GDP Placement Tests

About the Placement Tests

Five Placement Tests are now available to administer from within the GDP software. The tests are designed to help determine what level of keyboarding course the student should be enrolled in, or whether a student should be exempted from completing all or part of a particular segment of a keyboarding course. Tests are as follows:

> Placement Test A: General Information Test (multiple choice questions)
> Placement Test B: Timed Writing
> Placement Test C: Business Letter in Block Style
> Placement Test D: Boxed Table
> Placement Test E: Business Report

These are the same Placement Tests that are printed, along with an answer key, in the *Tests and Solutions Manual*. Please consult the *Tests and Solutions Manual* for complete information on the content of these tests.

These tests are hidden from student access by default, but can be enabled by the instructor at the time the instructor wishes to administer a test. These have been set by default to not report detailed results (review of questions and student answers) to the student. This prevents students from having the means to share test questions and answers with other students. This information will be visible to the instructor, and the instructor has the ability to enable this feedback to the student; however, it is recommended that this feedback is kept hidden to prevent any student sharing of test information. Instructions for enabling the tests are provided later this document.

GDP Placement Tests, when enabled in the software, can be made available to students who are registered with a GDP code as follows:

> **Proficiency Code:**
> This code will provide student access solely to these placement tests. No other exercises in GDP will be available to the student.

> **Full Product Code (GDP Lessons 1-120):**
> Placement tests will be included in addition to all GDP exercises.

Setting Up a Class for Administering Placement Tests

Once Placement Tests are enabled in a class, they are accessible by any student in the class if they are enabled without password or IP restrictions in place. For this reason, ***it is recommended that a class be created in GDP specifically for administering Placement Tests***. Any new students entering with a Proficiency code, should be registered to this class. If existing students need to take the tests, they can be easily moved to this class to complete the testing and moved back to their original class afterward if desired.

Directions for Enabling Tests in the Software

In the GDP Course Manager, navigate to the **Scheduling** Section, **Scheduling** tab.
Use the filter to choose the Class or Section of a Class for which you plan to enable the tests.
You may also access Scheduling by navigating to the **Classes** section, and choose **Edit** from the Actions menu of the desired Class, or Class Section, then choose the **Scheduling** Tab.

1. Under the filter options, choose "Placement Tests."

2. The tests will now be listed in the table below.
   Click the checkbox next to the desired test in the first column, or click the **Select All** checkbox to choose all.
   Click the **Enabled** checkbox and then the **Yes** radio button.

3. For Placement Test B: Timed Writing, you may use the checkboxes and radio buttons to choose the number of attempts and whether to administer as a 3- or 5-minute Timed Writing.

4. Ability to further restrict access to tests by date is available, but the default settings currently in place will allow tests to be immediately available once you have enabled them. Should you wish to put any date restrictions in place, check the checkbox in the column heading, and adjust the date and time for the desired described settings:

    - **Start Date** controls when the students will be able to have access to the test. Although the test will appear on the menu, the students will be prevented from seeing or entering the test until the specified time.

    - **End Date** controls when student access to the test will end. Once this time has passed the students will be prevented from seeing or entering the test.

5. Student access to detailed test results is prevented by default, due to the **Delay Results** date that is in place. This will prevent students from having the means to share test questions and answers with other students. Do not change this setting unless you wish to allow students access to detailed results.
    If you wish students to have access to detailed results, check the **Update Delay Results** checkbox, and adjust the date and time accordingly. You can choose to have GDP provide detailed results immediately upon submission by setting the date and time to match the Start Date or at later time of your choosing. Please consider that making this information available to students would provide them the means to share test information with others and is discouraged.

6. **Password Restriction**
    You have the option of adding a password restriction. This would be useful if you want to ensure that only the students present in your classroom that are given the password have access to the test. Click the **Update Password** checkbox, and enter the password of choice.

7. Once you have made all desired settings, click the **Update Exercises** button. Review the information onscreen to check that your desired settings are in place.

8. **IP Restriction**
    You also have the option of adding an IP restriction. This would be useful if you want to ensure that tests can only be accessed from specific computers. Check the selected Tests for which you will apply the restriction. Click the **Update IP Restrictions** link to enter the selected allowed IPs.

Once the tests have been enabled, a **Placement Tests** menu item will appear in the **My GDP** section of the student interface. You can use the **Simulated Student** button to see the student view.
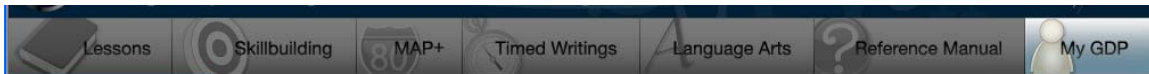
Student Testing

Preparation
With the exception of Test A, copy to be typed will need to be provided to the student for each Placement Test. The pages of the *Tests and Solutions Manual* are designed for easy tear-out so you may duplicate any desired pages to provide to students at test time. You may also download electronic files of these tests that can be printed for the student from the Instructor Center of the GDP Online Learning Center at http://www.mhhe.com/gdp11. (See the Tests and Solutions link.) ***Do not allow students to keep these copies after the test.***
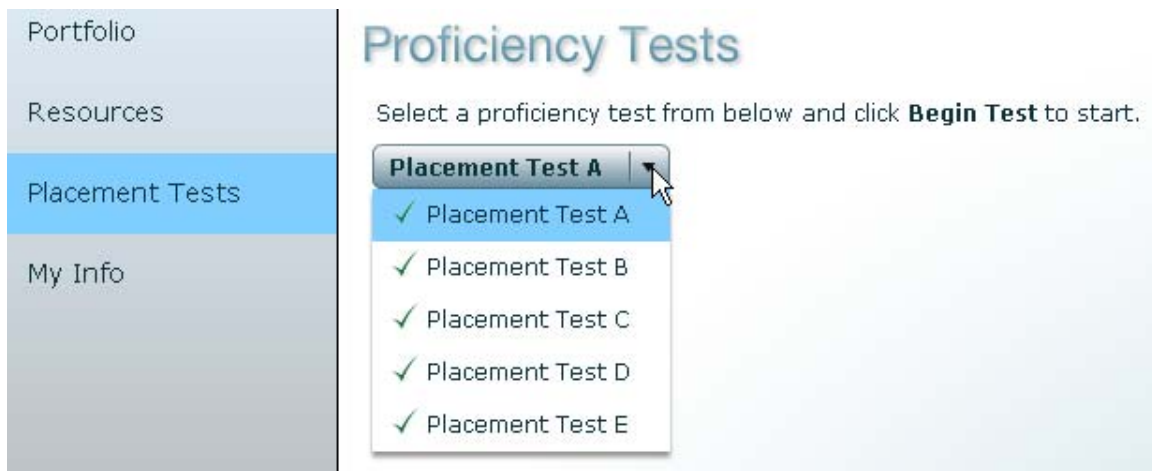
Student Experience
A student who has logged into GDP with a Proficiency code will only have access to the MyGDP section of the software. All other main menu bar items will be disabled.

A student will click on Placement Tests and will select the test to begin from the drop-down menu:

When the student has completed a test, GDP will display a checkmark as shown above.

Once the student completes any of the tests, a notice will be provided to the student stating that the results will be reported at a later time. This is the default setting to prevent student sharing of test content with other students.
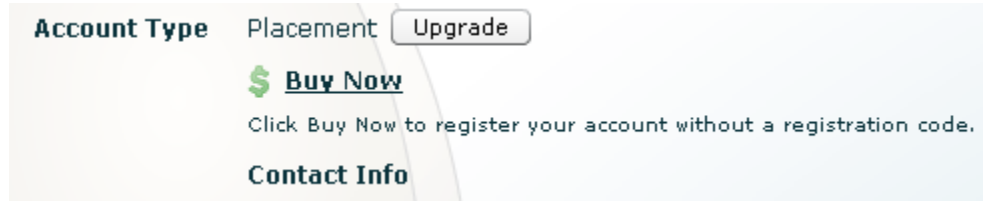

Note: if you have chosen to change the default setting and not delay the results, the students would receive the immediate detailed results of their work.

Instructor Evaluation

All completed tests will appear immediately in the student Portfolio. Even when detailed results are hidden from the student, the instructor view of the Portfolio will provide the complete detail of all work submitted for instructor evaluation.

Follow-up

A student who has used the Proficiency Code to take these exams, but has not met the requirement to omit the required course, can keep his/her username and password and easily upgrade to a full GDP account. On the **_MyInfo_** page the student can "Upgrade" and enter the code from a purchased kit or code card or use "Buy Now" to purchase the code online.

Students can be moved out of your Placement Test class into the appropriate course class. Please remember it is not advised to have Placement Tests enabled in course classes.