

University of St. Thomas Math Placement Instructions

Is the Math Placement Assessment right for you?

Not all students need to take the math placement assessment!

Before you proceed, make sure you need to take the assessment, as it will cost \$25 to make your ALEKS account. You only need to take the math placement assessment if:

- You do not have an ACT/SAT score (submitted to the university within 2 years) that places you into a math course.
- You do not have transfer credits or AP Calculus scores that provide you with mathematics credit.

If you don't already have placement from previous test scores or transfer credits, *or if you wish to improve your math placement above your current level*, read on!

*If you have questions about your current math placement or whether you need to take the assessment, please contact Molly Peterson at pete1476@stthomas.edu.

Do you need to make an appointment to take the math placement assessment?

Nope! Once you know that you should take the math placement assessment, you'll be able to complete all the steps from your own home computer or laptop. The program will require that you download a lockdown browser that is compatible with both Mac and PC computers. *If the only computer you have access to is a Google Chromebook, please contact Molly Peterson at pete1476@stthomas.edu to discuss your options.*

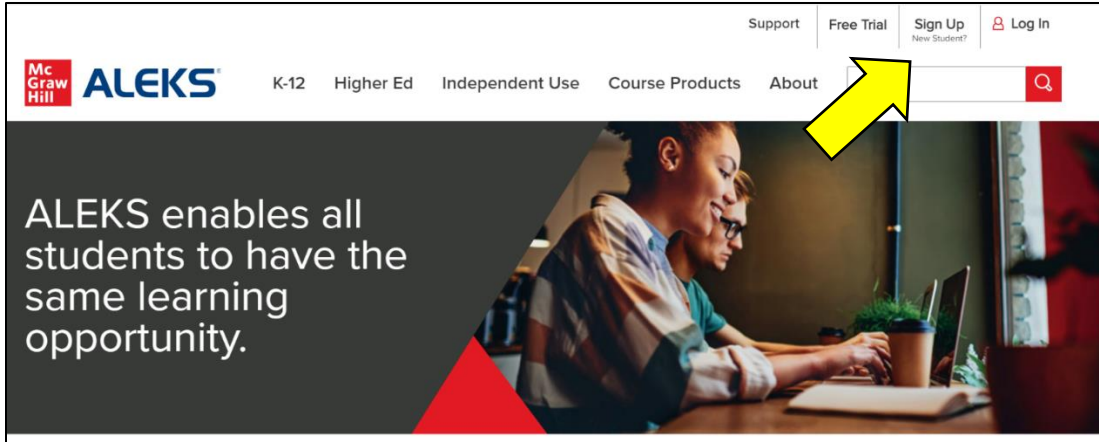
You will make an account on a program called ALEKS PPL. This program will be used for taking your initial placement assessment, and for preparing to retake the assessment, if necessary. You can take the assessment up to a total of **five** times and we use your *highest* score to determine your placement. More information about the retake process is provided later in these instructions.

Note: Making an ALEKS account will require that you use a credit or debit card to pay the fee of \$25. If you are unable to pay this amount, please contact Molly Peterson at pete1476@stthomas.edu.

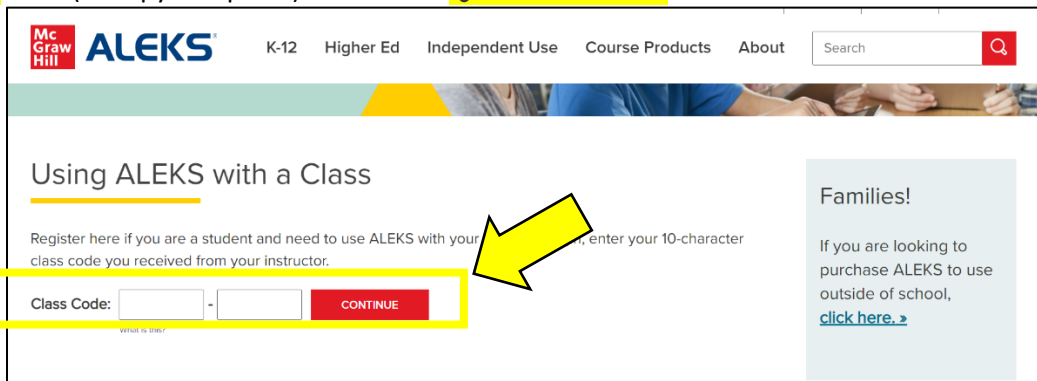
How to create your ALEKS PPL account:

*If you have already made an ALEKS PPL account but do not recall your login information, do **NOT** make a second account. Instead, recover your password using the login recovery system provided.*

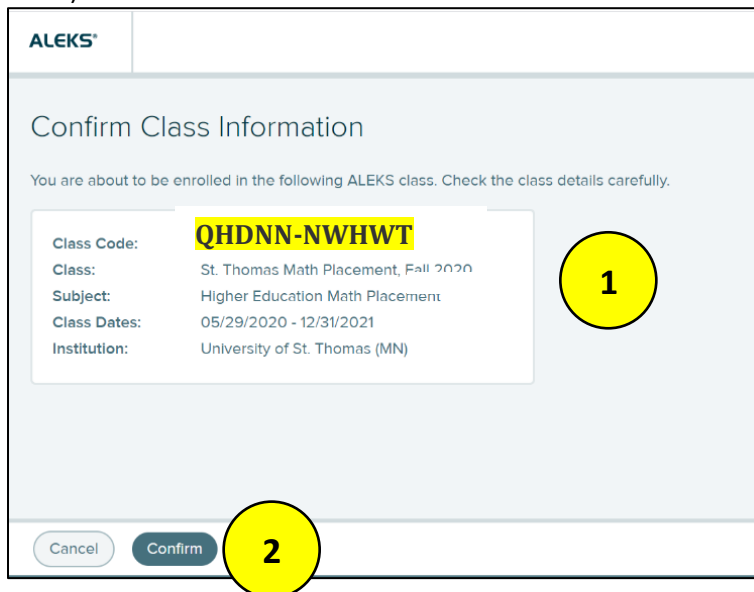
1. Go to www.aleks.com
2. Click on "New Student? Sign Up Now!"



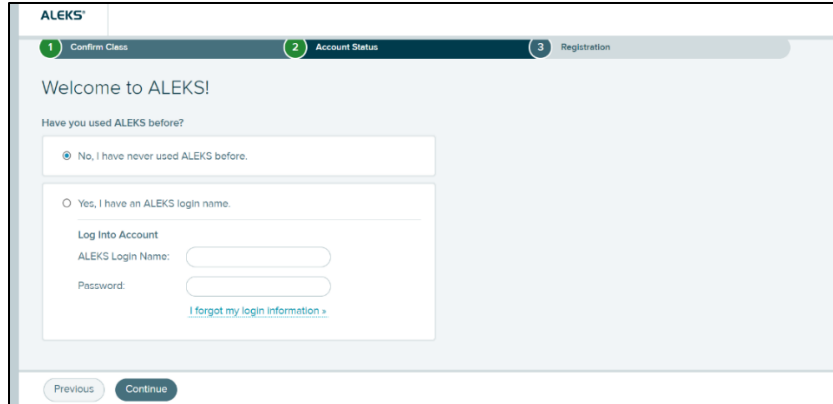
3. Enter (or copy and paste) Class Code: **QHDNN-NWHWT**



4. Review (1) and confirm (2) St. Thomas Math Placement 2023 (you should see a similar screen to the picture below).



5. Either create an account or if you have used ALEKS before sign-in with your existing account information.



6. Follow the remaining registration steps. You might need to search for St. Thomas as your university. You will search for “Univ of Saint Thomas.”

Taking the Math Placement Assessment

After completing a survey, you will be invited to complete your assessment. This is a 25-question assessment, and you have three hours to complete it, so make sure you find a time when you can really focus your attention on the assessment for up to three hours.

In addition to being used for your placement, your first assessment will also determine your prep and learning module, which is how you will prepare for additional assessments if needed.

When taking the assessment:

- You may not use a calculator except the on-screen calculator provided for specific problems.
- You may not use any websites, texts, formula sheets, or other resources.
- You should complete the exam within 3 hours.
- You are encouraged to use scratch paper and a pencil/pen during the assessment.

Remember, you will need to download a lockdown browser for your Mac or PC computer in order to take the assessment. If you are having issues downloading Respondus Lock-Down Browser, here is more information:

Downloading ALEKS Respondus Lock-Down Browser & Respondus Monitor

1. Downloading and Installing the ALEKS Respondus Lock-Down Browser/Monitor
2. Go to https://www.aleks.com/support/lockdown_system_requirements
3. Click on the applicable Blue Link for your type of device.

Check your Setup & Installation

Select a link below to check your setup.

- LockDown Browser
- Respondus Monitor (Webcam)

Need help? Go to the [Respondus LockDown Browser troubleshooting page](#).

Download

Locate the file in your download folder. Double-click on the installer and complete the installation.

- Windows
- Mac
- iPad App

Click to download Respondus for your device.

Confirm that the Lockdown Browser was successfully installed.

4. Follow the prompts to install Respondus LockDown Browser/Monitor on your device. You may need to quit some applications, but the installer will prompt you.
5. After you finish installation, return to this same webpage and Confirm LockDown Browser installed successfully.

Updated on March 17, 2023 by Molly Peterson

What happens after the assessment?

At the end of the assessment, you will be given your score and your placement. Your placement will be updated in Banner (the student information system) overnight. These are the scores needed for each placement level.

0 – 45: Placement level of 099 and will need to take Math 005

46 – 60: Placement level of 101 and will need to take either Math 006, 100 or 101 depending on major

61 – 69: Placement level of 108 and could take Math 108 if a science-related major

70 – 75: Placement level of 111 and could take Math 111 if a finance or economics major

76 – 100: **Conditional*** placement level of 113 and (once follow-up assessment is completed) could take Math 113 if a science-related major

***If you place into Math 113 and wish to take Math 113 then you will need to take an in-person assessment to maintain your math placement into Math 113. Molly Peterson will send you additional information about this after you place into the course.**

Math Placement Re-Take Process

If you are not satisfied with your score, then you will join a “Prep and Learning” module and begin practicing for a re-take.

You are encouraged to have a meeting with Arden Ashley-Wurtmann, the Math Placement Tutor, to discuss your options and make a plan for using the module and re-taking the assessment. You can set up an appointment with her using your personalized scheduling link. If you do not know your personalized scheduling link, you can email Arden at ashl0004@stthomas.edu.

Re-takes of the assessment are done in the ALEKS program as well, however please note that there are **two** conditions that must be met before your next assessment will be unlocked in the ALEKS program.

1. There is a minimum “cooling off” period of 24 hours that must pass after you finish one assessment before you can begin another.
2. You must spend at least 5 hours of practice time in the prep and learning module before you will be able to unlock the next assessment.

Questions?

We are happy to help if you need assistance with navigating this process. Please reach out to us with any questions that you have.

Molly Peterson: pete1476@stthomas.edu

Arden Ashley-Wurtmann: ashl0004@stthomas.edu