

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

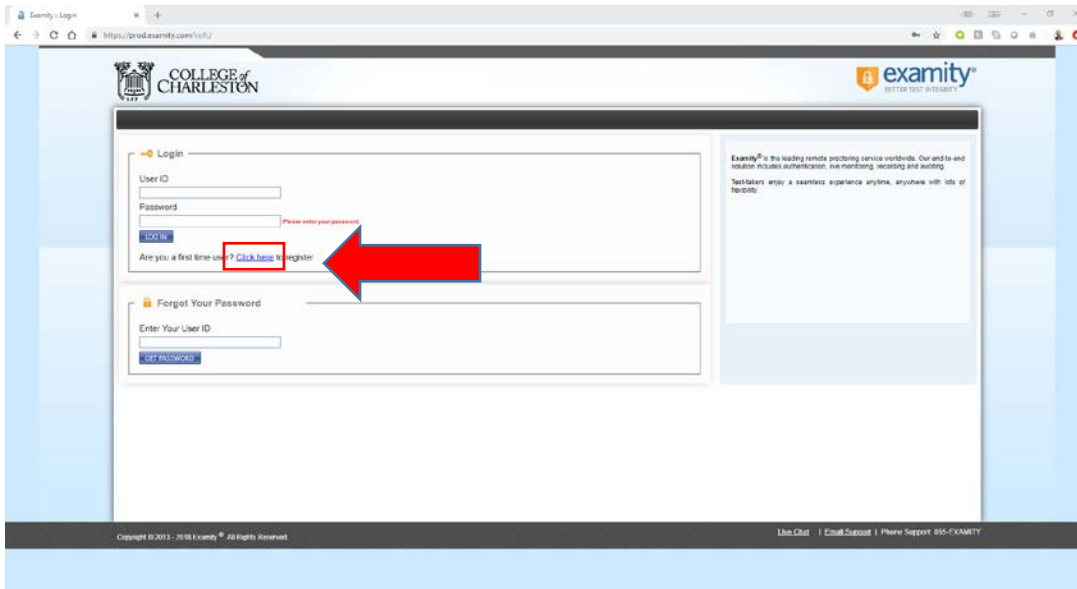
Before getting started you must have the following system requirements:

- 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**.

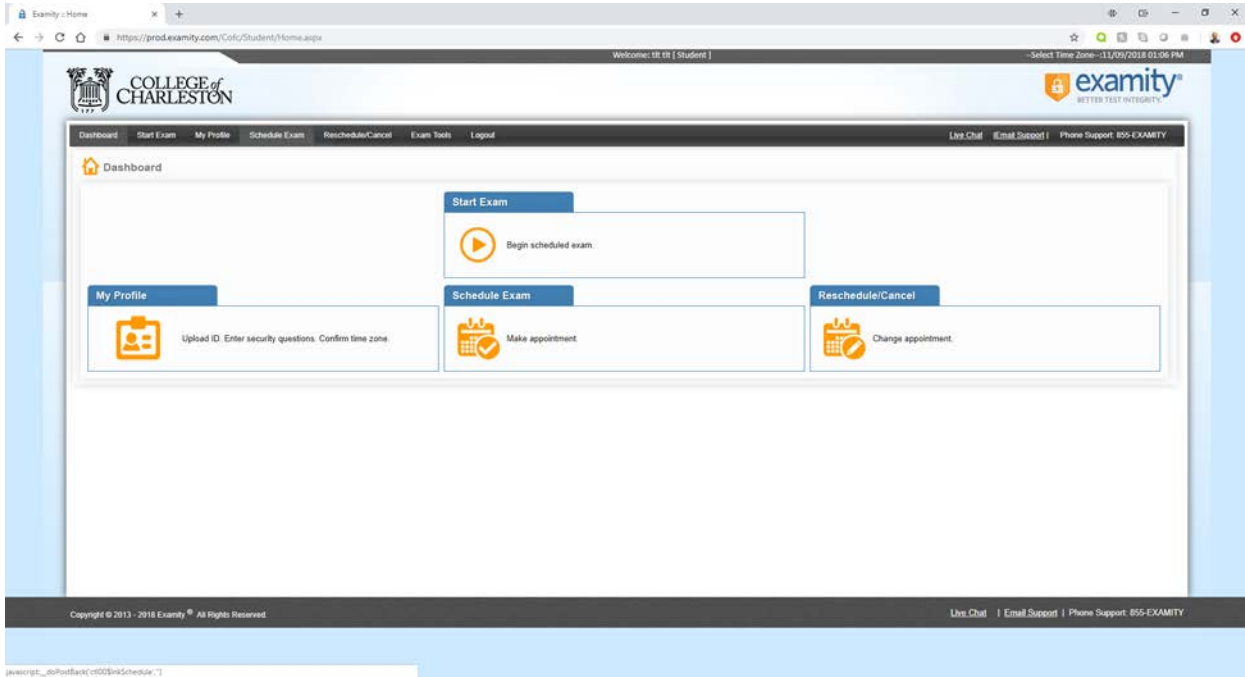
The screenshot shows a web browser window with the URL <https://prod.examinity.com/colc/AdminLogin.aspx>. The page features the College of Charleston logo on the left and the Examinity logo on the right. The main content area is titled "Login" and contains two forms. The first form, "Login", has fields for "User ID" (containing "email@colc.edu") and "Password" (containing "*****"), with a "LOG IN" button below. A link "Are you a first time user? Click here to register." is positioned below the password field. The second form, "Forgot Your Password", has a field for "Enter Your User ID" and a "GET PASSWORD" button. To the right of the forms, there is a text block: "Examinity® is the leading remote proctoring service worldwide. Our end-to-end solution includes authentication, live monitoring, recording and auditing. Test takers enjoy a seamless experience anytime, anywhere with lots of flexibility." The footer contains "Copyright © 2013 - 2018 Examinity® All Rights Reserved." and "Live Chat | Email Support | Phone Support: 855-EXAMITY".

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

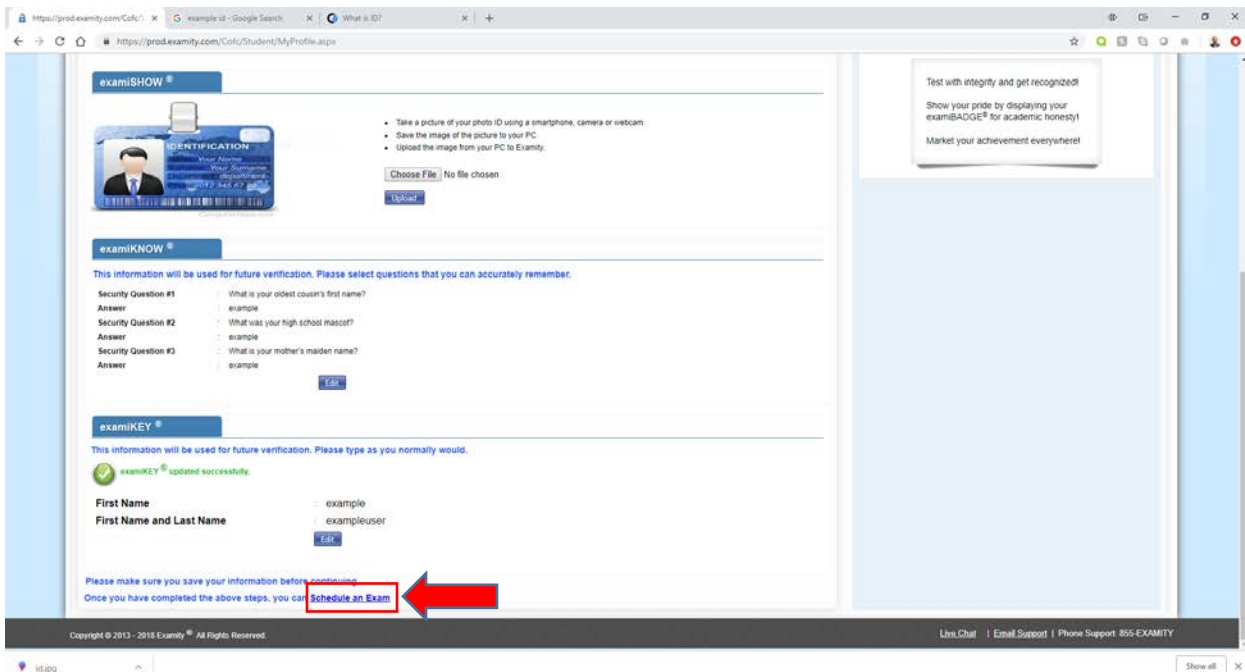
The screenshot shows a web browser window with the URL <https://prod.examinity.com/colc/ChangePassword.aspx>. The page features the College of Charleston logo on the left and the Examinity logo on the right. The main content area is titled "Change Password" and contains a form with three fields: "Current Password", "New Password", and "Confirm New Password". A "Save" button is located below the fields. A red error message "All fields are mandatory." is displayed in the top right corner of the form area. The footer contains "Copyright © 2013 - 2018 Examinity® All Rights Reserved." and "Live Chat | Email Support | Phone Support: 855-EXAMITY".

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;

- Instructor Name – **Math Placement**
- Course Name – **CofC Math Placement**
- Exam Name – **ALEKS Math Placement**

17. Select a date and time from the calendar to schedule your exam.

Examity: Schedule Exam

example id - Google Search

What is ID?

https://prod.examity.com/CofC/Student/ScheduleAnExam.aspx

Welcome: TR 18 | Student | Eastern Time: 11/09/2018 08:18 AM

COLLEGE of CHARLESTON

examity
BETTER TEST INTEGRITY

Dashboard | Start Exam | My Profile | Schedule Exam | Reschedule/Cancel | Exam Tools | Logout | Email Support | Phone Support: 855-EXAMITY

Schedule/Reschedule Exam

Available Unavailable Scheduled

On-demand scheduling OFF

Use the on-demand scheduling option to take test within 24 hours.

To SCHEDULE an Exam:

- Select Instructor, Course and Exam
- Select Date and Time
- Click "Schedule."

To RESCHEDULE an Exam:

- Click "Reschedule Exam."
- Select new Date and Time
- Click "Reschedule."

To CANCEL an Exam:

- Click "Cancel Appointment."
- Yes in pop-up message.

If you do not see your course information in the drop down, click here to [enroll](#)

Instructor Name	Course Name	Exam Name	Exam Duration	Exam can be scheduled between
Math Placement	CofC Math Placement	CofC Math Placement	120 Minutes	11/09/2018 12:00 AM - 12/9/2018 11:59 PM

11 - 4 November 2018

Su	Mo	Tu	We	Th	Fr	Sa
20	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

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
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	03:00 PM	03:30 PM	04:00 PM	04:30 PM	05:00 PM	05:30 PM	06:00 PM	06:30 PM	07:00 PM	07:30 PM	08:00 PM
08:30 PM	09:00 PM	09:30 PM	10:00 PM	10:30 PM	11:00 PM	11:30 PM							

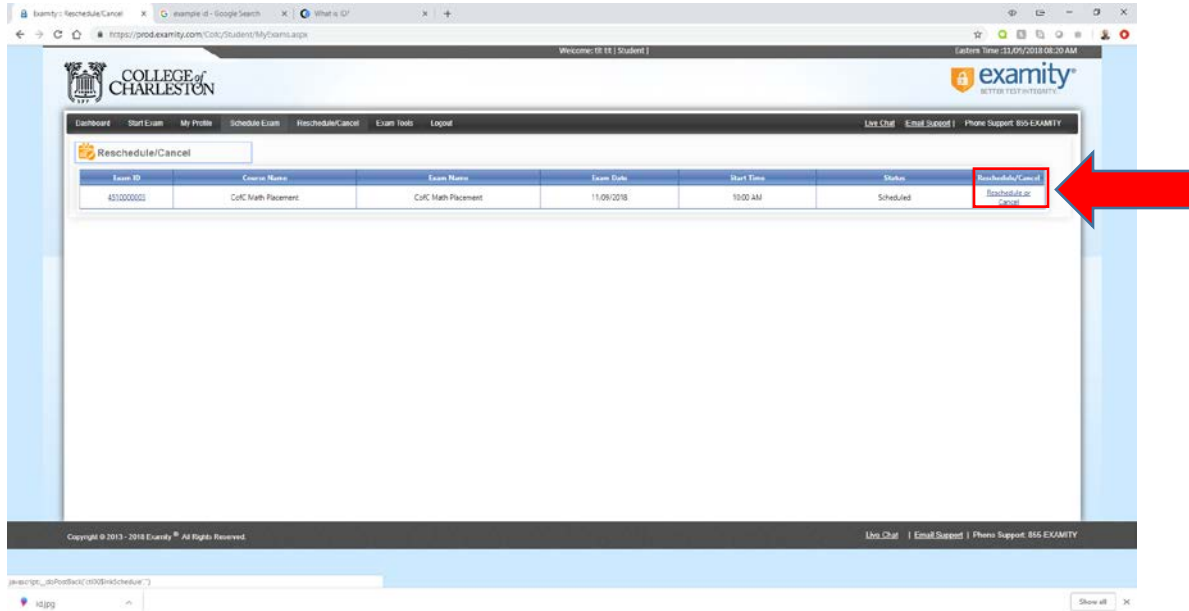
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st.jpg

Show all

Rescheduling/Canceling an Exam

18. If you need to reschedule or cancel an exam go the Examyty dashboard (<https://prod.examyty.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.




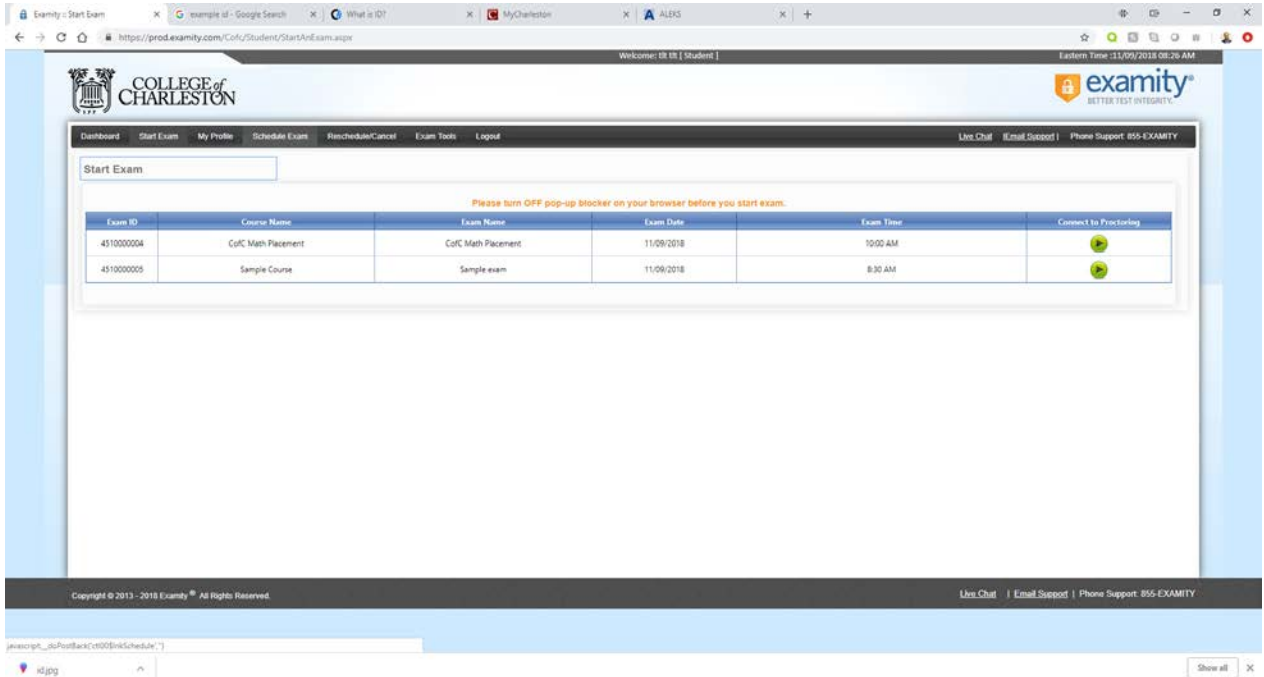
The screenshot shows the Examyty dashboard for a student at the College of Charleston. The page title is "Reschedule/Cancel". A table displays the following exam information:

Exam ID	Course Name	Exam Name	Exam Date	Start Time	Status	Reschedule/Cancel
431000002	CoC Math Placement	CoC Math Placement	11/09/2018	10:00 AM	Scheduled	Reschedule/Cancel

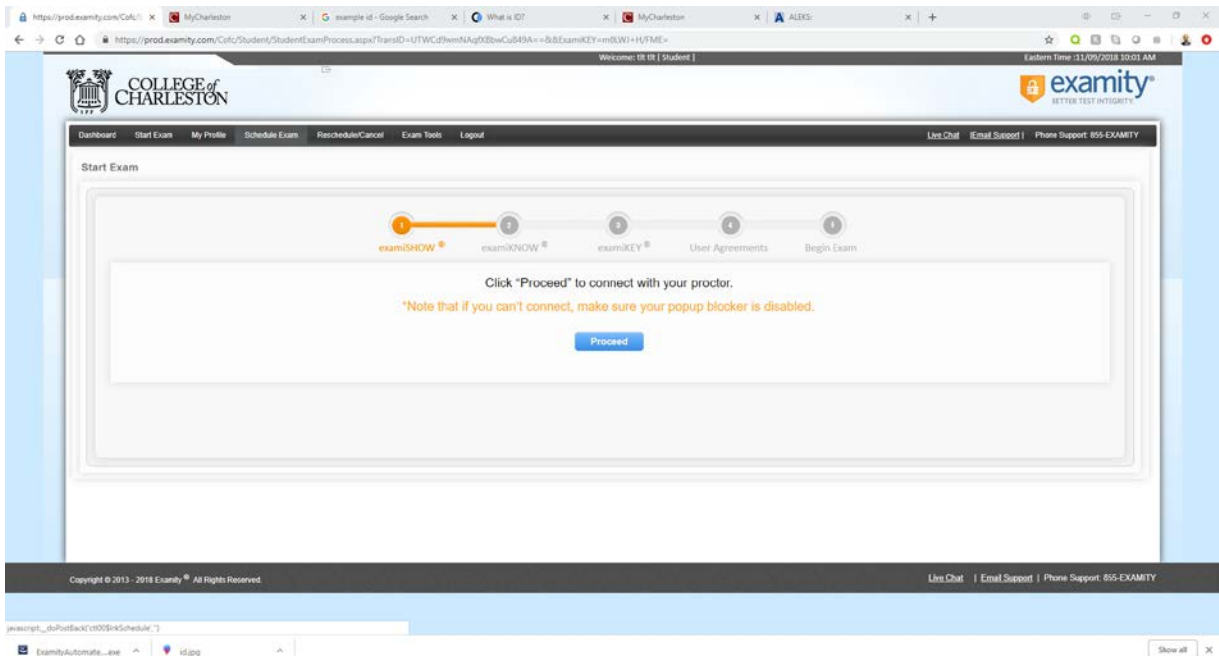
A red arrow points to the "Reschedule/Cancel" button in the last column of the table. The footer of the page includes "Copyright © 2013 - 2018 Examyty. All Rights Reserved." and "Live Chat | Email Support | Phone Support: 855 EXAMITY".

Taking a Scheduled Exam

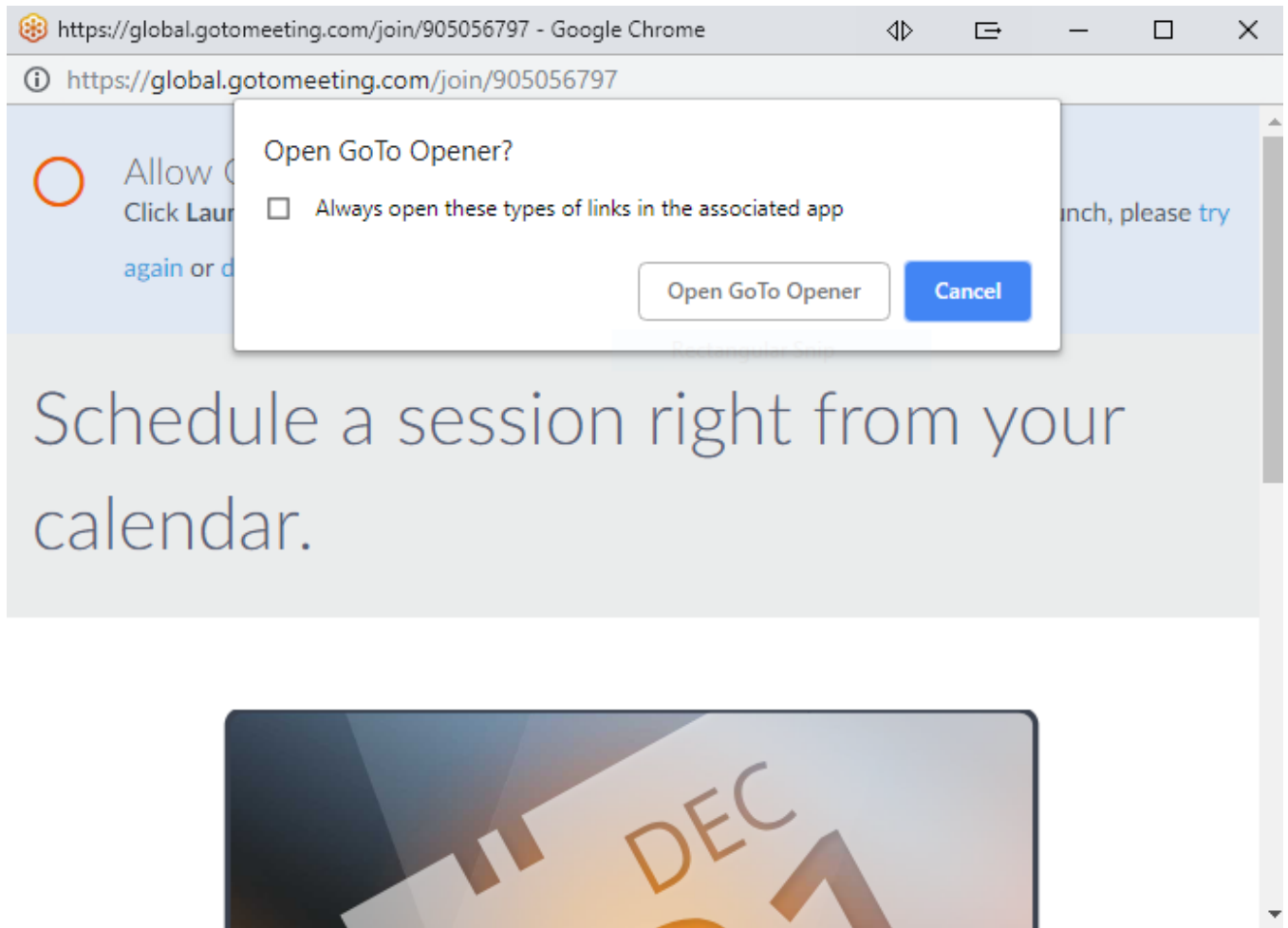
21. Log in to the Examy dashboard at <https://prod.examy.com/cofc>.
22. Click **Start Exam** in the dashboard navigation.
23. At the scheduled exam time, click **Connect to Proctoring** .
 - a. NOTE: It may take a few minutes to get connected to proctor.



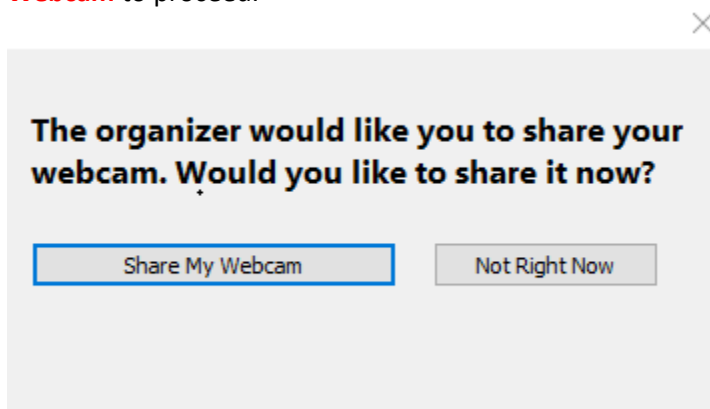
24. It may take a few minutes to connect to ID verification process and proctor. Please be patient. Once connected click **Proceed**.



- 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.



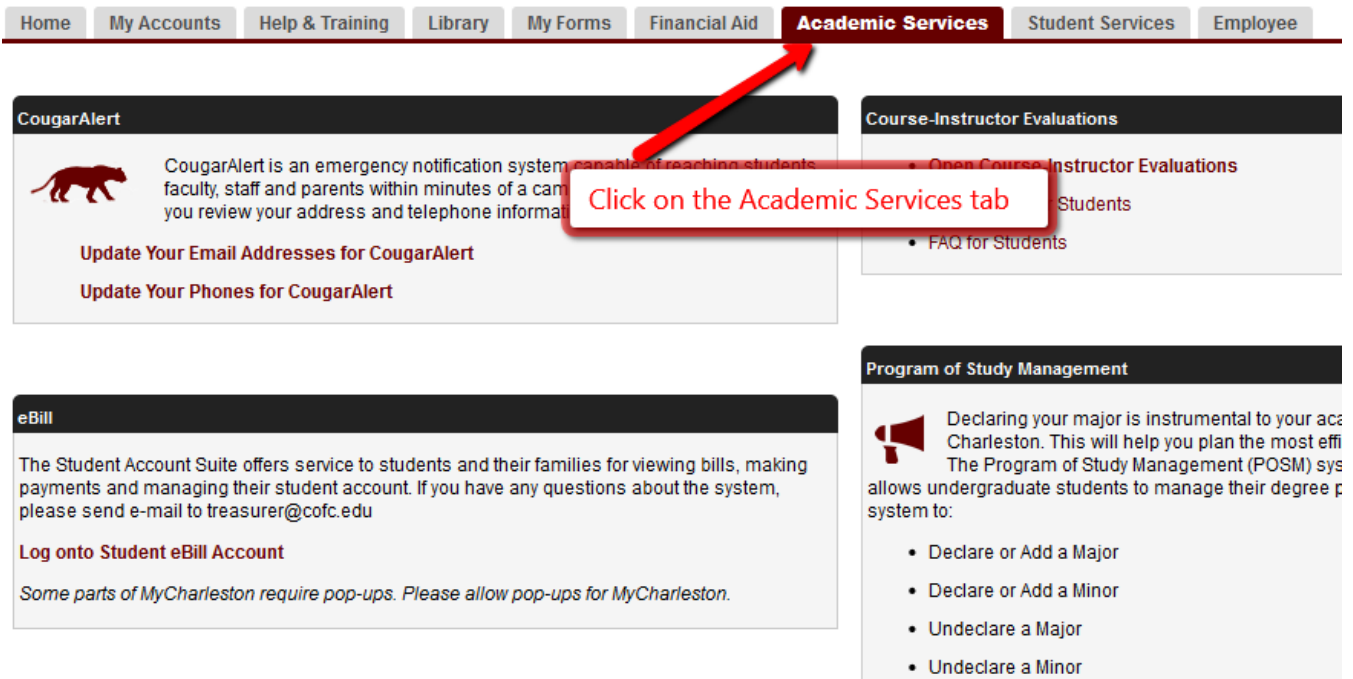
- 29. The proctor will walk through the ID validation process and cover all of the rules of the exam.

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

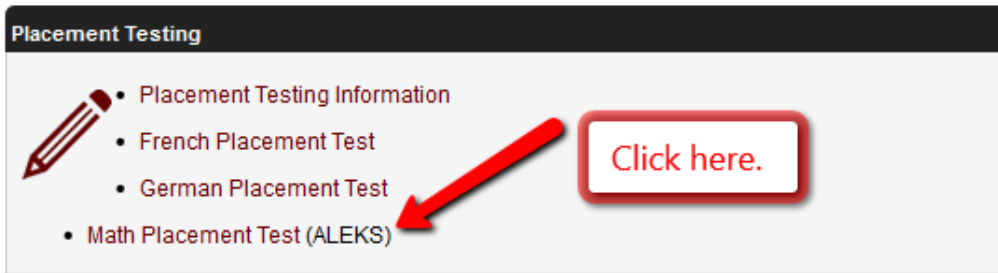


31. After clicking Begin Exam you will be redirected to login to MyCharleston.

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](#)

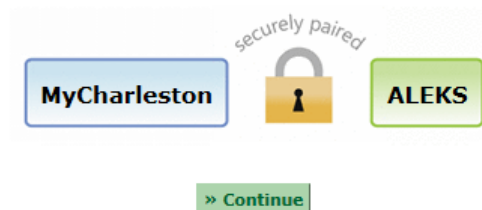
[» Continue](#)

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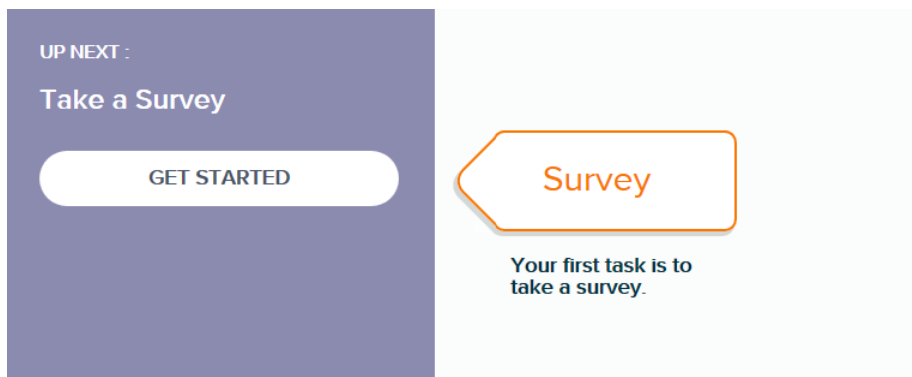
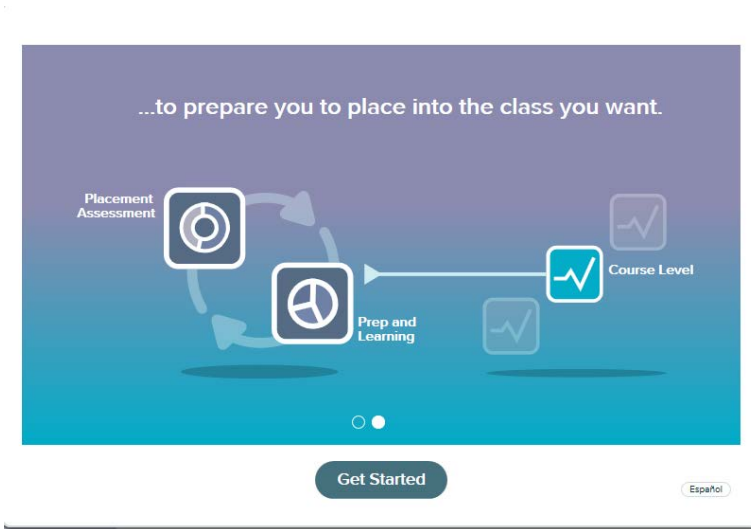
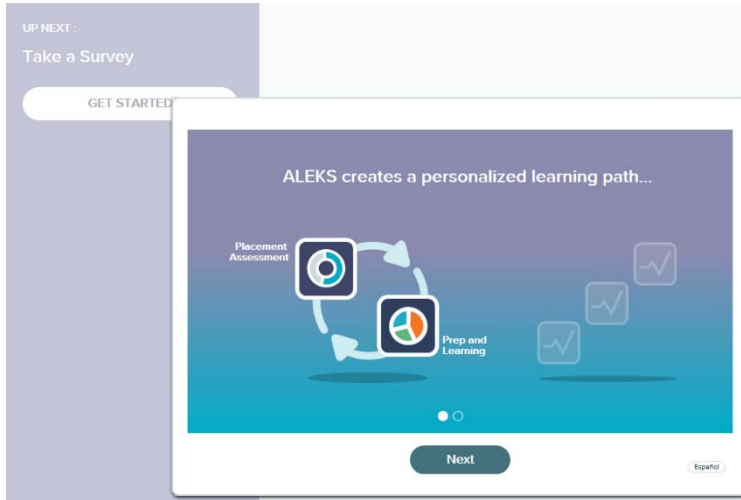
Registration Complete

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.

53

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



Percents, Proportions, and Geometry
22 of 32 Topics



Signed Numbers, Linear Equations and Inequalities
47 of 53 Topics



Lines and Systems of Linear Equations
12 of 27 Topics



Relations and Functions
3 of 22 Topics



Integer Exponents and Factoring
19 of 30 Topics



Quadratic and Polynomial Functions
6 of 21 Topics



Rational Expressions and Functions
7 of 23 Topics



Radicals and Rational Exponents
7 of 20 Topics



Exponentials and Logarithms
2 of 20 Topics



Trigonometry
3 of 29 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 $Ax + \dots$

START MY PATH

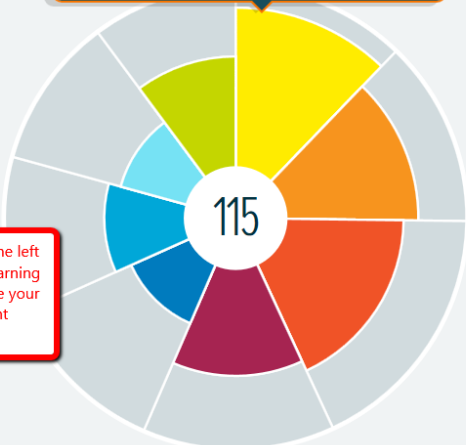
Module: **Prep for PreCalculus**

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



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)

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 ⓘ

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