

University of St. Thomas Math Placement

ALEKS Cohort: St. Thomas Math Placement, Spring – Fall 2024

Cohort Dates: 02/02/2024 - 02/09/2025

Welcome! This document will provide you with the information you need to take the Math Placement Assessment. But first . . .

Do you need to take the Math Placement Assessment? Not everyone does.

The math placement assessment can be used to improve math placement, up to Math 113, but not all students need a math placement assessment.

For example:

- You may not need to take the math placement assessment if you already have ACT or SAT scores that place you into the math course you desire.
- If you are majoring in a business or humanities field, you likely don't need to worry about your math placement *at all*, since **Math 100 and Math 101 no longer require placement**.

Before you proceed, determine if you need a math placement assessment by working with your academic counselor and checking the [math remediation flowchart](#).

If you have questions about your current math placement or whether you need to take the assessment, please contact the math placement specialist, Arden Ashley-Wurtmann (ash10004@stthomas.edu), or the math placement coordinator, Nate Harding (hard6122@stthomas.edu).

If you've verified that you need to take the Math Placement Assessment, you'll need an ALEKS Account.

ALEKS Placement, Preparation, and Learning (PPL) is the system that we use for math placement. Here is an overview of the process:

- Your account will come with 5 assessments. The first placement assessment is **not proctored** and can be completed on your own time. You should think of this first assessment as a "practice" assessment, as it can't be used for official placement. Nevertheless, to best prepare for the proctored assessment, you should take without aides (no book, no notes, no calculator, etc.) in a workspace free from distractions. You are encouraged to use plenty of scratch paper.
- After completing the initial assessment, ALEKS will prompt you to join a "Prep and Learning Module" that will guide you through preparation material that will help you prepare for your proctored assessment. You are strongly encouraged to use this opportunity to maximize your chances of success on your proctored assessment. You should select the module that best aligns with your goals:

Desired UST Course	Required ALEKS Assessment Score	Appropriate Prep and Learning Module to Prepare for this Level
Math 006, Math 121	46 – 60	Prep for College Algebra
Math 108, Stat 220	61 – 69	Prep for PreCalculus
Math 111	70 – 75	Prep for Calculus
Math 113	76 – 100	Prep for Calculus

- When you are ready, you'll schedule a proctored assessment. This must be completed in-person in the math department. Access to personal technological devices (computer, phone, watch, earbuds, calculator, etc.) will not be permitted during the proctored assessment. Scratch paper and pencils will be provided.
- You can retake the assessment if you are not satisfied with your score. Students are limited to a total of 4 proctored attempts.
- We use the highest score on any **proctored** assessment to determine your placement.

Reminder: Only **proctored** placement assessment scores will officially determine math course placement. The score from an unproctored placement assessment will not be entered into your student records and **cannot** be used for official placement.

Need your official placement in a hurry?

You may choose to forfeit your “practice” assessment and instead take your first assessment in-person with a proctor so that it can be used for official placement. If you choose to do this, please be aware that:

- You will not be able to access any of the preparation materials before your first assessment.
- You will still be limited to a maximum of 4 proctored assessments.

How to Set-Up an ALEKS Account

If you already have an ALEKS PPL account associated with your UST ID, do NOT make a separate account; instead, recover your password using the login recovery system.

Follow these steps to register an ALEKS PPL account using your UST student ID:

1. Go to www.aleks.com
2. Click on “New Student? Sign Up Now!”



3. Enter the class code: **QHDNN-NWHWT**

Using ALEKS with a Class

Register here if you are a student and need to use ALEKS with your class. To begin, enter the 10-character class code you received from your instructor.

Class Code ⓘ -

Families!

If you are looking to purchase ALEKS to use outside of school, [click here.](#)

4. Verify the class information and click “Confirm”.
5. Create an account using your UST ID by selecting “No, I have never used ALEKS before.” If you already have an ALEKS account associated with your UST ID, sign-in.
6. Follow the remaining steps to complete the registration. You may need to identify St. Thomas as your university by searching “Univ of Saint Thomas”.
7. All math placement assessments require the [ALEKS Respondus LockDown Browser](#) which you will need to download if using a personal computer.

The screenshot shows the ALEKS website interface. At the top, there is a navigation bar with the ALEKS logo and links for K-12, Higher Ed, Independent Use, Course Products, and About. A search bar is located on the right. Below the navigation bar, there are three tabs: System Requirements, Check Your Setup, and Respondus LockDown Browser. The main content area features a large banner with the text "Respondus LockDown Browser" and a photograph of a smiling woman. Below the banner, there are two columns of text. The left column is titled "Check your Setup & Installation" and contains links for "LockDown Browser" and "Respondus Monitor (Webcam)". The right column is titled "Download" and contains instructions on how to locate and install the file. A red box highlights the download links: "Windows", "Mac", "iPad App", and "Chromebook".

Note: Students are responsible for paying the registration fee.

When you create an ALEKS account, there is a registration access code fee of about \$25 that you are responsible to cover. Due to a limited budget, some cases of an extenuating circumstance may be considered for financial assistance. An appeal for financial assistance must be emailed to the Math Placement Coordinator, Nate Mercil, at hard6122@stthomas.edu. Appeals must contain specific and detailed reason(s) that generally do not apply for others and supporting documentation for proof of financial burden to be considered.

Once you've created your account, find a 2-hr block of focused time to take that initial assessment. Or, if you are choosing to forfeit your initial assessment and practice, contact Arden to schedule a proctored assessment.

When you are ready, you'll need to schedule an in-person appointment for a proctored placement assessment.

Please contact the Math Placement Specialist, Arden Ashley-Wurtmann, at ashl0004@stthomas.edu to schedule an appointment for a proctored placement assessment.

- Plan to arrive early for your appointment; if you are late, you may need to reschedule.
- You will be asked to verify your identity with a photo ID (student ID, driver's license, passport, etc.)
- Before the assessment begins, you will place all personal items (specifically, electronic devices – laptop, cellphone, watch, earbuds, calculator, etc.) in a designated area until you are finished with the assessment.
- Scratch paper and pencils will be provided.

What's on the assessment?

The assessment is adaptive – this means that ALEKS adapts the difficulty of the questions based on your previous answers, allowing the program to accurately place you in just 25 questions. It also means that students can see a variety of topics on their assessment, depending on how they've performed so far. Regardless of difficulty, the 25 questions must be completed within 2 hours.

What if I didn't achieve my desired score?

Scores for proctored assessments will be updated in Banner (the student information system) overnight, on the day of the assessment. Unproctored scores cannot be used for official math placement and therefore won't appear in Banner. The highest proctored placement assessment score will determine your placement.

ALEKS Score	Placement Level in Banner	Highest Level UST Courses
0 – 45	099	Math 005, Math 100, Math 101
46 – 60	006	Math 006, Math 121
61 – 69	108	Math 108, Stat 220
70 – 75	111	Math 111
76 – 100	113	Math 113

If you didn't receive your desired score, you can schedule another proctored appointment to retake the assessment. There are two conditions that must first be met:

1. There is a minimum cooldown period of 24 hours that must pass after you finish one assessment before you can begin another assessment.
2. You must spend **at least** 5 hours in the Prep and Learning module on ALEKS before you will have access to the next assessment. This is for your benefit! Students who use the Prep and Learning module to prepare are more likely to be successful on a re-take.

You are encouraged to contact our math placement specialist, Arden Ashley-Wurtmann, at ashl0004@stthomas.edu to discuss options and to plan for using the module for preparing to retake the assessment.

Questions?

If you have questions about the math placement process, please contact the math placement specialist, Arden Ashley-Wurtmann (ashl0004@stthomas.edu), or the math placement coordinator, Nate Harding (hard6122@stthomas.edu).