Placement Exam Instructions

Butler University placement exams are completed online, using Butler’s course management system, Moodle (https://moodle.butler.edu/). Before you begin, you are encouraged to familiarize yourself with the instructions for each exam that you plan to take. Instructions are on the Moodle home page of the individual placement exam, and they have been compiled here so that you can have a printable reference regarding each exam.

Important Browser Information:

- It is a requirement that you use the latest version of Mozilla Firefox or Google Chrome. Other browsers, like Internet Explorer, will encounter significant problems when attempting to take placement exams. Use the links to download either Mozilla Firefox (http://www.mozilla.org/en-US/) or Google Chrome (https://www.google.com/intl/en/chrome/browser/).

General Instructions for ALL Placement Exams

- You have only one attempt to complete any of the placement exams. There are no “retries.” Please be sure that you have ample time to complete an exam once you have clicked the link to start the exam.
- A timer is located within each testing environment. As soon as you click on “Attempt Quiz Now,” the timer will start. Please note that the exams may take a few moments to load.
- There is no penalty for guessing.
- To complete each exam, you must click “Next” and then “Submit All and Finish” on the two screens after the initial submission. If the timer runs out, the exam will be submitted automatically.
- By submitting your answers to any placement exam you certify that you have not obtained any assistance in completing the exam.
- Note for students with disabilities: If you are a student with a properly documented disability and eligible to receive an accommodation (i.e., extended time) for placement exams, do not proceed with exams until you have contacted Student Disability Services. Special accommodation arrangements can be made for online placement exams; however, advance notice is required. Please contact Student Disability Services at (800) 368-6852, ext. 9308 or (317) 940-9308. You may also send an e-mail to sds@butler.edu.

Troubleshooting

- If you are uncertain as to whether you need to take a placement exam, check your To Do List on My.Butler.
- For placement exam questions or issues, please call the Butler University New Student Registration Help Line at (317) 940-8298. Note that the placement exam assistance phone line is only answered during regular business hours (Monday - Friday), 9:00 a.m. to 5:00 p.m. Messages will be returned the following business day.
- General information about placement exams can be found at www.butler.edu/learning/placement-exams.

Exam Specific Instructions

Latin Placement Exam Instructions:
1. You have 60 minutes to complete the Latin placement exam which consists of 40 questions in three parts:
   a. Translation (15 questions)
   b. Grammar (15 questions)
   c. Reading Comprehension (10 questions)
2. Please be sure to submit the exam before the 60 minutes has expired. If you have not submitted the exam once the allotted time has expired, it will automatically be submitted for you.
3. Once you start the exam, you will not be able to return to the previous screens.
4. To submit the completed exam, you must click “Next” and then “Submit All and Finish” on the two screens after the initial submission.

Foreign Language Placement Exam Instructions:
1. You have 60 minutes to complete the foreign language placement exams consisting of questions about:
   - Grammar
   - Reading Comprehension
   - Listening
2. Please be sure to submit the exam before the 60 minutes has expired. If you have not submitted the exam once the allotted time has expired, it will automatically be submitted for you.
3. Once you start the exam, you will not be able to return to the previous screens.
4. To submit the completed exam, you must click “Next” and then “Submit All and Finish” on the two screens after the initial submission.
English Placement Exam Overview:

The English Placement Exam determines enrollment for the EN101 Writing Tutorial, a 3-credit hour writing course designed to be taken concurrently with the First Year Seminar 101 class. Students who place into the EN101 writing course are required to enroll. The course provides students with additional writing and composition assistance to support success with First Year Seminar coursework.

The goal is for you to write an essay that illustrates your ability to respond to the prompt and to develop that response in writing. No specific length is required for this essay, but your response should consist of, at minimum, an introduction that catches the readers’ attention and establishes your essay’s focus, several body sections/paragraphs that develop clear and precise examples that fit the guidelines of the prompt, and a conclusion that ties the set of discussions together and reflects upon or extends the discussion.

Your essay will be evaluated on the following criteria:

- Quality of the thesis
- Depth of development
- Organizational flow
- Skillfulness of expression
- Evidence of technical attention

English Placement Exam Instructions:

You will have 90 minutes to write and submit the essay. Please be sure to submit the essay before the 90 minutes has expired. A timer will be located on the screen, but you will not see it until you start the exam.

1. You are not allowed to retake or restart this exam.
2. It is recommended that you plan your time in the following manner:
   a. 5-10 minutes for generating ideas, developing an outline of your response, or devising a thesis
   b. 50-60 minutes to compose your essay
   c. 5-10 minutes to proofread and spell check your essay
3. Before you begin to compose your essay, open up a word processing program in a separate window so that you can draft your essay, edit and proofread (Spell Check is permitted), and save your text. You can then copy and paste your completed essay into the text box in Moodle. It is necessary to use ‘Ctrl+C’ and “Ctrl+V” to copy and paste in Moodle. You may also use the “Copy from Word” function. This safety step should help you in the event of a technical malfunction during the course of the placement exam.
4. Moodle will auto submit the exam as soon as the timer runs out. If you do not paste your essay into the text box prior to the timer running out, your submission will be empty. Be sure to take note of the time spent on the exam to ensure an appropriate submission.
5. Once you start the exam, you will not be able to return to the previous screens
6. To submit the completed exam, you must click “Next” and then “Submit All and Finish” on the two screens after the initial submission.

Chemistry Placement Exam Instructions:

1. You have 2 hours to complete the chemistry placement exam which consists of 35 questions. Please be sure to submit the exam before the 2 hours has expired. If you have not submitted the exam once the allotted time has expired, it will automatically be submitted for you.
2. You can access the Periodic Table of Elements by clicking a link on the left side of the exam page. The table will appear in a new browser tab that will be accessible to you throughout your exam.
3. Once you start the exam, you will not be able to return to the previous screens.
4. To submit the completed exam, you must click “Next” and then “Submit All and Finish” on the two screens after the initial submission.

Math Placement Exam Instructions:

1. You may use a non-graphing calculator to complete the math exam. If you do not have a calculator available, use your computer’s calculator.
2. You have 45 minutes to complete the math placement exam which consists of 32 questions. Please be sure to submit the exam before the 45 minutes has expired. If you have not submitted the exam once the allotted time has expired, it will automatically be submitted for you.
3. Once you start the exam, you will not be able to return to the previous screens.
4. To submit the completed exam, you must click “Next” and then “Submit All and Finish” on the two screens after the initial submission.