

## TEST ADMINISTRATOR GUIDE

# ADMINISTER PLACEU PLACEMENT TESTS

PlaceU™ by WebAssign lets you administer online placement tests that are scored instantly.

My Tests is your home page and lists all of your placement tests in one of three groups:

### Available to Students

Tests that students can take right now.

### Past

Tests for which the last available date has passed.

### Future

Tests for which the first available date is in the future.

## ADD A TEST

Use the Test Collection to add a new placement test.

1. From My Tests, click **Test Collection**.
2. Click **Add to My Tests** for the test you want to add.

### Test Settings

You can change the test name, availability, retake policy, and time limits.

**IMPORTANT:** After the test has started, you can't change the test content, start date, or time limit (except for time accommodations).

1. Set the **Test Name** to identify the test to students and other test administrators.
2. Set the **Availability** dates.  
The test can start today or later. It must end within six months of the start date.
3. **OPTIONAL:** Set a **Time Limit**.  
Your students see a timer at the top of the test. All work completed when the timer expires is automatically submitted.  
If needed, create one or more time accommodation profiles.
4. Set the **Retake Policy**.  
Test administrators can always grant individual retakes, but you might want to allow all students a certain number of retakes automatically.
5. Click **Next**.

### Info for Students

You must enter messages to be shown to students before starting and after completing the placement test.

1. Enter **Pre-Test** information to show students before starting the test.
2. Under Post-Test, select or clear **Show score to student**.  
If selected, students are shown their earned points both at the end of the test and when returning to the My Tests page.
3. Enter **Post-Test** information to show students at the end of the test.  
Use score ranges to show different course recommendations based on the student's score.
4. Click **Next**.

The test is added to My Tests or updated, and will be available to students on the start date.

### SHOW POST-TEST INFO BASED ON SCORE RANGES

You can use score ranges to show course recommendations or other post-test information based on the student's score.


You can use score ranges even if you do not show students their scores.

**NOTE:** By default, post-test info is shown for a single score range labeled *Display for all scores*.

1. Add a score range.
  - a. Above an existing score range, click **Add Score Range**.
  - b. Above the *new* score range, type the minimum score for the range.

The *Display for all scores* range is renamed *Lowest Scores*.

Each higher range is labeled based on the minimum score, for example, *Scores ≥ 15*.

2. Enter post-test information for each score range.  
Each student will see post-test information only for the highest score range achieved.
3. To remove a score range, click  above the range and confirm your action.

### Confirmation

The Confirm page verifies to you that the test has been added to My Tests and will be available to students on the start date. After setting up a placement test, it's a good idea to preview it.

- To preview the test, click **Go to Student View**.

When you finish previewing the test, use your browser's back button to return to the confirmation page, and then click **I'll preview the student screens later**.

- To go back to the list of your current tests, click **I'll preview the student screens later**.

## PREVIEW A TEST

Use the Student View to preview how a placement test will look and behave for your students.

1. From My Tests, click **Actions > Student View** for the test you want to preview.
2. You can take the practice and placement tests and view your score.

Answer keys are indicated with a key icon .

3. To close the preview, click **My Tests**.

## RETAKES

You can either allow all students a specified number of automatic retakes for the placement test, or you can require that retakes be authorized for individual students by a test administrator.

Regardless of the policy selected, test administrators can always authorize retakes for specific students.

## SYSTEM REQUIREMENTS

PlaceU has been tested with the following browsers:

**Mozilla® Firefox® (39+)**

Windows®, macOS™/OS X®, Linux®

**Google® Chrome™ (44+)**

Windows, macOS/OS X

**Apple® Safari® (7+)**

macOS/OS X

**IMPORTANT:** Internet Explorer® / Microsoft® Edge is currently *not* recommended for use with PlaceU.

## TROUBLESHOOTING

### I LOST INTERNET WHILE TESTING

PlaceU automatically detects if you are disconnected from the testing server and lets you continue working offline.

**IMPORTANT:** Do not close your browser or navigate away from the placement test until you have submitted your work.

When your connection is restored, your progress is automatically synced to the testing server.

### I CAN'T SEE SOME QUESTIONS

Some question numbers are not shown in the navigation.

This usually means a filter is applied.

Click **All** on the left side of the navigation bar to show all questions.

## SUPPORT

Contact WebAssign support for help with PlaceU.

**ONLINE:** [webassign.secure.force.com/wakb2](https://webassign.secure.force.com/wakb2)

**CALL:** 800.354.9706

## Grant Individual Retakes

Test administrators can always grant retakes to individual students.

1. From My Tests, click **Actions > Results** for the test.
2. Select the students for whom you want to grant a retake.
3. Click **Allow Retake**.

Each selected student is allowed one retake in addition to any retakes that were already available, and the count in the **Retakes** column updates to show the additional retake.

**NOTE:** You can't undo granting retakes.

## EDIT TEST SETTINGS

Change settings for one of your placement tests, including test dates, time limits, retake policy, and information to be shown students before and after the test.

**IMPORTANT:** After the test has started, you can't change the test content, start date, or time limit (except for time accommodations).

1. From My Tests, click **Actions > Setup** for the test you want to change.
2. Change the test settings.

## TEST RESULTS

Use the **Actions** menu to see student scores for placement tests.

1. From My Tests, click **Actions > Results** for the test.
2. **OPTIONAL:** Click a column heading to sort the table.
3. **OPTIONAL:** Filter the results by typing a full or partial student name, ID, or email address above the results.

The Results page shows the most recent test score for each student along with information about how long the student took on the latest attempt and how many retakes have been used.

- Only students who have started the placement test are listed. For students who have not finished, in progress is shown.
- A dash (—) indicates either that data are not available (usually the student has not completed the test) or that no retakes have been granted.
- Download results data to see more information, including scores for previous attempts and points earned for each test question.
- Student identification data are provided by the .

### Download Placement Test Results

You might need to download test results, for example, to provide placement information to your registrar's office.

1. From My Tests, click **Actions > Results** for the test.
2. Click **Download All**.

Test results are downloaded for all students. Your current filter or sort on the Results page is not used.

Downloaded placement test results include:

- Rows for each student take of the placement test
- Columns identifying the student name, email address, and ID, the test score, date taken, and duration
- Columns for each test question indicating the points earned for the question

## VIEW ANALYTICS

View analytics for a placement test to see item-response difficulty and discrimination indexes for each question on the test.

1. From My Tests, click **Actions > Analytics** to view the analytics report for a test.
2. **OPTIONAL:** Click a column heading to sort the table.

The Test Performance page lists each question on the placement test with discrimination and difficulty indexes for each item.


### NOTE:

- Data are based only on each student's most recent completed take of the placement test.
- No data are shown if fewer than five students have completed the placement test.

### Latest Status

A visual indicator of the point-biserial discrimination index for the question.

 > 0.5

 ≥ 0.2 and < 0.5

 < 0.2

### Question

The name of the placement test question.

### Point-Biserial Discrimination

Represents how well student performance on the question correlates with overall placement test performance. Values from 0 to 1 represent positive correlation, with higher values indicating stronger correlation.

### Percent Correct

The percentage of students who answered the question correctly is a simple difficulty index for the question.

**NOTE:** For analytics calculations, correctly answered questions are those for which every part was answered correctly.

To improve the performance of your placement test, consider working with your sales representative to revise or replace test items that have consistently low discrimination values.

## TESTING ACCOMMODATIONS

Some students might require testing accommodations.

### Additional Attempts

Test administrators can give individual students additional retakes.

### Grant Time Accommodations

To grant some students more time for a timed placement test, administrators can create one or more time accommodation profiles and provide the profile password to students requiring the accommodation.

Time accommodations can be used only for timed placement tests.

Each time accommodation specifies a *multiplier* factor between 1 and 5 that increases the testing time for students using the accommodation. To allow unlimited time, set the multiplier to 0.

**BEST PRACTICE:** A typical accommodation multiplier is 1.5, giving students 90 minutes to complete a test that has a time limit of 60 minutes.

For students to use an accommodation, they enter the accommodation *password* at the start of testing.

Time accommodation passwords are valid for **ALL** timed placement tests at your institution.

1. From My Tests, click **Actions > Setup** for the test you want to change.
2. Under **Create Time Accommodation**, enter the multiplier and password for a new accommodation and click **Save**.
3. **OPTIONAL:** Click **Delete** to remove an accommodation.
4. Before testing begins, provide the accommodation password to students requiring the accommodation.