

Instructions for Accessing ALEKS with Proctoring

(FOR FIRST TIME TEST TAKERS ONLY)

It is recommended to do the followings things a MINIMUM of 24 hours before the exam.

The following set of instructions are for student taking the ALEKS math placement test for the first time. First time test takers will have their sessions proctored through Examity, an online proctoring solution. Before you begin your placement test, you must create an Examity account, profile, and schedule your exam. The following documentation will walk you through a step-by-step process to get setup.

Check Your System

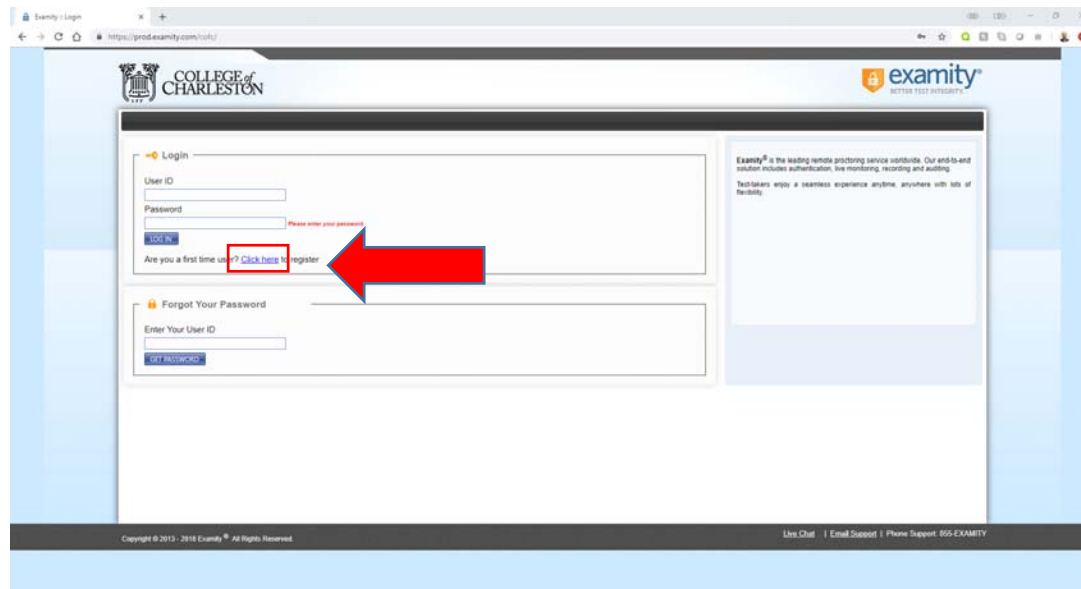
Before getting started you must have the following system requirements:

- Desktop computer or laptop (not tablet, smartphone, iPad or Chromebook)
- Webcam and microphone (built-in or external)
- Connection to network with internet speed of at least 3 Mbps
- Minimum operating system of Windows XP, Windows 10, Mac OS X 10.8
- Browser with pop-up blocker disabled – Google Chrome v39 or later, Mozilla Firefox v34 or later, Internet Explorer v8 or later, Microsoft Edge, Apple Safari v6 or later

Please visit the [Computer Readiness Checklist](#) to make sure that you have the appropriate peripherals and computer settings to complete the assessment.

Registering with Examity

1. Open browser and visit <https://prod.examity.com/cofc/>.
2. Click the **Click here** option under “Are you a first time user? Click here to register”.



3. Register with Examity by entering your information (**Name and CofC email address**)
4. From the Course Name drop-down, select **CofC Math Placement**.
5. Click **Save**.



6. Check your CofC email account for an email registration confirmation with a temporary password.
7. Click the Login URL: <https://prod.examity.com/cofc/> from within the confirmation email.

8. Enter the User ID and temporary password contained in the confirmation email.
9. Click **Log in**.

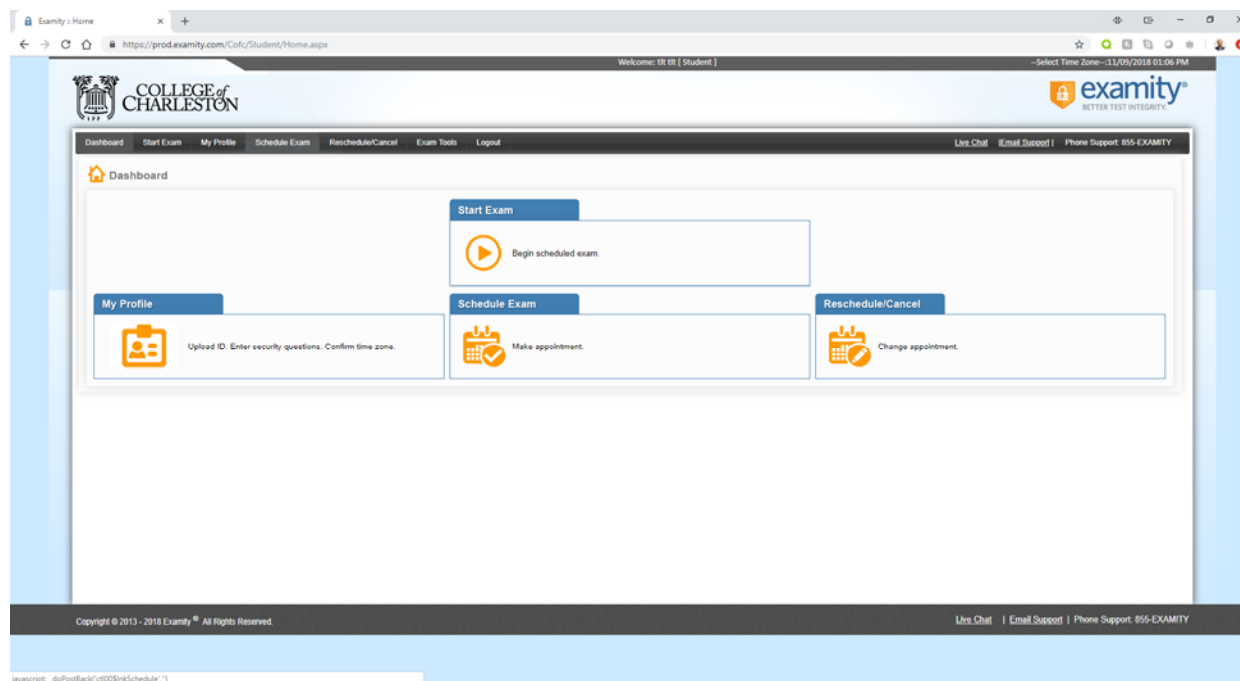
The screenshot shows a web browser window with the URL <https://prod.examity.com/cofc/AdminLogin.aspx>. The page features the College of Charleston logo on the left and the Examity logo on the right. The main content area has a 'Login' section with fields for 'User ID' (containing 'email@cofc.edu') and 'Password' (masked with asterisks), and a 'Log In' button. Below this is a 'Forgot Your Password' section with a 'Get Password' button. A sidebar on the right contains text about Examity's services. The footer includes copyright information and links for Live Chat, Email Support, and Phone Support.

10. You will be prompted to change your password.
11. Enter your current/temporary password, new password (twice), and click **Save**.

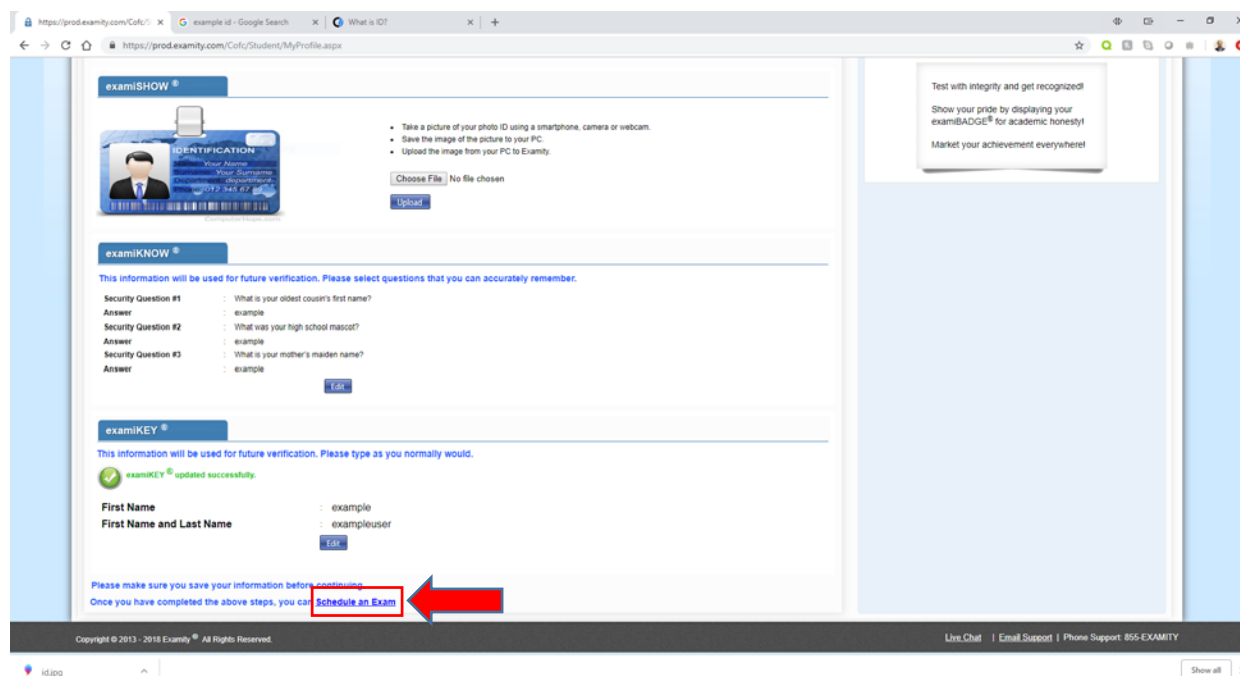
The screenshot shows a web browser window with the URL <https://prod.examity.com/cofc/ChangePassword.aspx>. The page features the College of Charleston logo on the left and the Examity logo on the right. The main content area has a 'Change Password' section with three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. A 'Save' button is located below these fields. A red message 'All fields are mandatory.' is displayed in the top right corner of the form area. The footer includes copyright information and links for Live Chat, Email Support, and Phone Support.

Creating Examity Profile

12. The next step is to setup your Examity Profile.
13. From the Examity dashboard click on **My Profile**.

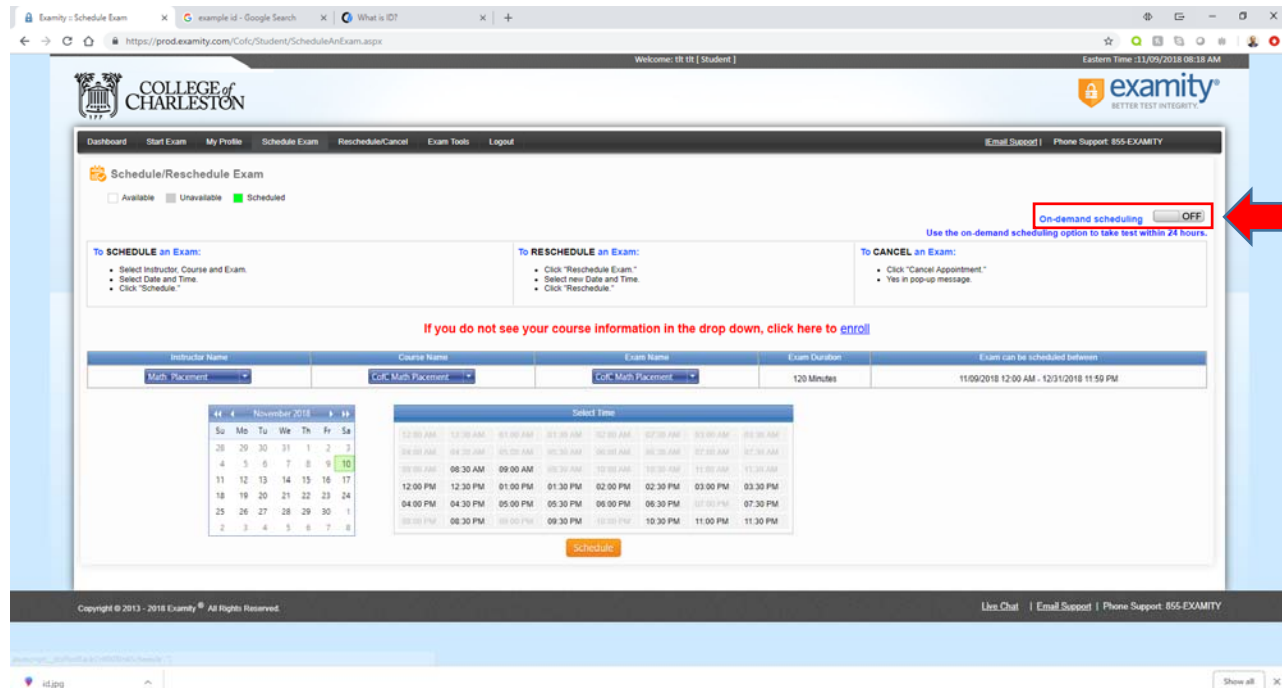


14. Be sure to complete each section of your profile. You will not be able to continue without a complete profile.
15. Once your profile is complete, click **Schedule an Exam** at the bottom of the page.



Scheduling an Exam

16. From the drop-down menus, select the following options;
 - a. Instructor Name – **Math Placement**
 - b. Course Name – **CofC Math Placement**
 - c. Exam Name – **ALEKS Math Placement**
17. Select a date and time from the calendar to schedule your exam.



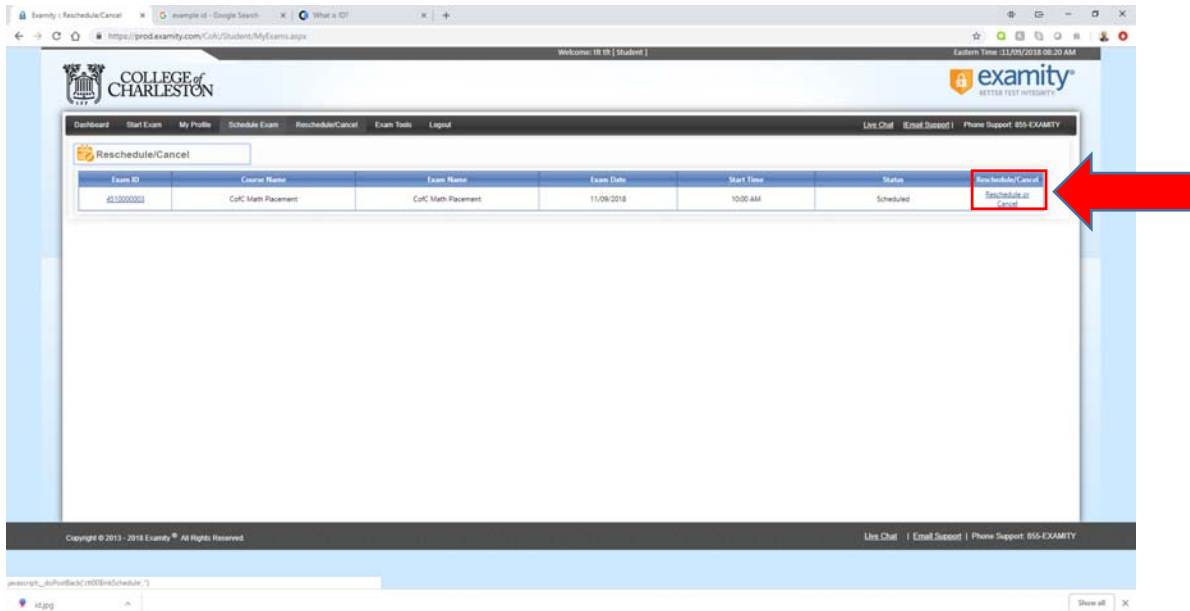
The screenshot shows the Examity 'Schedule/Reschedule Exam' page. At the top, there's a navigation bar with links like 'Dashboard', 'Start Exam', 'My Profile', 'Schedule Exam', 'Reschedule/Cancel', 'Exam Tools', and 'Logout'. Below this, the 'Schedule/Reschedule Exam' section has three tabs: 'Available', 'Unavailable', and 'Scheduled'. A red box highlights the 'On-demand scheduling' toggle switch, which is currently set to 'OFF'. A red arrow points to this toggle. Below the toggle, there are instructions for scheduling, rescheduling, and canceling an exam. A red text link says 'If you do not see your course information in the drop down, click here to enroll'. The main form has five fields: 'Instructor Name' (Math Placement), 'Course Name' (CofC Math Placement), 'Exam Name' (CofC Math Placement), 'Exam Duration' (120 Minutes), and 'Exam can be scheduled between' (11/09/2018 12:00 AM - 12/31/2018 11:59 PM). Below these fields, there's a calendar for November 2018 and a 'Select Time' table.

Select Time	
12:00 AM	12:30 AM
01:00 AM	01:30 AM
02:00 AM	02:30 AM
03:00 AM	03:30 AM
04:00 AM	04:30 AM
05:00 AM	05:30 AM
06:00 AM	06:30 AM
07:00 AM	07:30 AM
08:00 AM	08:30 AM
09:00 AM	09:30 AM
10:00 AM	10:30 AM
11:00 AM	11:30 AM
12:00 PM	12:30 PM
01:00 PM	01:30 PM
02:00 PM	02:30 PM
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07:00 PM	07:30 PM
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10:00 PM	10:30 PM
11:00 PM	11:30 PM


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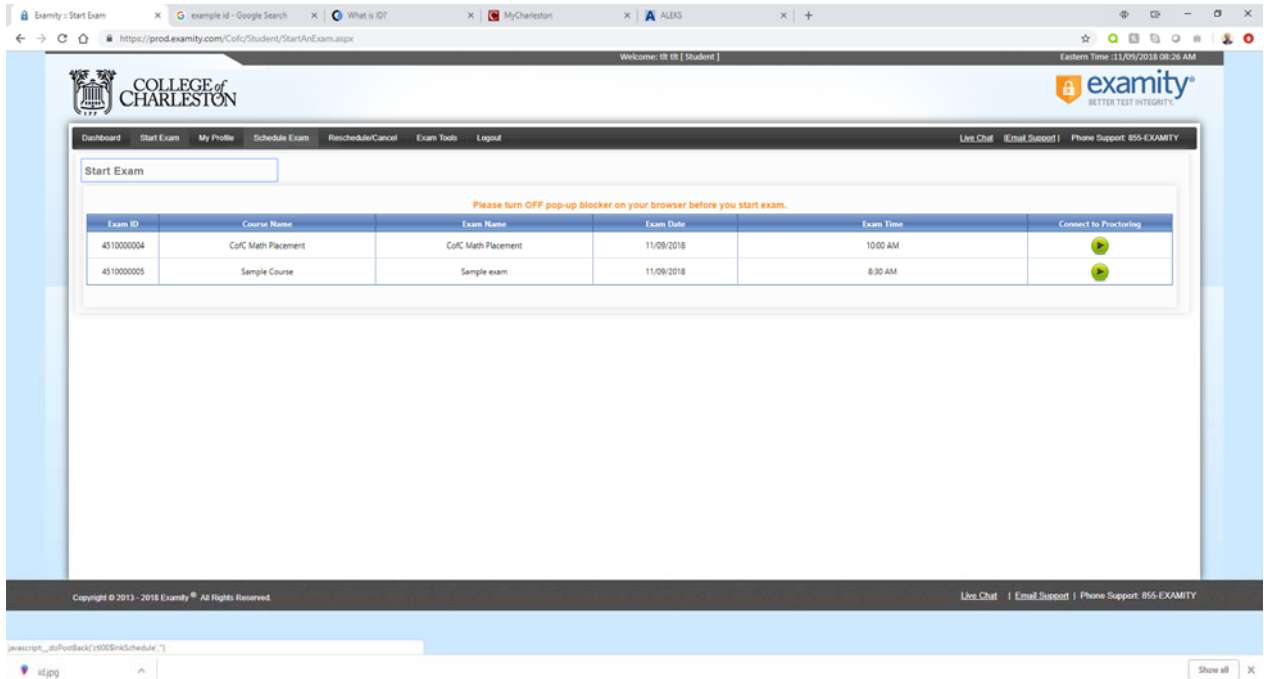
Rescheduling/Cancelling an Exam

18. If you need to reschedule or cancel an exam go the Examity dashboard (<https://prod.examity.com/cofc>) and select **Reschedule/Cancel**.
19. All scheduled exams will be displayed.
20. Choose the exam(s) to reschedule/cancel by clicking the **Reschedule or Cancel** option.

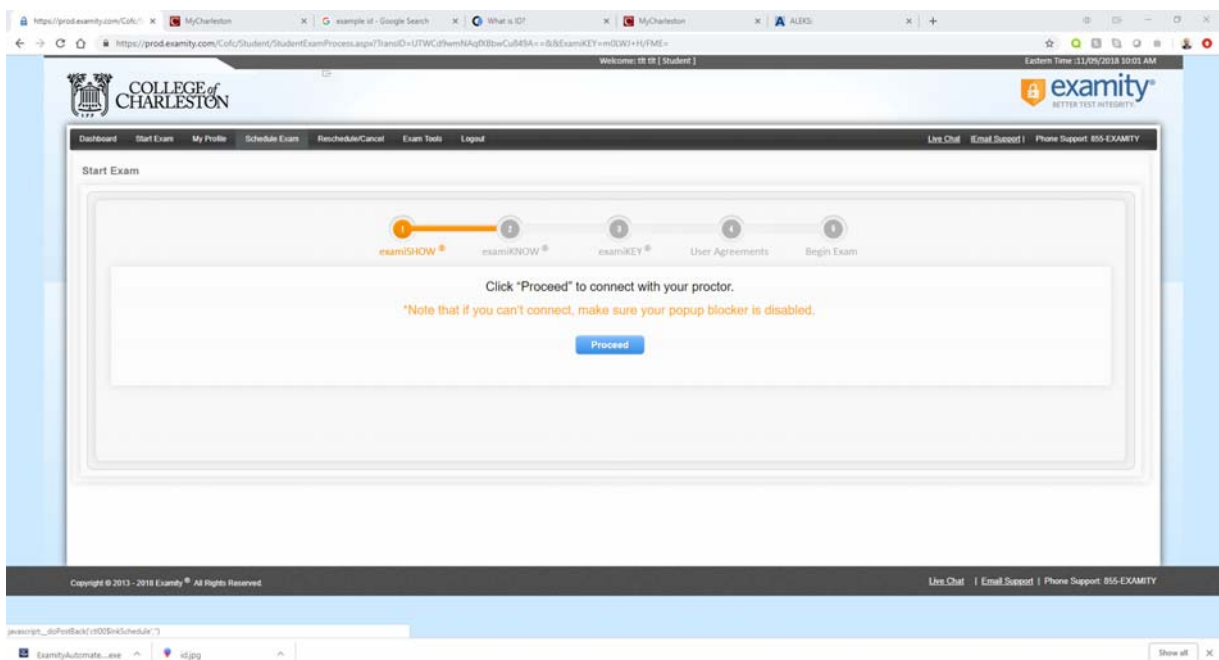


Taking a Scheduled Exam

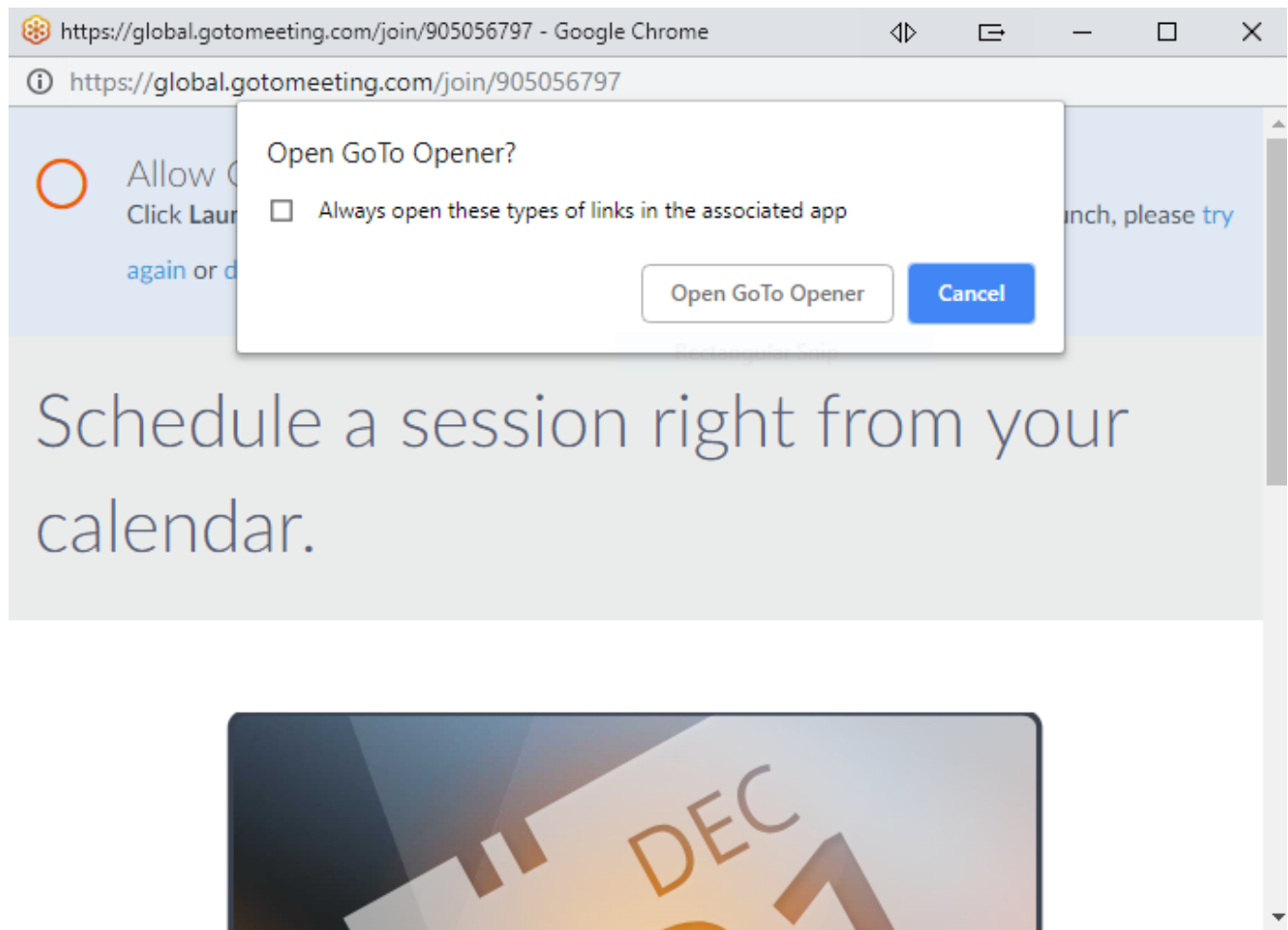
21. Log in to the Examity dashboard at <https://prod.examity.com/cofc>.
22. Click **Start Exam** in the dashboard navigation.
23. At the scheduled exam time, click **Connect to Proctoring** .
 - a. NOTE: It may take a few minutes to get connected to proctor.



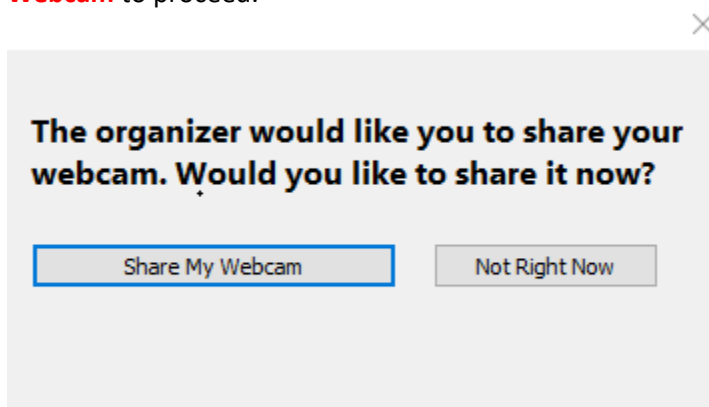
24. It may take a few minutes to connect to ID verification process and proctor. Please be patient. Once connected click **Proceed**.



25. Clicking proceed will launch a GoToMeeting session with an Examity Proctor.
26. You will receive a pop-up window in your browser. **Click Open GoTo Opener.**



27. Once connected with proctor, the proctor will make you the presenter.
28. If your webcam is not already turned on, the proctor will ask you share your webcam. Click **Share My Webcam** to proceed.



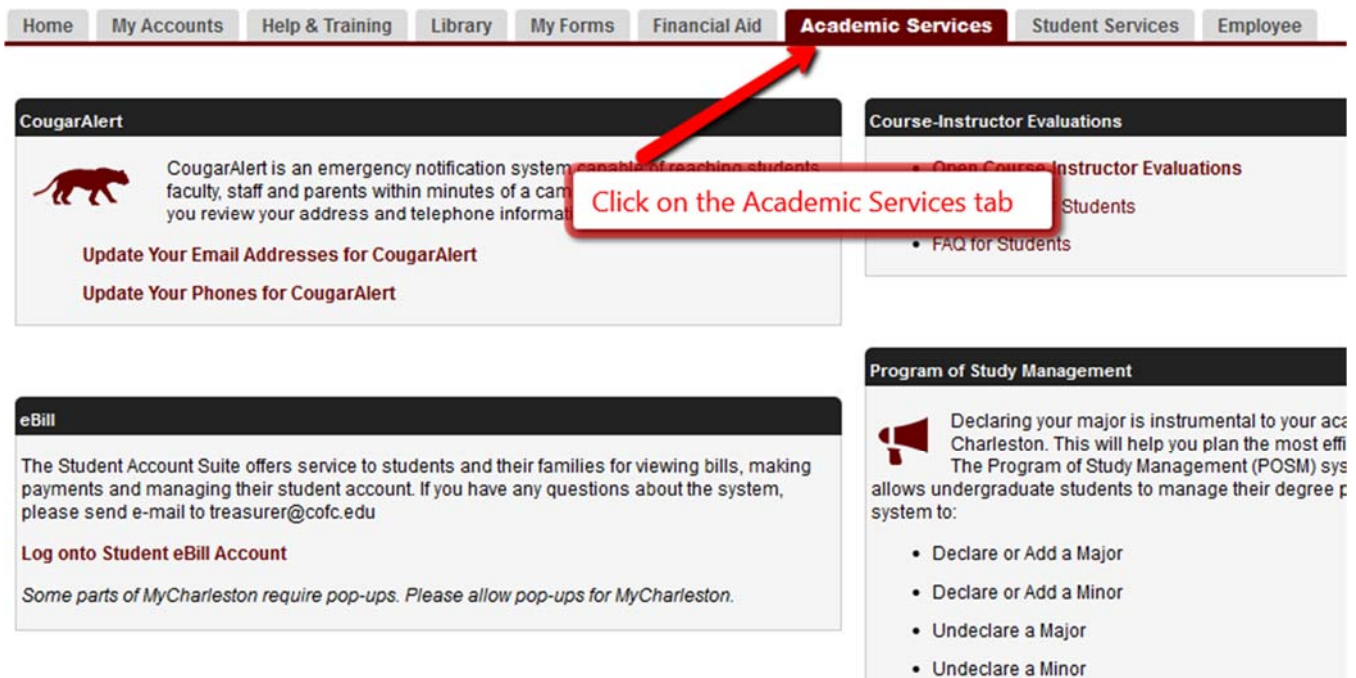
29. The proctor will walk through the ID validation process and cover all of the rules of the exam.

30. Once the validation process is complete the proctor will instruct you to click **Begin Exam**.



31. After clicking Begin Exam you will be redirected to login to MyCharleston.

32. Log in to MyCharleston with your COUGARS credentials and click the **Academic Services** tab.



33. Scroll down until you find the Placement Testing channel and click **Math Placement Test (ALEKS)**



34. Follow the on-screen prompts to complete the user's agreement and registration.

Usage Agreement

Review and Accept ALEKS Terms of Service
☐ I agree to the [Terms of Use](#)
[» Continue](#)

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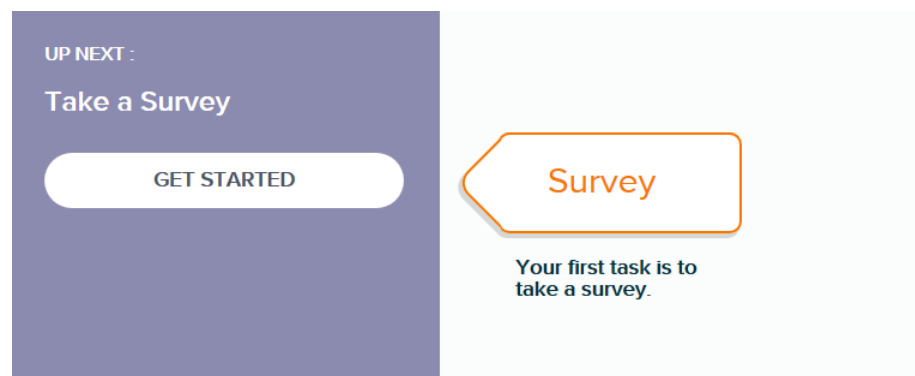
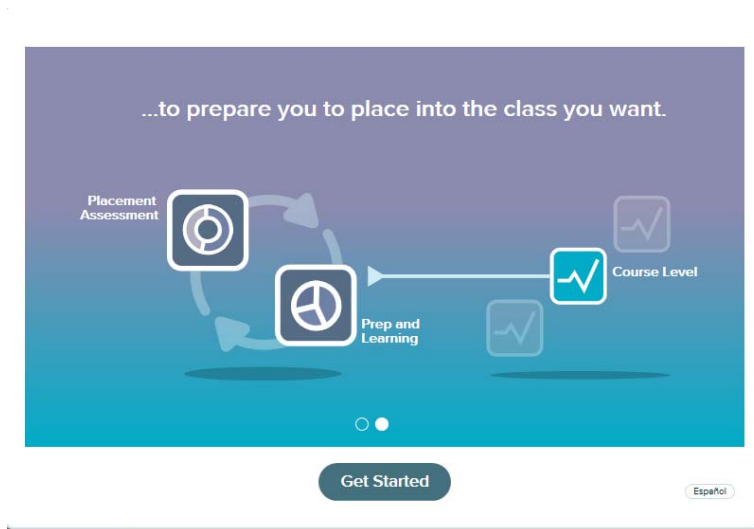
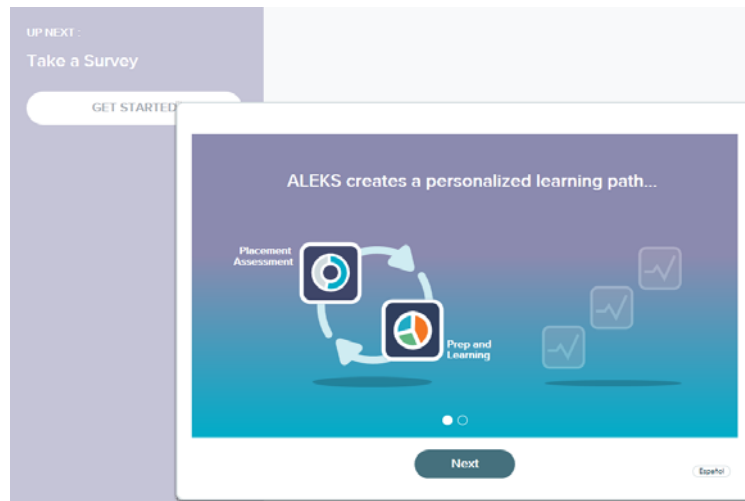
Registration Complete

Thank you. You are now registered to use ALEKS.

Your ALEKS account has also been securely paired with your MyCharleston account.



35. Complete the pre-exam survey.




36. Take the Tools Tutorial.

UP NEXT :

Take the Tools Tutorial

GET STARTED



Introduction to ALEKS Tools

Your next task is to complete the Tools Tutorial.

37. To start the placement test, click **Get Started**. You will have 2 hours to complete the assessment.

UP NEXT :

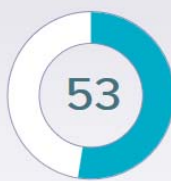
Placement Assessment

Time Limit: 48 Hours
Unproctored ⓘ

GET STARTED

Placement Assessment

Let's see what you know and which class you can place into.



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You can take your Placement Assessment up to **4 more times**.

Class Name	Cut Score
no course placement	0 - 0
Math 103, Math 104	1 - 45
➔ Math 101	46 - 60
Math 105, Math 111	61 - 75
Math 120	76 - 100

Learn

This is the course for which you currently qualify. Remember Math 111 and Math 120 also require minimum Math SAT/ACT minimum scores in addition to an ALEKS score

Breakdown of Your Placement Assessment Results



Whole Numbers, Fractions, and Decimals
37 of 37 Topics



Signed Numbers, Linear Equations and Inequalities
47 of 53 Topics



Relations and Functions
3 of 22 Topics



Quadratic and Polynomial Functions
6 of 21 Topics



Radicals and Rational Exponents
7 of 20 Topics



Trigonometry
3 of 29 Topics



Percents, Proportions, and Geometry
22 of 32 Topics



Lines and Systems of Linear Equations
12 of 27 Topics



Integer Exponents and Factoring
19 of 30 Topics



Rational Expressions and Functions
7 of 23 Topics



Exponentials and Logarithms
2 of 20 Topics

What's next?

Improve your score by working in the **Prep and Learning Module**.

You can take your Placement Assessment up to **4 more times**.



A Prep and Learning Module has been selected for you based on your Placement Assessment results.

If you start now, access will expire on: **11/18/2017 (6 months from today)**

Your access to the remediation modules expires 6 months from the time you start remediation

×

If you start now, access will expire on:
11/18/2017 (6 months from today)

Cancel

Continue

UP NEXT :

Solving a decimal word problem using a linear equation of the form $Ax + ...$

START MY PATH

PLACEMENT ASSESSMENT [VIEW REPORT](#)

Attempt: 2 of 5
Time Limit: 48 Hours
Unproctored ⓘ

Both must be met to unlock next Placement Assessment.

Wednesday 2:01 PM
Cool-off Period Ends ⓘ

8 hours 0 minutes
Time Remaining in Learning Module ⓘ

Module: Prep for PreCalculus

Expires

This is your Learning Pie. It is based on how you performed on your first Placement Assessment.

Use it to review material, learn new topics, and prepare to retake your Placement Assessment.

Next

115

Español

Timeline Learning Pie

- Real Numbers (30 Topics)
- Equations and Inequalities (32 Topics)
- Exponents and Polynomials (44 Topics)
- Lines and Systems (33 Topics)
- Functions and Graphs (29 Topics)
- Rational Expressions (27 Topics)
- Radical Expressions (26 Topics)
- Geometry (25 Topics)

Mandatory time left to spend in learning module before your next placement attempt