

Remote ALEKS Preparation

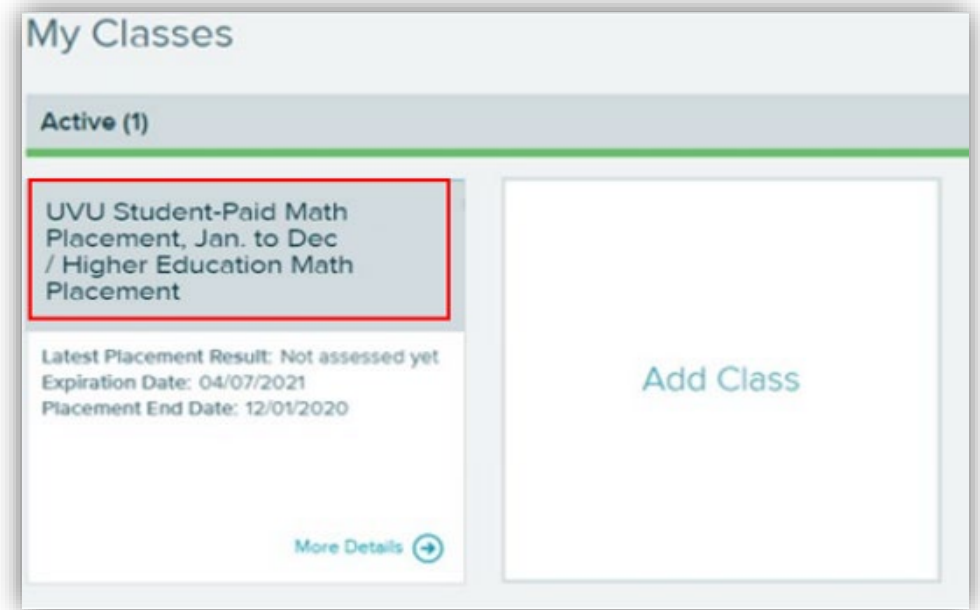
UTAH VALLEY UNIVERSITY – TESTING SERVICES



Step 1: Activate Your ALEKS Account

If you have not accessed your ALEKS account before, you will need to do so and ensure you have an active ALEKS class before your appointment.

To do so, follow the step-by-step guide here: [ALEKS Account Set-Up Guide](#). A fee may be required.



Your ALEKS Account

In your ALEKS account, you will have a total of 5 testing attempts.

The first 3 attempts can be taken as practice or proctored attempts. A practice attempt will not count as an official placement for UVU. **Only a proctored attempt, taken at the UVU Testing Center or with an approved UVU proctor, will count as official placement.**

The last 2 attempts in your account can only be taken as proctor attempts.

After taking your first exam (either practice or proctored), the ALEKS system will generate learning modules designed to help you practice concepts that you missed and ultimately help you to improve your score.

We recommend that you spend some time practicing in the ALEKS system before your proctored exam.

Step 2: Complete the Learning Modules

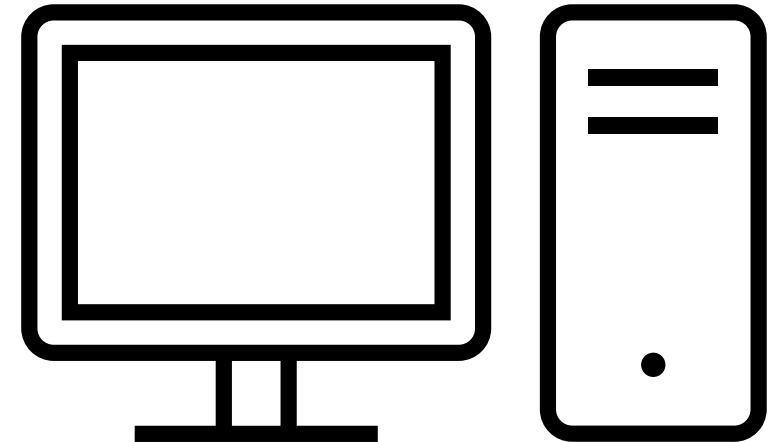
NOTE: This step only applies if you have taken a proctored ALEKS test with the UVU Testing Center before.

If you have already taken a proctored ALEKS test with the UVU Testing Center, you must complete the required 3 hours of learning modules within the ALEKS system before your next appointment.

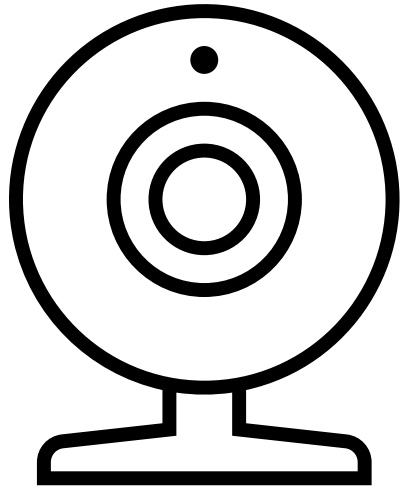
You will not be able to take the exam if you have not completed the required 3 hours of learning modules.

Step 3: Prepare Your Computer

- ❑ You must use a Windows or Mac computer (desktop or laptop). The exam cannot be taken on a phone, iPad, tablet, or Chrome Book.
- ❑ Your testing session will be video monitored so your computer must have a functioning camera and microphone. Headphones are NOT allowed.
- ❑ Dual/multiple monitors are not allowed.
- ❑ Please be sure your computer is fully charged and/or plugged into a power source.



Step 4: Prepare Your Camera



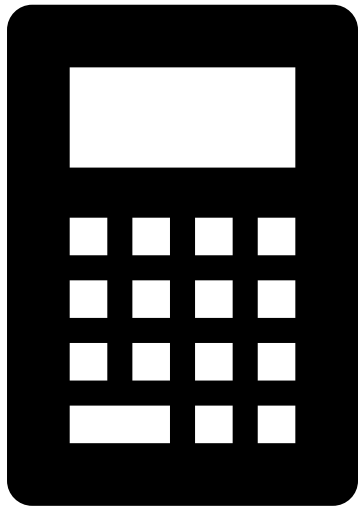
- ❑ Your test will not be valid if your camera does not show your face, eyes, and hands throughout the entire exam.
- ❑ Before your appointment, make sure that you can set up your camera so that both your eyes and hands are visible.
- ❑ We highly recommend using an adjustable camera that will allow you to move it around as needed.

Step 5: Prepare Your Workspace & Testing Materials

- ❑ You will need a private space where you can test uninterrupted.
- ❑ Clear your testing space of all distractions and remove all materials besides blank scratch paper and a pencil.
- ❑ Before the start of your exam, you will be required to rotate your camera to display your surroundings.
- ❑ You will also be required to show a non-expired, government-issued photo ID (driver's license, passport, or UVU ID) before testing.



Testing Aids & Time Limit



- ❑ Blank scratch paper and pencils are permitted. Have any blank scratch paper you want to use ready at the time of your exam. You will be required to show the scratch paper to the proctor (via camera) before beginning.
- ❑ **Personal/outside calculators are NOT allowed.** The only permitted calculator is the calculator imbedded in the ALEKS program. A calculator icon will appear on questions that a calculator is allowed. You may click on the icon to use that calculator only.
- ❑ The time limit on the exam is **2.5 hours**. You must submit the exam before the time limit expires or your test will be considered invalid.

Step 6: Download Microsoft Teams App

- ❑ You must have access to the Microsoft Teams app. **The online browser version cannot be used.**
- ❑ You can download the Microsoft Teams app by going to the following link: <https://products.office.com/en-us/microsoft-teams/download-app>.
- ❑ Once downloaded, sign into Microsoft Teams using your UVU information. Your username is your UVU email address in this format: UVID@uvu.edu (ex: 10101010@uvu.edu). Your password is your myUVU password.

