Instructions and Overview

To access the tests:
1. Point your web browser to https://mystevens.stevens.edu/.
2. Log in with your Stevens username and myStevens password.
3. Click on the “Math Assessment” link; you should be redirected to the course in WebAssign.
4. The instructions in this document are repeated in the pdf file located beneath “Resources.”

System Requirements
The major browsers are supported: Chrome, IE, Firefox and Safari. WebAssign warns users not to use Internet Explorer 6. WebAssign will warn the user if the Java or Flash Player plug-ins need to be updated. If needed, a more complete description of system requirements is posted on our web site, http://www.stevens.edu/mathsci/calculus/assessment/WA_System_Requirements.pdf.

Contact Information
For assistance with logging into myStevens and issues regarding web browsers and Flash Player, please contact the Information Technology Help Desk: (201) 216-5500 or helpdesk@stevens.edu.

For assistance with using WebAssign, please contact the Department of Mathematical Sciences at (201) 216-8072 or pmiller@stevens.edu.

Overview
After logging into WebAssign you should see three assignments: a set of Practice Exercises and two timed tests. The timed tests are indicated by the hourglass icon.

- Students that have not taken a calculus course in high school will see two precalculus tests, Part 1 and Part 2.
- Students that have completed a calculus course in high school will see one precalculus test and one calculus test.
- Each timed test has 75 minutes allotted but most students should finish in 45-60 minutes.
- The two timed tests can be taken at different times to allow for flexibility in scheduling your time.
- The assignments are configured to ensure that you first work some practice exercises. You will be required to accumulate ten points on the practice assignment before accessing the timed tests.
- Have a calculator available; some questions will require a calculator. A graphing calculator is not necessary.
STEP-BY-STEP INSTRUCTIONS

Select *Practice Exercises* from the list of Current Assignments.

- These exercises are for you to acquire experience entering answers into WebAssign before starting the timed tests. There is no time limit on the practice exercises.
- You must accumulate 10 points (out of a possible 50) on the Practice Exercises before you will be able to access the timed tests.
- After entering a solution, select Submit Answer to have your solution graded. The scores are updated at the top of the page.
- The *Practice Exercises* provide feedback and the answer key after submitting your solution. *These feedback features are disabled for the timed tests.*
- To exit the practice session, select the *My Assignments* link.

Select the first of the timed tests when you are ready.

- When you select a timed test, a dialog box pops up with a warning that this is a timed test for which you have 75 minutes to complete.
- You are given a final opportunity to cancel. The timer will continue to run even if you log out, so do not start the timed test unless you have the 75 minutes available.
- Select *Continue* if you are ready to proceed. This action starts the timer.
- The time remaining will be displayed in the upper right corner of the test page.
- The best practice is to select *Save Answer* at the end of each question to save your work.
  - This protects your completed work if you should lose your network connection.
  - Saved answers can be reviewed and revised as long as there is time remaining.
  - Submitted answers are final and cannot be changed.
- When finished with the test, use the *Submit Assignment* button at the bottom of the test to submit your answers.
- The submitted answers will have a grey background and cannot be edited. The answer fields that were left blank can still be filled in and submitted.
- If time runs out, the system automatically submits your completed answers.
- To exit the assignment, select the *My Assignments* link.

Select the second of the timed tests when you are ready.

- Repeat the process described for the first timed test.
Math Assessment Exam – Frequently Asked Questions

**Why are you requiring this test?**
We have learned over a long period of time in studying the abilities of students entering Stevens that high school approaches to teaching math, content that is covered, and overall learning abilities of students vary widely. In order to provide a better overall math experience, we believe this assessment will provide a common ground for our faculty to begin their instruction with you in the fall semester.

**What is the deadline to complete this test?**
The math test online will be open from now through 11:59pm on Sunday, July 8th.

**What if I am away and unable to take this exam during the prescribed time?**
Contact Professor Miller at pmiller@stevens.edu to schedule your test.

**What is the length of the test?**
The assessment is comprised of two 75-minute timed tests. Once the allotted 75 minutes has passed, you will no longer be able to access that test. See the instructions page for more details on the timed tests.

**Can the two tests be completed at separate times, or must they be done back to back?**
The two tests can be taken at different times to allow for flexibility in scheduling your time.

**What topics will be covered?**
Everyone will be tested on precalculus topics. If you took a calculus course in high school, you will also be presented questions covering topics from a typical Calculus I course.

**What is the format of the test questions?**
There are a few multiple choice questions but most answers are blank fields to be filled in using the keyboard and mouse. A simple, intuitive math palette pops up automatically for answer fields that might require special math symbols, fractions, or exponents.
I notice there was a practice set at the beginning of the test. What is the practice set, and does it count towards my overall assessment?

You are required to accumulate 10 points (out of a possible 50) before you will be given access to the timed tests. This is to ensure that everyone spends at least a few minutes becoming familiar with the WebAssign interface for entering answers. There are ten questions available for practice and no time restrictions. Answers to the practice questions will not count toward your assessment.

Can a calculator be used during the exam?

Yes, a calculator will be required for some answers. A graphing calculator is not necessary.

What happens if I have a question during the test?

During the administration of the test, there is no access to a professor, since this test can be taken at any time you choose, during the day or night. If you feel there is an issue with the test, please complete the test in its entirety, and then contact Professor Miller at pmiller@stevens.edu with your questions.

I’ve already taken the AP exam and received results of 4 or 5 and been awarded credit for Calculus I. Do I still need to take this examination?

Yes. This is not a placement exam – it is a uniform assessment that will help the math faculty to benchmark the performance level of the entering class. The outcome of this test will not affect your AP credit.

I’m currently taking the Euclid class for MA 90 or MA 115. Do I need to take this test?

Yes. Again, this test is for the purpose of benchmarking the performance level of the incoming class. The test results will not override your grade in the Euclid course.

Will I be receiving any notification of my results?

No. There will be no results distributed to students. This assessment is really for the faculty to gauge the overall preparedness of our incoming students. Thus, scores will not be distributed.

What if I have trouble logging into the exam?

Please contact the Stevens Information Technology Help Desk at (201) 216-5500 or helpdesk@stevens.edu.

What system requirements or browsers are required for this test?

The major browsers are supported: Chrome, IE, Firefox and Safari. WebAssign warns users not to use Internet Explorer 6.