Using Respondus Monitor to take the PPL Assessment

If you experience any issues while testing, contact the Math Placement Office.
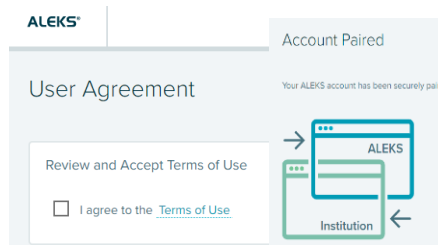
- You need high speed internet, a webcam, and a microphone.
- You need a PC or a Mac computer. No tablets or Chromebooks.
- The UA PPL Assessment is a 60-90 minute test, but you have up to 3 hours. Scores are processed into the UA system overnight. Do the problems in order. You can only test once in a 72 hour period. Scores are good for one year.
- You can use blank scratch paper and a calculator.
- You need a photo ID. A driver's license, passport, or UA CATCARD are preferred, but use any photo ID you have available.
- If you are logged out for some reason, immediately go back to the PPL Assessment link and resume testing.
- Read about the assessment before taking it. Any violations of rules may result in an invalid score.
- There is a $26 fee for testing and retesting. Some programs, like Arizona Online, freshman or international orientation, cover the cost of the first exam. Transfer, current, readmits, NDS, and other students pay for the test through their Bursar's account
- Your entire session must be recorded for your test score to be valid.
- If there is music or loud noise playing during the duration of your test, your score may be invalidated.
- **Your session is recorded and reviewed**. Take the test as if it was an in-person proctored exam. No outside materials or assistance in any manner including another person is not allowed.
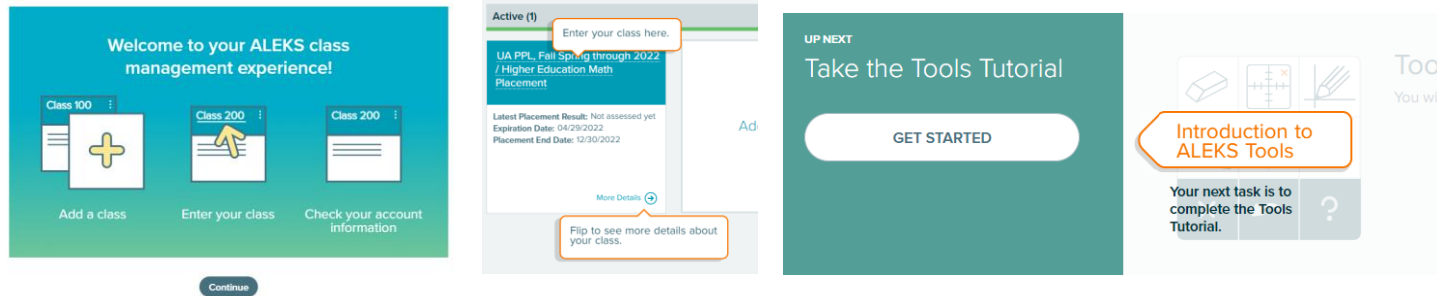
Before you begin:

- You need a PC or MAC computer. You cannot access the PPL Assessment with a Chromebook.
- Make sure you have the password.
- You will not be able to have any other browsers or tabs open other than the PPL assessment.
- If you have any issues with Respondus Monitor, you can use the CHAT feature for assistance.

1) **Access the PPL Assessment link** and login with your UA NET ID and PASSWORD.
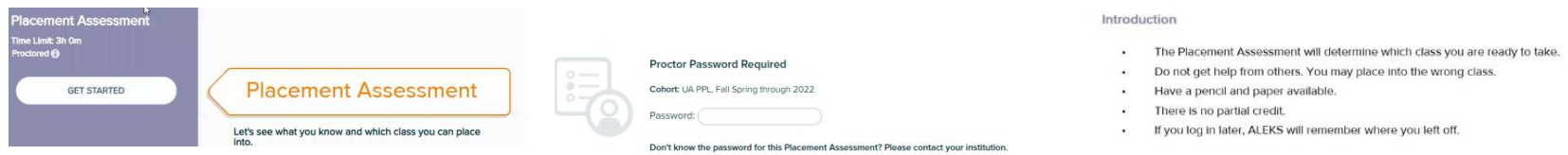2) **Agree to the terms of use and pair your account:**

3) You will learn about ALEKS and the PPL Assessment, select your course (UA PPL…) , and complete the tutorial
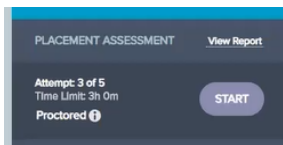

If you are not able to select the class, contact placement@math.arizona.edu with a screen capture of this page.

4) Select Get Started, enter the password, and read Introduction.

If you are retesting, look for PLACEMENT ASSESSMENT and select START .

If you select this (below), then you are reviewing and not taking the PPL Assessement.

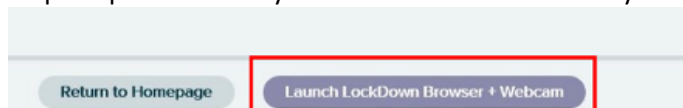Use this after you complete the PPL Assessment for review.

5) **You will download the LockDown Browser and Launch LockDown Browser and Webcam. Then select Windows or MAC .** Follow onscreen instructions to run the download. You can use and IPAD but this is not recommended.
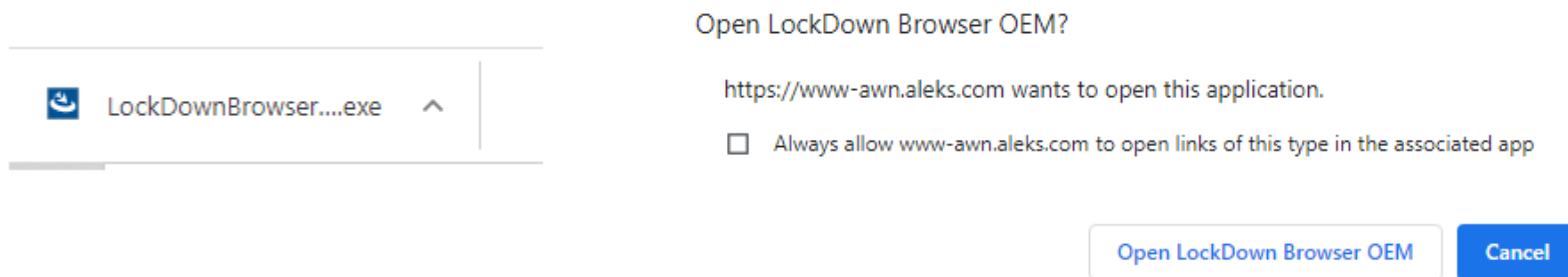
LockDown Browser with Respondus Monitor (webcam) is required.
This link opens a new window.
» Download LockDown Browser
» Check your LockDown Browser Setup

· Windows
· Mac
· iPad App

After downloading the Respondus Lockdown Browser click" Check your Lockdown Browser" on the previous screen.
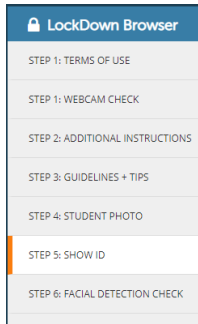
» Check your LockDown Browser Setup

Follow the prompts to ensure your browser is installed and your webcam working. Then Select "Launch Lockdown Browser + Webcam"

Return to Homepage   Launch LockDown Browser + Webcam

The Lockdown browser will launch in a new window. You may need to "execute LockDownBrower" or "allow app to make changes to your device", depending on your computer.

LockDownBrowser....exe   ^

Open LockDown Browser OEM?

https://www-awn.aleks.com wants to open this application.

☐ Always allow www-awn.aleks.com to open links of this type in the associated app

Open LockDown Browser OEM   Cancel

6) **Read through Respondus Terms of Service and other items in Start-up Sequence:** You will first proceed through several steps before accessing the PPL Assessment:

Step 1: Terms of Use- you must agree to the Terms of Use before proceeding. Make sure you read this.

Webcam Check-make sure your webcam is working correctly

Step 2: Additional Instructions-reminders, testing rules

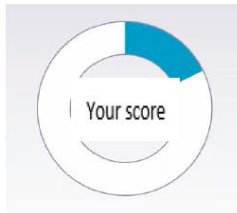Step 3: Guidelines + Tips- reminders and testing rules

Step 4: Student Photo (takes a picture of you)

Step 5: Show your ID- A driver's license, passport, or UA CATCARD are preferred, but use any photo ID you have available.

Step 6: Facial Detection Check- make sure your face remains in the window during the duration of the assessment.

7) **Begin the PPL Assessment** - once you complete the Startup Sequence, you can begin your Placement Assessment. As you complete the Placement Assessment, an indicator that your webcam is recording displays in the top-right corner. You will need the password.

When you complete the exam, you will see your score in a pie. Note that it takes up to 12 hours for your score to be processed into the UA system.

8) If you have any difficulty with LockDown Browser or the webcam setup, **Student Technical Support** is available by phone, email, or chat. ALEKS will provide technical support for the LockDown Browser and if necessary, they will contact Respondus for Monitor assistance.

9) Otherwise, if for any reason you are unable to meet the requirements of these steps, contact placement@math.arizona.edu to let them know of your special circumstances.

10) After you have completed the PPL Assessment, you can review through the Prep and Learning Module. This is recommended if you choose to take the PPL Assessment again.