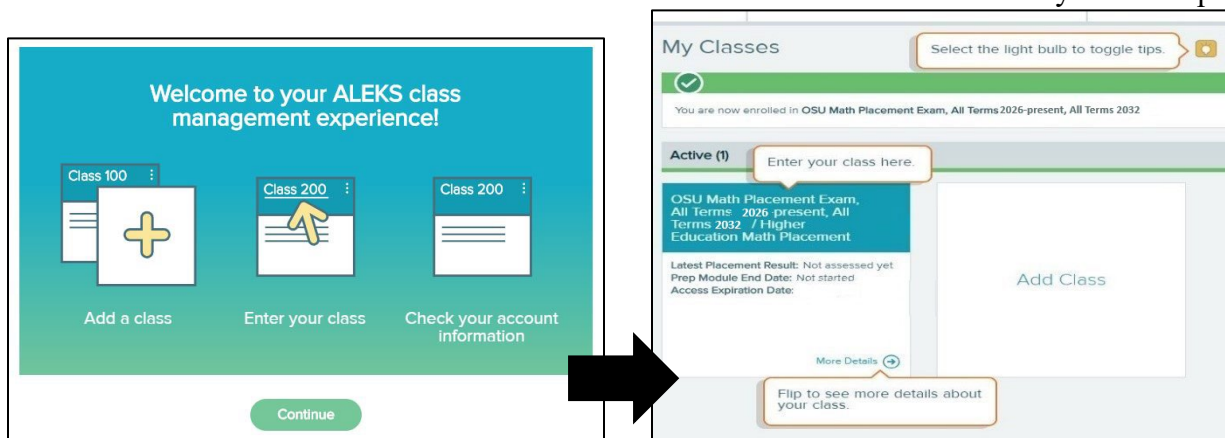
The “Forgot password?” link can be used if students need to reset their O-Key password.

[Continue to Step #5 for students who have NEVER taken the OSU Math Placement Exam. Skip to Step #9 below (Page 3) for students who previously have taken the exam, even for a practice attempt.]

5. After logging in, **students who have NEVER taken the exam before will have to first “Review and Accept Terms of Use”** by checking the box next to the “I agree to the [Terms of Use](#)” statement and clicking the “Continue” button at the bottom. After clicking “Continue,” a new student will be informed their ALEKS account has been securely paired with their institution account. The student will then click a second “Continue” button to complete the registration:

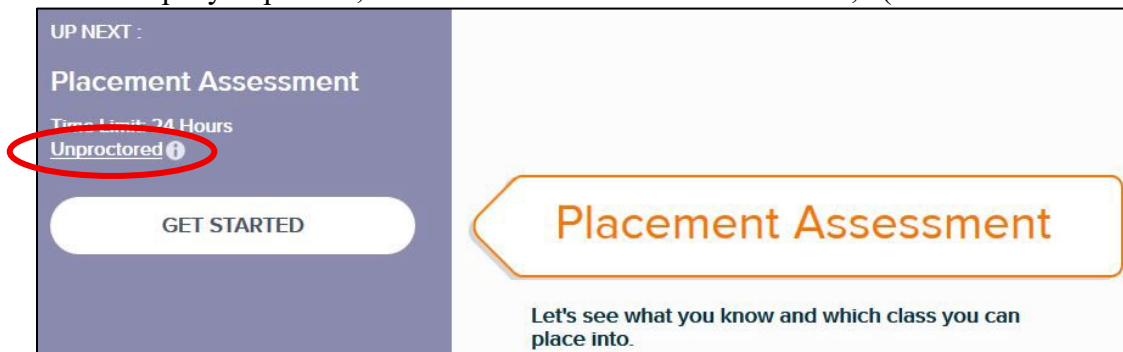


6. The student will then see a screen welcoming them to the ALEKS class management experience and should click the next “Continue” button at the bottom to be taken to the student’s “My Classes” page:



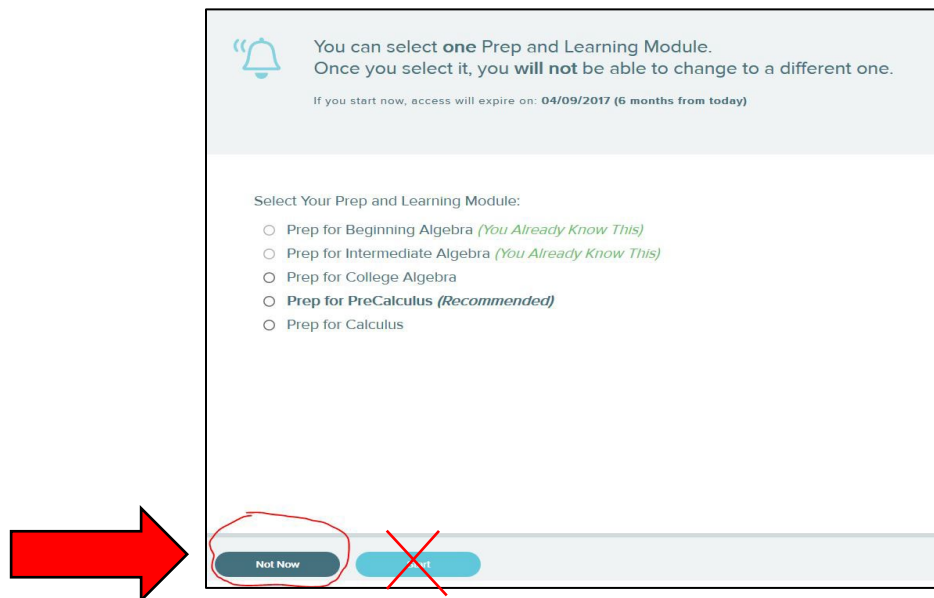
The student should click on the name of the course (pictured above, highlighted in blue in the “Active” section) to enter the course. **Note: if the course is missing from the “Active” list, have the student log out and then log back in to activate the course and make the link active.**

7. Students who have never taken the exam before will be directed to complete a brief tutorial of the ALEKS Tools prior to starting the actual exam. Have them click the “Get Started” button to begin. **First attempts display as “Unproctored” (see below) and do NOT require you to enter your Proctor Password within the exam itself.** A password is only required for attempts 2-5, however you are required to certify all successful attempts you proctor, which will record them as “Proctored,” (even these 1st attempts):



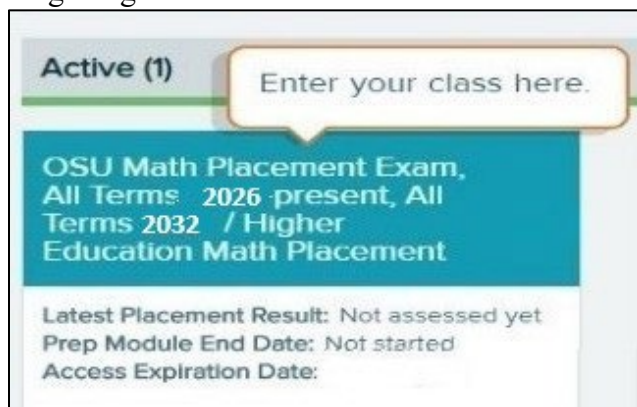
Prior to starting the exam, a few reminder screens will appear to the student concerning having paper and pencil available, not getting help from others, information on the length and structure of the test, and their maximum number of attempts. The student will also have to agree to a statement on the directions and the institution’s honor code before being allowed to start the exam.

8. Upon completion of the final question of the exam, the student will be shown his/her placement results and a breakdown of those results by subject area. The student will then be offered the opportunity to select a “Prep and Learning Module” to help prepare them for future attempts. **PLEASE TELL STUDENTS TO CHOOSE “NOT NOW” to end the exam and NOT the module “START” BUTTON:**



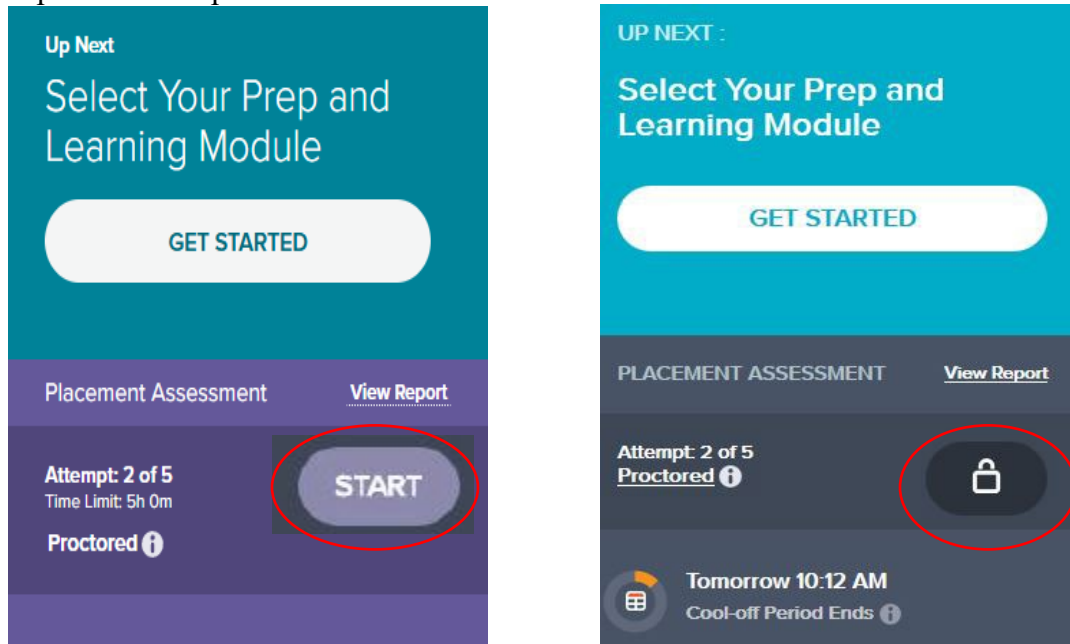
Students **SHOULD NOT** start the modules in your testing center, but instead they should be told to select a learning module at home if/when they would like to prep and learn. They can simply log out upon completion. Inform students they can return to the learning modules from home by visiting <http://mathplacement.okstate.edu/> and logging in using their O-Key credentials. If a student does select a prep and learning module and clicks the “Start” button, simply have them log out of the system.

9. Students who **PREVIOUSLY** have completed an attempt of the OSU Math Placement Exam (are on attempts 2-5) will see the exam listed as an “Active Class” that they can click in order to retake the exam as shown in the following image:



PLEASE NOTE: if the student’s class account has expired (which occurs after one year), the class link will not appear in the “Active” section (it may be grayed out in an “Inactive” section at the bottom or be listed under the “Hidden” classes, which appear under the “Hidden” link to the right). Such students will be **UNABLE** to test at your center. They will need to contact the OSU-Stillwater Testing Center to purchase a new account. The easiest way to do so is to schedule an appointment to take the exam at the OSU-Stillwater Testing Center. They can visit <http://testing.okstate.edu/> to schedule an appointment or email testing.center@okstate.edu for more information on purchasing an account by email if they are not in Stillwater.

10. After clicking on the class, the system will display the student's previous placement exam information. The student also will see a section to "Get Started" on the learning modules, links to view a previous placement assessment score reports, and a section to start another attempt at the placement assessment. The system enforces a 48-hour "Cool-off" period between attempts. Students should be directed to click the gray "Start" button to retake the exam. A lock icon will display if the 48-hour "Cool-off" period has not yet passed and will indicate when the cool-off period will end. Students will be unable to test until this cool-off period is complete:

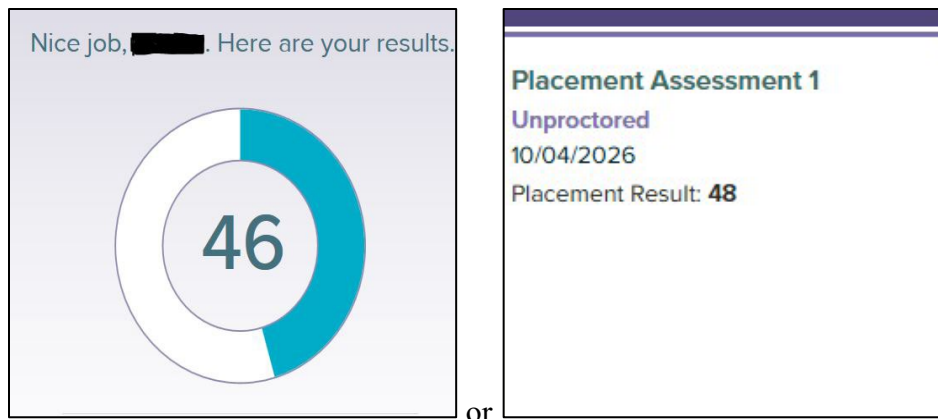


11. After clicking to start another attempt, **the student will need you, the proctor, to enter the "Proctor Password"** and click the "Submit Password" button in order to allow the student to begin the exam. **DO NOT allow the student to enter the password.** The current proctor password can be viewed by logging into your account for the OSU Math Placement Exam Proctoring System website (<https://proctor.okstate.edu/>) and viewing the "Home" tab.

The Proctor Password field looks similar to the following:

The image shows a screenshot of a web form titled 'Proctored Placement Assessment'. It features a purple header with a menu icon and the title. The main content area is white and contains a gray icon of a document and a person. The text 'Proctor Password Required' is displayed in bold. Below it, the cohort information 'Cohort: OSU Math Placement Exam, All Terms 2026-Present, All Terms 2032' is shown. A 'Password:' label is followed by a white input field. At the bottom, a link reads 'Don't know the password for this Placement Assessment? Please contact your institution.'

12. Students can then begin the exam. Please be sure to inform students that they must complete all test questions (approximately 20-25) in order to successfully complete the assessment and generate a score.
13. At the end of the exam, the system will display their results. **The "Placement Result" is the score used for placement and enrollment at OSU.** Students can log into the system at any time to review previous results or to share them with an academic advisor. They should see something similar to this:



14. Students should then log out of the system. **Make sure you have recorded the student's name, OSU email address, CWID, and the test date so you can certify the student's exam score** by visiting the OSU Math Placement Proctor Certification website: <https://proctor.okstate.edu/> **Proctors are REQUIRED to certify scores the SAME day the student completes the OSU Math Placement Exam.** Please note that it can take approximately fifteen minutes for scores to download into the certification system, so there may be a slight delay before you can certify a score. You can download a printable copy of the OSU Math Placement Exam Score Certification Instructions from within the proctor certification website to assist you with this process.