

ALEKS Online Math Placement Testing Instructions for Students

HACC requires all new students who do not meet the [Math Placement Testing Exemption Criteria](#) to take the ALEKS PPL Assessment Exam to accurately assess their current mathematical knowledge and be placed into HACC math courses accordingly.

IMPORTANT: ALEKS PPL assessments are to be completed in a proctored environment in person at a campus testing center or remotely using the Respondus Lockdown Browser and a webcam.

You may take the exam up to three separate times. *If* you wish to improve your score after the first attempt, an individualized Prep and Learning Module is provided, post-test, to give you an opportunity to improve skills prior to your next testing attempt. It is recommended that you work on this module for at least 3 hours before retesting. There is a minimum 24-hour wait before you may try the test again.

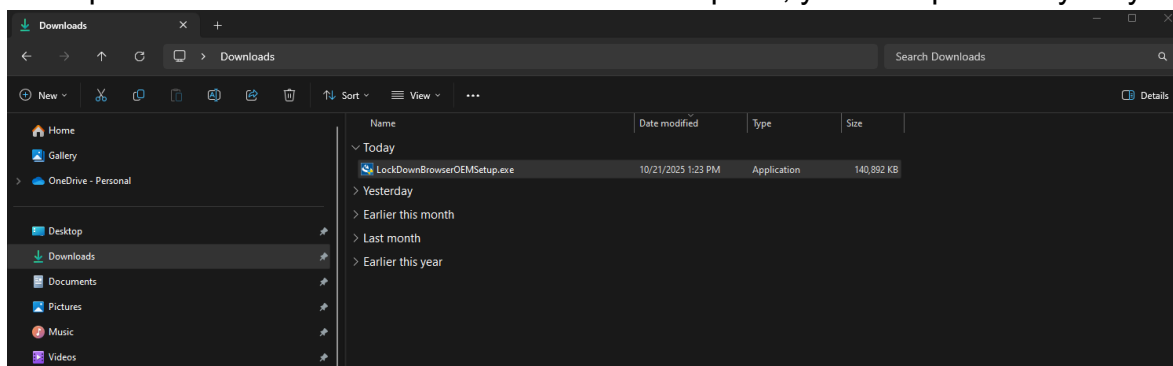
Please carefully read the list below in order to make sure your equipment and space meet the requirements for remote testing. If you cannot meet these requirements, please use [this form](#) to schedule an on-campus math placement testing appointment.

If you require testing accommodations, please email Elisa Cohen - escohen@hacc.edu.

Requirements for At-Home Math Placement Testing

- A desktop or laptop computer with a webcam, microphone & speaker capabilities, and a stable internet connection is needed to take the placement test. Smartphones and Chromebooks are **not** compatible with the testing hardware and software requirements.
- In order to take the ALEKS PPL placement exam, you will need to download and install [Respondus Lockdown Browser with Webcam](#) to your computer. Please be sure to do this prior to beginning your testing session. Check that your equipment meets the minimum requirements listed on the page and then click the download file for your system type. After the file downloads, you will need to open the file and run the installation to have it on your machine and ready for use. The installation file can be found in your downloads folder. Double-click the file that says "LockDownBrowserOEMSetup.exe" to begin the installation. If your computer is managed by a school or employer, you may need to consult your IT department in order to complete the installation. If installing the browser is not possible - you will need to take the test in person at one of our testing centers.

Example of the file location on a Windows 11 computer, your computer may vary:

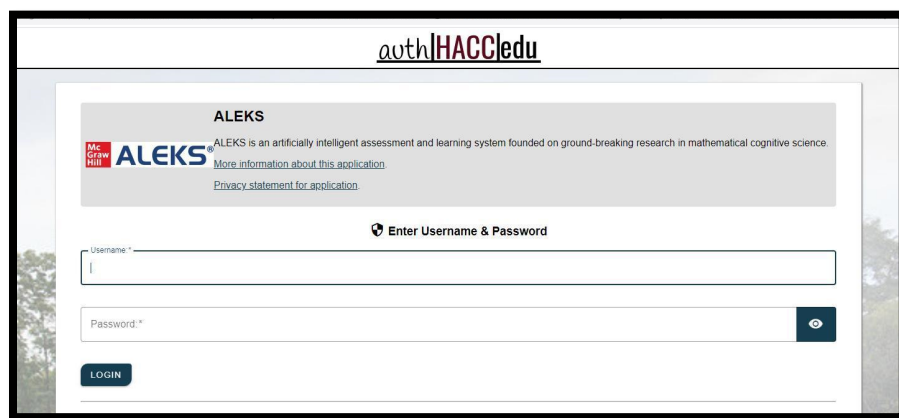


- Your current photo ID (Student ID, Driver's License, Passport, or other government issued ID) will need to be ready to be shown at the beginning of the exam.
- A clear workspace is required. No unauthorized materials or electronic devices may be present while testing. This includes but is not limited to cell phones, smart watches, calculators, and secondary computers. You will be asked to scan your workspace at the start of the exam.
- You will need a space to work alone in quiet. You may not communicate with others while taking the exam or get any other form of outside assistance. It is also important to be free of distractions while testing.
- Blank paper and writing instruments are allowed, please have them ready as needed. You will be asked to show your scratch paper at the conclusion of the exam. ALEKS will provide an on-screen calculator for specific problems that allow the use of a calculator. You are **not** permitted to use a personal calculator while testing.
- Be prepared to take up to two hours of time to complete the test. The test will have up to 25 questions.

Step-by-Step Instructions for Completing the Math Placement Test Using the Lockdown Browser with Respondus Monitor

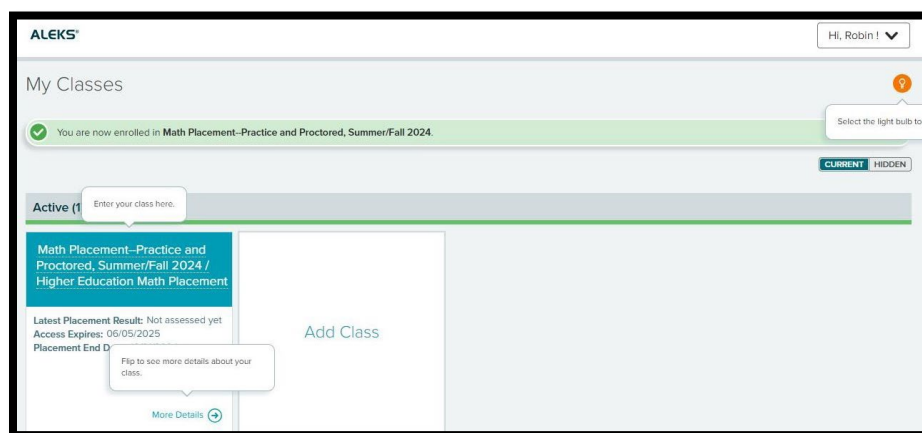
1. Prior to beginning your testing session, please be sure you have downloaded and installed the [Respondus LockDown Browser with Webcam](#) onto the computer you will be using for the test.
2. Open the [ALEKS Math Placement Assessment](#) page and use your myHACC login to access your ALEKS PPL account. (This page is also where you will be able to access the Prep and Learning Modules post-test if you would like to prepare for any further testing attempts to

improve your score.)

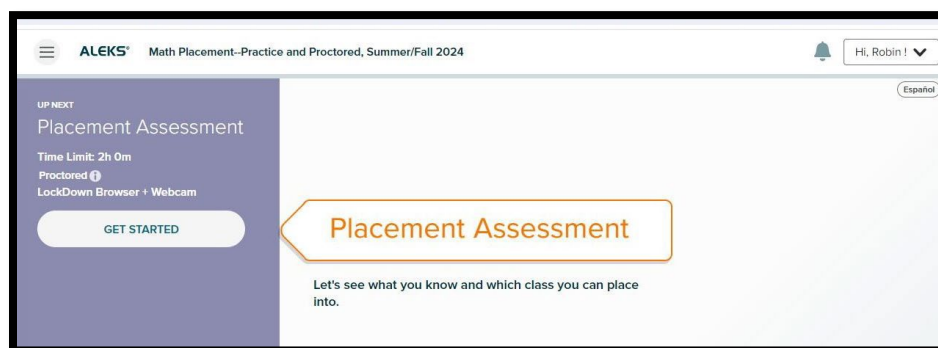


3. Once in your ALEKS account, on the My Classes landing page you will see “Math Placement Spring 2026, Spring 2026 Higher Education Math Placement” listed in the Active Classes category. Click on the link to reach the test’s homepage.

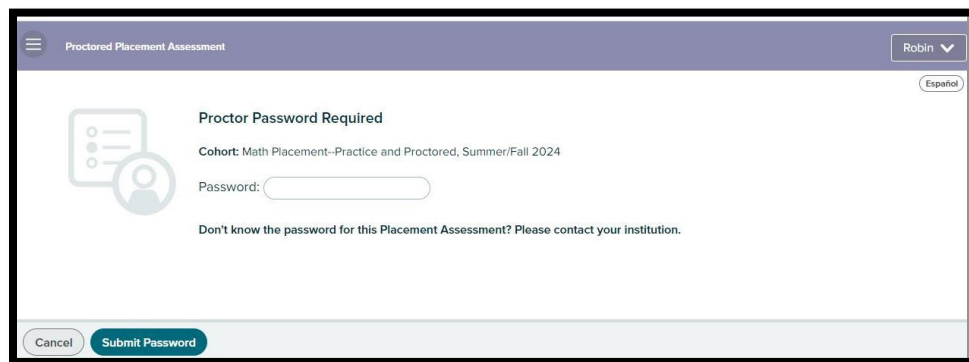
Note: If you don’t see this name listed, please click the Add Class box and enter this 10-digit class code: 9NFRH-9XKHA to get to the test.



4. Upon opening the class, you will first be given a brief survey and complete an introductory tutorial on using the ALEKS system. (The survey and tutorial are only done the first time you open ALEKS, if you have used it previously this will be skipped.) Once you are past the introduction to ALEKS, click the “GET STARTED” button to begin.

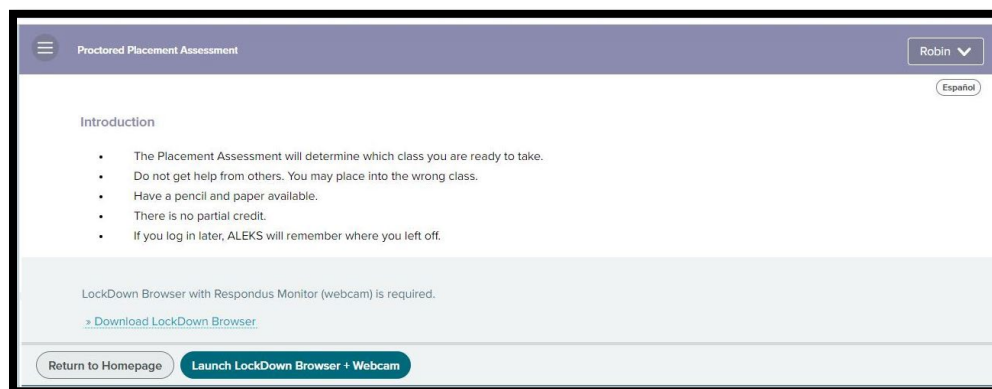


5. On the next screen, enter the Proctor Password: Spring2026 then press the “Submit Password” button.



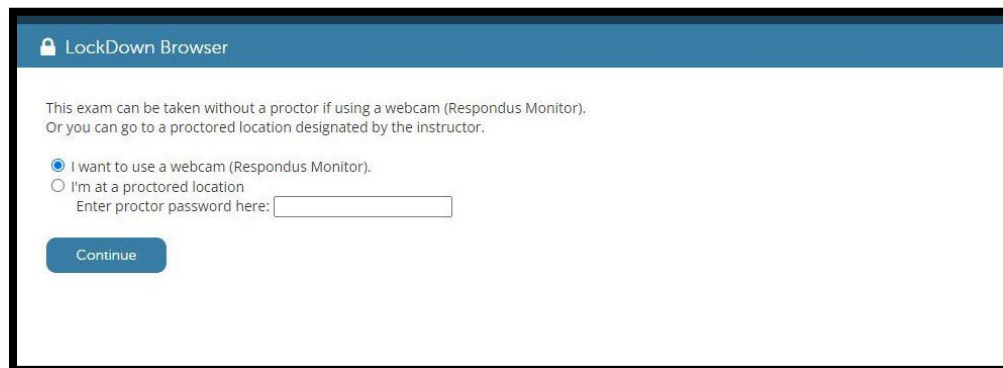
The screenshot shows a web interface titled "Proctored Placement Assessment". In the top right corner, there is a user name "Robin" with a dropdown arrow and a language selector "Español". The main content area has a heading "Proctor Password Required" and a subheading "Cohort: Math Placement-Practice and Proctored, Summer/Fall 2024". Below this is a "Password:" label followed by a text input field. A note below the field reads: "Don't know the password for this Placement Assessment? Please contact your institution." At the bottom, there are two buttons: "Cancel" and "Submit Password".

6. After reading the assessment information, click the “Launch LockDown Browser + Webcam” button to begin the exam in the lockdown browser. Be advised, once in the lockdown browser you will not be able to open anything else on your computer for the duration of the test. You must have the lockdown browser downloaded and installed prior to this step.



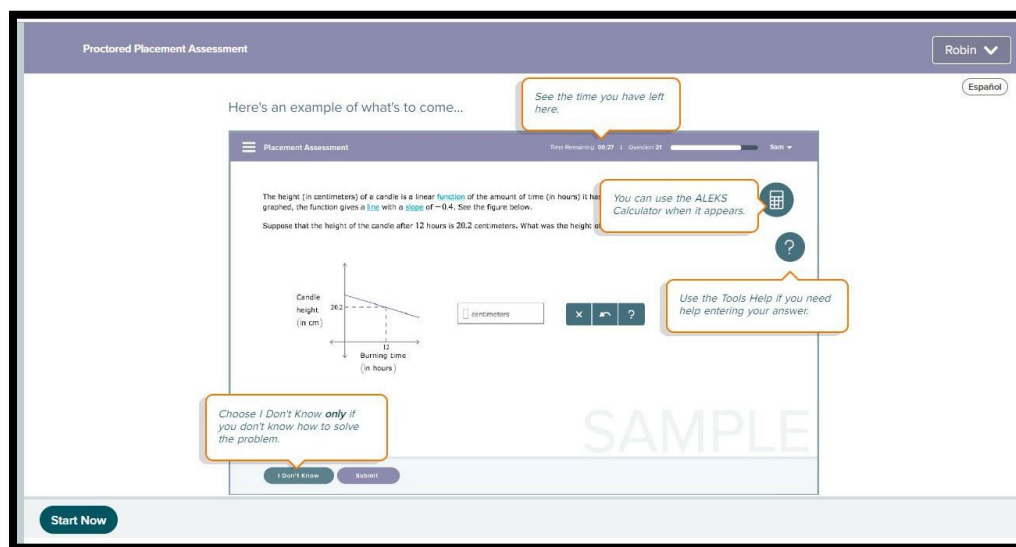
The screenshot shows the "Introduction" section of the "Proctored Placement Assessment". It lists several instructions: "The Placement Assessment will determine which class you are ready to take.", "Do not get help from others. You may place into the wrong class.", "Have a pencil and paper available.", "There is no partial credit.", and "If you log in later, ALEKS will remember where you left off." Below the list, it states "LockDown Browser with Respondus Monitor (webcam) is required." and provides a link "> Download LockDown Browser". At the bottom, there are two buttons: "Return to Homepage" and "Launch LockDown Browser + Webcam".

7. Once the lockdown browser is open, select “I want to use a webcam (Respondus Monitor)” and click the “Continue” button. If a webcam is not available, you will not be able to test remotely and will need to schedule an on-campus test.



The screenshot shows the "LockDown Browser" interface. It has a blue header with a lock icon and the text "LockDown Browser". The main content area contains the text: "This exam can be taken without a proctor if using a webcam (Respondus Monitor). Or you can go to a proctored location designated by the instructor." Below this are two radio button options: "I want to use a webcam (Respondus Monitor)." (which is selected) and "I'm at a proctored location". Under the second option is a text input field labeled "Enter proctor password here:". At the bottom, there is a blue "Continue" button.

8. After completing the verification steps of showing your identification and workspace to the webcam, click the “Start Now” button to begin the ALEKS placement exam. While you are taking the exam the monitoring system will record the session and flag any suspicious behavior for review. If you are flagged for any suspicious activity, you may be required to retest in-person at a campus testing center.



Once you have completed your exam, you will be asked to show the scrap paper you used during the test to the camera.

9. At the end of your testing session, you will be shown your test score. The program will also generate an individualized Prep and Learning Module that you may access to study prior to retesting if you would like to improve your score. You may take the test a total of 3 times.

If you were unable to complete the assessment using the lockdown browser as a proctor, please schedule an on-campus testing appointment by filling out [this form](#).