

ALEKS Information for Proctors

Who has to take the ALEKS PPL Assessment? All students who wish to take any of the courses listed below, that do not have appropriate ACT/SAT scores or meet the course prerequisites.

Course	Prerequisite	ACT	ALEKS
MA 100E	None	15 or below	0 or higher
MA 105	None	None	0 or higher
MA 100	None	16 or higher	30 or higher
MA 110	MA 100 or 105	22 or higher	46 or higher
MA 112, 115	MA 100 or 100E	22 or higher	46 or higher
MA 113	MA 112	25 or higher	61 or higher
MA 121	MA 112	25 or higher	61 or higher
MA 125	MA 112 & 113 or 125	28 or higher	76 or higher
MA 147	MA 100	22 or higher	46 or higher

General Proctor Information for Dual Enrollment Students:

- Counselors and other faculty who wish to proctor the ALEKS placement for students at their campus, must first go through the ALEKS proctor training with Dr. Jared Painter.
- These placements will not require the Lockdown browser to allow schools to utilize Chromebooks (in addition to Windows and Mac computers) for placement testing.
- Since the Lockdown browser is not required, proctors must monitor students closely to ensure they are not browsing to other websites to help them solve the problems.
- Additionally, students may **not** use a calculator on the ALEKS placement. A calculator will be provided by ALEKS for any problems that require it.
- **Proctors must communicate with students each time before the placement begins that if they are found browsing any other websites during the placement, then their placement will be void and they will lose eligibility to take a UNA dual credit course.**
- Proctors may generate temporary placement passwords for their students.
- Proctors should provide blank scratch paper for students to work problems on.
- Other than a computer, students should only have writing utensils and blank scratch paper during the placement.
- Students must purchase an ALEKS license for their first placement. The cost for a license is \$20. This gives students access to up to 5 placements, and 12 months access to the prep and learning modules. Payment can be made on the ALEKS website using a credit or debit card.

Advising Students After Their First Placement:

- If a student scores high enough to take the intended dual credit course on their first placement, there is nothing more for them to do.
- Most students will not score high enough on their first placement. In fact, less than 20% of high school dual enrolment students scored high enough on their first ALEKS assessment in 2022.
- Proctors should advise students who do not score high enough on their first assessment to enroll in an ALEKS Prep and Learning module as soon as possible. Student must complete at least 8 hours of remediation in a Prep and Learning module before they can take another assessment. **Note: It is recommended that proctors encourage students to spend more than 8 hours in a Prep and Learning Module, as this will further increase their chances of placing into the desired course on the next ALEKS assessment.**

- There also must be a minimum of 48 hours (called the “cool off period”) between each assessment.

Which ALEKS Prep and Learning Module should students enroll in after their first assessment?

Students have only two options, they may either enroll in **Prep for PreCalculus** or **Prep for Calculus**. If a student needs to take MA 121 or MA 125, then they should sign up for **Prep for Calculus**, otherwise they should sign up for **Prep for PreCalculus**.

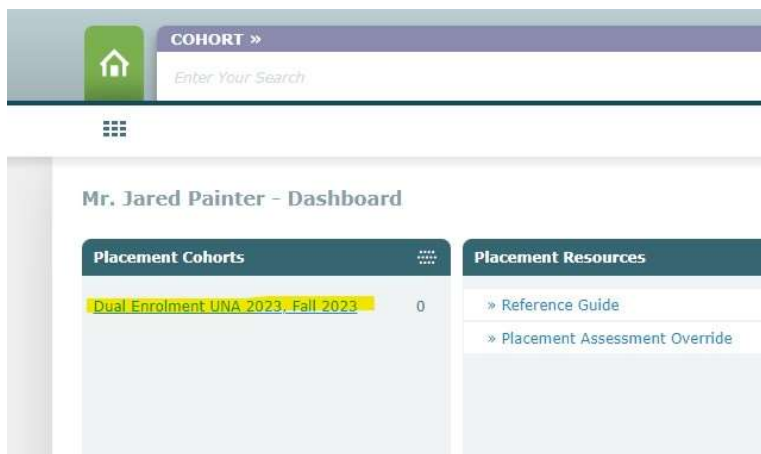
Scheduling ALEKS Assessments at Local High School Campuses:

Proctors may schedule ALEKS placements at times convenient to them and their students. All proctors must complete the ALEKS proctor training before they will be setup with an ALEKS proctor account. This will allow proctors to generate temporary placement passwords for their scheduled assessments.

Setting up a Proctor Password:

Once a proctor account has been setup, you will be able to create proctor passwords for your students. **Be sure you only create temporary passwords for students.** Follow the below instructions to create a new proctor password.

1. Login to your ALEKS proctor account and click on the Dual Enrolment UNA 2023 cohort.



2. Click on Create a Proctoring Password.



3. You may now generate a password by clicking on the Generate Password button or you may create a specific password. It is recommended that passwords are generated right before the placement is given. Please **do not** choose a password time limit of more than 3 hours in the Set Time Limit box. Finally, be sure to click Save.

The screenshot shows a web interface for setting a proctoring password. At the top, there is a navigation bar with a home icon and the text 'COHORT >>' and 'Dual Enrolment UNA 2023, Fall 2023'. Below this is a 'Proctoring' section. The main heading is 'Dual Enrolment UNA 2023, Fall 2023 - Proctoring Password'. Underneath, the section is titled 'Set Proctoring Password'. There are two radio buttons: 'Generate Password' (selected) and 'Create Password'. To the right of the 'Generate Password' radio button is a 'Generate Password' button. Below the 'Create Password' radio button is a text input field. To the right of this field is a note: 'The password must be between 6 and letter and number. The password is not'. Below these options is a 'Set Time Limit' dropdown menu currently set to '30 minutes'. At the bottom left are 'Save' and 'Cancel' buttons.

Even though it is not required to inform the Math Placement Coordinator prior to administering the ALEKS placement, it is recommended that you send an email to Dr. Painter informing him of the date and time you will be giving the placement. This allows for Dr. Painter to potentially be available to help in case there are any issues with placement testing.

If you have any issues during an ALEKS placement or have any general questions about the ALEKS placement, contact Dr. Jared Painter, jpainter@una.edu, (256)765-4411.
