



Instructions

Placement exams are assessments designed to place you in the appropriate course(s).

Do not seek help while completing the exam.

Technical Requirements:

- **Device:** You must use a desktop or laptop computer to take the exam. **DO NOT** use an iPad, kindle or smart phone.
- **Browser:** The placement exams require the use of *Respondus LockDown Browser*. No other browser will work to take the exam (see instructions on next page).
- **Webcam:** You must have a webcam enabled on your laptop. If you do not have a webcam, please call the University Freshman Center at (718) 990-5858 to arrange an alternative method for the exam to be completed.
- **Adobe Flash:** You must have Adobe Flash installed to Internet Explorer (for Windows) or Safari (for Mac), even if a different browser is normally used. The first time the Webcam Check is performed on a computer, Adobe Flash Player will require you to select Allow and Remember. To update your Flash, navigate to <https://get.adobe.com/flashplayer/>.
- **Latest version of Java:** Enable Java before you start the exam. Navigate to <https://java.com/en/download/> to update your Java if necessary.
 - For MAC: Apple supplies their own version of Java. Use the Software Update feature (available on the Apple menu) to check your version of Java.

Information to read before taking the exam:

- Sample questions are available on Blackboard.
- Please have scrap paper and a pencil ready before you begin the exam.
- You may not use a calculator for the exam.
- Do not click the refresh button in the browser. You will be locked out of the exam.
- If you experience issues or have questions, please call the University Freshman Center.
 - Telephone: (718) 990-5858/5809/2772
 - Monday – Thursday 8:30am – 4:30pm EST
 - Friday: 8:30am – 3:00pm EST
 - Saturday and Sunday: CLOSED
 - *We recommend that you take the exams during our business hours so we may provide assistance if necessary.*



How to Access the Placement Exams

Step 1: Download and Install Respondus LockDown Browser:

For computers with Windows:

- Navigate to <http://tinyurl.com/RespondusWindows> to download the program.
- During the installation, select “Yes” if prompted to accept programs from Respondus.
- Follow the on-screen instructions to complete the install.
- SAVE the downloaded Respondus Browser to your “DESKTOP.”

For Mac computers:

- Be sure that OSX 10.7 or higher is being used (512K RAM minimum).
- Navigate to <http://tinyurl.com/RespondusMac> to download the program.
- Follow the download page instructions to obtain the correct installation program.
- Start the LockDown Browser installation program and follow the onscreen instructions to complete the installation.
- SAVE the downloaded Respondus Browser to “Doc.”

Troubleshooting for the installation of Respondus LockDown Browser:

- If you have problems with the Respondus LockDown Browser, you can access <http://tinyurl.com/RespondusSupport> for assistance. If you cannot resolve your technical difficulty, please “Submit a Ticket” directly to Respondus.

Step 2: Access the exam(s) after installing Respondus LockDown Browser

- Close all programs, unless one is used to connect you to the Internet.
- Locate the “LockDown Browser” shortcut on the desktop and double-click it. (For Mac users, launch “LockDown Browser” from the “Dock” or “Applications” folder.)
- If other programs are open and running on your computer, a pop-up box will prompt you to close them. Select “YES” on the pop-up box.
- In your Respondus LockDown Browser, type in your user name: firstname.lastname18. For example: *If your name is John Smith, you would enter john.smith18*
 - Be sure to put a period (.) between your first and last names.
- Type in your six-digit password: MMDDYY (your date of birth) For example, *if your birthday is September 1, 1997, you would enter 090197*. Your password is the same password that is used in UIS. If you have changed your UIS password please use your updated password to log on to blackboard.
- Click “Login” to enter Blackboard.
- Click on the appropriate exam.
- Please read the instructions carefully and click on the name of the exam.
- Click the red “Begin” box on the right to start the exam and begin the one hour timer.
- **When you finish each exam click “Save all answers”, then “Save and submit.”** If you exit the exam before the “Save and Submit” button is clicked you will not be able to return to the exam.
- Click “OK” to review your score.