Below please find the instructions for the Math Placement Assessment (MPA). The instructions are very detailed and contain a great deal of information regarding the MPA. Please read them completely and thoroughly.

Please note – this is a new process for us as we needed to find a way to proctor the MPA online and not in-person. Your feedback and input on these instructions and the process would be greatly appreciated as we are implementing this new process. Thank you in advance for your patience and feedback as our first participants.

Loyola University Chicago takes academic integrity very seriously and investigates all allegations of academic dishonesty. Integrity is a character-driven commitment to honesty, doing what is right, and guiding others to do what is right. Loyola University Chicago students and faculty are expected to act with integrity in their educational pursuits. Cheating on an academic evaluation or assignment is a violation of the academic integrity policy. If you are found to be in violation of the academic integrity policy, academic sanctions will be imposed. For more information, please refer to the academic integrity policy found here: https://www.luc.edu/academics/catalog/undergrad/reg_academicintegrity.shtml.

Items needed to take the assessment:

- Pencil/pen and paper (to work out answers). Students may not use calculators or have any assistance of any kind except pencil and paper while taking the MPA.
- Your LUC user name and password.
- A photo ID. A high school or college photo ID is preferred. If it is a driver’s license, please cover sensitive information: date of birth, license number, etc.
- Computer with a webcam (You may wish to check your lockdown browser set-up prior to the second or “true” proctored MPA. See https://www.aleks.com/support/lockdown_test for instructions)
- The MPA is expected to take 1.5 hours (or less), but all students will be provided 3 hours under the principle of universal design.

Technical limitations:

The MPA requires the use of LockDown Browser and a webcam. The webcam can be built into your computer or can be the type that plugs in with a USB cable. The LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted. The Webcam ensures that you take the exam without assistance of any kind except a pencil and blank paper.

Technical specifications:

- **Windows**: 10, 8, 7
- **Mac**: OS X 10.10 or higher
- **Web camera** (internal or external) & microphone
- A broadband internet connection, a wired connection is preferred.
Watch this short video to get a basic understanding of LockDown Browser and the webcam feature. https://www.youtube.com/embed/XuX8WoeAycz?rel=0&autoplay=1 or https://web.respondus.com/student-help/ Click on Video: Overview of LockDown Browser

When taking the proctored MPA that requires LockDown Browser and a webcam, remember the following guidelines:

- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Close all programs on your computer except your browser that opens https://www.luc.edu/locus
- Clear your desk of all external materials — everything but blank paper, a pencil or pen, keyboard and mouse.
- Make sure you've allotted about 90 minutes to complete the MPA
- Remain at your computer for the duration of the test
- To produce a good webcam video, do the following:
  - Do not wear baseball caps or hats with brims
  - Ensure your computer is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move
  - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
  - Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window

If you need technical assistance with the MPA, please contact ALEKS Support at (https://mhedu.force.com/aleks/s/alekscontactsupport)

**To take the assessment:**
Log into LOCUS (https://www.luc.edu/locus) and click on the ALEKS assessment, which is the Math Placement Assessment (MPA). Please see the images below.

- **All Eligible Students:** Look in the Enterprise Menu (example below). Click on Academics. You will see the link to ALEKS there.
The Practice/Unproctored Assessment/First Assessment:
The first assessment is unproctored, has no password, no LockDown browser and no Respondus Monitor. You have 24 hours to finish it. The score does not count for placement. The first assessment generates Learning Modules based on your answers. It is in your best interest to take the assessment as if it were proctored, that is, using only pencil and paper for calculations, finishing it in one sitting, in 1.5 hours, and without any assistance.

PLEASE REMEMBER - the practice exam does NOT count as a placement. We find that some students complete the practice exam only and mistake it for the actual proctored assessment.

The Proctored Assessment/Second through Fifth Assessments:
There is a 24 hour cooling off period between each assessment, so you will need to take the practice assessment prior to taking a “true” proctored assessment. You are able to take the MPA as many times as you want in order to get the placement you need. After five assessments, students pay $15 for every batch of an additional five assessments and six months of access to Learning Modules, which expire no later than January 31 of each year.

Between each MPA, you must spend at least three (3) hours in the Learning Modules prior to taking the next assessment, which is separate and distinct from the cooling off period. You can complete the three hours in the Learning Modules during the 24-hour cooling off period.

The second through fifth assessments are proctored via video monitoring and are password protected. The password is LUC2021. Beginning with the second assessment, you will be prompted to download and install the LockDown Browser. You will not be allowed to proceed with the MPA without loading the LockDown Browser. You MUST launch the LockDown Browser from the link provided within your ALEKS assessment. You can check your lockdown browser set-up by going to https://www.aleks.com/support/lockdown_test for instructions and support.
You will need to be prepared with the following items required by the Monitor to take the assessment:

- Webcam Check
- A Photo ID (for example, high school ID, LUC ID, driver’s license, etc.) (Please cover sensitive information: date of birth, license number, etc.)
- Environment Check
- Facial Detection Check

Again, you will be recorded while taking the MPA. Software will be used to record you, the student, taking the MPA. These recordings will be made available only to those administrators of the MPA or any group set up to review an appeal of academic misconduct.

If you have additional questions (not related to the technical support for the ALEKS system) regarding the MPA, please contact PlacementTest@luc.edu.