

STUDENT GUIDE

TAKING YOUR TEST IN PLACEU

We understand that taking any test can be stressful, so PlaceU™ was designed to be easy to use. Review the tips in this brief guide to familiarize yourself with the system, and then do your best!

TEST ACCOMMODATIONS

If you require extended time, contact your test administrator or accommodations officer *before* starting the placement test.

When you start the test, click **Start with Special Code** and enter the code you were provided.

SIGN IN

You sign in to PlaceU from your school's learning management system. Your test administrator will give you specific instructions for signing in.

STARTING YOUR TEST

All the tests that are available to you are listed.

1. Read the instructions from the test administrator.
2. Click **Start PlaceU Tutorial**.
3. Work in the tutorial until you are comfortable with the system.
4. Click **Start Test** and confirm that you are ready to begin.

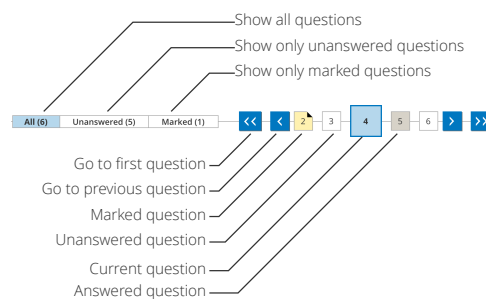
TIMED TESTS

If your test is timed:

- A countdown timer shows the remaining time.
- You are warned before your time runs out.
- Your test is submitted if the time runs out.

NAVIGATING YOUR TEST

Click **Next** after answering a question or use the navigation bar at the top of the page.



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 your test administrator for support with PlaceU.

FINISHING YOUR TEST

When you are finished, click **Finish Test** and confirm your selection.

IMPORTANT: You can **NOT** go back to change your answers or answer more questions after submitting your test.

YOUR TEST SCORE

If allowed by the test administrator, your points earned and the possible points available are displayed after you complete the test.

You can not see how you did on individual questions, but that information is available to the test administrator if you have concerns about a particular question.

HOW ARE MY ANSWERS SCORED?

Each test question is worth 1 point.

- Earn partial credit by answering part of a question correctly.
- No points are deducted for incorrect or missing answers.
- No extra credit is awarded for finishing early.

BEST PRACTICE: Neuroscientists now say that to do your best work, ignore the old advice about answering the easy questions first. Instead, try this strategy, which "primes" your brain to work on problems in the background using *diffuse mode* thinking:

1. Look briefly at each question on your test.
2. Start with a few challenging questions. Work 1-2 minutes on each of these and then click **Mark** if you're not finished.
3. Answer the easier questions.
4. Then, use the **Marked** filter to go back to the questions you marked.

RETAKES

If a retake is available to you, you might need to wait one or more days to retake the test. Tests that you are eligible to retake are listed when you sign in to PlaceU.