



ACELLUS PLACEMENT EXAMS EVALUATE STUDENTS and PLACE THEM IN APPROPRIATE COURSES

Acellus offers Placement Exams for each of the four core curriculum areas – Mathematics, Science, Social Studies, and Language Arts / Reading.

When enrolled, students are given an exam in each of these areas which begins at a given grade level, moves up from that point evaluating the students' academic skill level, and automatically places them in the course they need in order to move forward.

The level where the Placement Exam begins testing depends on two things: the student's age level and the student's current academic skill level -- referred to here as "years above or below grade level." For students to take the Placement Exams, you must complete two steps: (1) set the students' birthdates and years above or below grade level, and (2) enroll the students in the Placement Exams.

ENROLLING STUDENTS IN PLACEMENT EXAMS

Once students have been added to the Acellus system do the following:

- Select Set Up (located on the gray button bar at the top of the Teacher Interface).
- Select Placement Exam (located on the white line just below the gray button bar).

On the Placement Exam Enrollment screen you will see two tables, a single-column table on the left which lists students who are Placement Exam candidates (students who are in your system but are not currently enrolled in the Placement Exam), and a five-column table on the right that lists students who are Placement Exam participants (students who are enrolled in the Placement Exams), along with their status in each of the four Exams.

1. To set students' birth dates and years above or below grade level, do the following:
 - Step A. In the list of Placement Exam candidates on the left, click on the name of the first student to be set up. The screen that opens will display an age for the student. If there is no birth date listed, enter the student's birth date and select "Submit." The corrected age will appear.
 - Step B. For each of the four subject areas, set the student's current "years above or below grade level," then select "Submit" again.
 - A zero in these fields indicates "on grade level."
 - Positive numbers indicate years above grade level.
 - Negative numbers indicate years below grade level.
 - Step C. If desired, select another student using the pull-down list in the top right corner of the screen and repeat steps A and B.
 - Step D. When you are finished, select "Return" to go back to the original Placement Exam Enrollment Screen.
2. To add the students to the Placement Exam, do the following:
 - Step A. In the list of Placement Exam candidates on the left, select the check boxes next to the names of students to be enrolled.
 - Step B. Select "Add to Placement Exam" (located at the bottom of the column on the left).

The names of the students you selected will move from the list of Placement Exam candidates on the left to the list of Placement Exam participants on the right. Here, for each student you enrolled, under the headings for each of the four subject areas, you will see the words "Waiting for student."

When the students who have been enrolled sign in to Acellus, the four Student Assessments will be listed on their Class List. Students select an Assessment and answer questions until the exam ends, which will happen

when Acellus has gathered enough data to evaluate the students' needs and place them in the appropriate courses.

If a class exists that uses the course the student(s) tested into and that has you listed as the teacher, Acellus will place the student(s) into that course. If you are not listed as the teacher of a class that uses the needed course, Acellus will create the class, with you as the teacher. This class will have the same name as the course. You can edit the class name and the teacher of the class, if desired.

When each student has finished an exam, the Placement Exam Enrollment page will display the name of the course that the student has been placed in, under the appropriate subject area heading.

Once they have finished an Assessment and have been placed in a course, the students are ready to move forward in that course.

Should you wish to restart a student on the Placement Exams, you may remove that student from the Placement Exams by checking the check box beside his or her name in the five-column "participants" table and then selecting the "Remove Students" button in the lower right corner of the Placement Exam Enrollment screen. The student's name will move to the single-column "candidates" table on the left. If desired, you can edit the years above or below grade level for the student, and then re-enroll the student in the Placement Exams, as described above.

If you have questions about this or other Acellus features, please contact us.

The Acellus Customer Support Team
816-229-3800
techsupport@acellus.com
www.acellus.com/

jce