Web Based Computer Skill Check Tests Instructions

1. Login to ANGEL (http://cms.psu.edu) using your PSU access account and password.
2. In your profile (initial page in ANGEL) select the course, e.g., Chem 110: Sections xx-yy.
3. On the Lessons Tab you will find a link to each of the Skill Check Tests. Select the link for the test you want to take. Then select EXAM (at the bottom of the page) to take the exam. You will leave ANGEL when you do this (be sure to select OK) and enter the testing system.
4. NOTE: whenever you select EXAM, this will count as a “request” for a test, regardless of whether you complete it or not. You are allowed only 8 requests per 24 hour period per test.
5. Each time you request a test a different set of questions will be generated. Select your answers with the mouse from the choices given or enter an answer using the correct number of significant figures. Be sure to read and follow directions.
6. If you need a periodic table, select the link given after: Check the periodic table: a separate window with a periodic table will be given so you can toggle between screens. The magnified version of the table (that is slightly larger than the page) is clearer than the initial version that appears.

NOTE: DO NOT use the FORWARD or BACK keys on the browser, rather use the PREVIOUS or NEXT buttons given at the bottom of each question. Using PREVIOUS or NEXT allows you to go back and forth through the test to check or change your answers. If you use the BACK or FORWARD keys, your previous answers may be erased. Other strange things might happen… Sometimes the PREVIOUS and NEXT do not appear at the bottom, or you might be returned to the beginning of the test or to the test selection menu.

7. After answering the questions and you are comfortable with your answers, submit the test by selecting this option after the last question on the test. Once you have done this, your score will be recorded and sent to University Testing Services (UTS). You can no longer make changes or re-take that particular test. (However you can take another test in the same category if you like, which will generate another test with new questions.)
8. Once you have submitted the test, you will be given your overall score and feedback on the questions.
9. To take another test, select that option at the TOP of the feedback page. If all goes well, you will be returned to the ANGEL login page. Follow the procedure from step one to take another test.

If you have problems, PLEASE review the information in this handout to see if the problems (and solution) is explained. Please report any OTHER problems (NOT mentioned in the packet) that you encounter to Dr. Lori Van Der Sluys (lsv10@psu.edu).

Other information you need to know about the tests is on the next few pages.
- Skill Check Tests: Grading and Strategy
- Skill Check Tests: Deadlines
- Reviewing Skill Check Tests Scores
- What is the difference between a REQUEST and a SUBMISSION?
- Common Error Messages and Problems (and what to do about them!)

Skill Check Test Grading and Strategy

Grading:
- To pass a Skill Check Test you must get all items correct.
- You will have as many attempts as you need to pass, however there is a strict limit of 8 requests per 24-hour period.
- It is possible to earn extra credit when you complete (get 100%) a Skill Check Test before the Bonus deadlines given below.
- Your Skill Check Test (SCT) grade for the course will be determined using the following formula where #SCT = number of Skill Check Tests where you earned 100% and BON is the number of Skill Check Tests where you earned 100% by the Bonus deadline.

\[
\text{Skill Check Test Score} = \# \text{SCT} + \#\text{BON} \times 0.20 = \text{total course points earned.}
\]

The maximum number of course points that can be earned (by getting 100% on all 10 by the bonus deadline) is 12.

Please note: there are no make-ups associated with these quizzes; you must earn 100% by the final deadline to get credit. The tests will not be available after the final deadline. You will get credit for as many as you pass. You do not need to pass all 10 to get credit for the remaining tests.

Suggested Strategy
1. Take a test once or twice.
2. If you are not able to pass in two tries, go to the textbook and study the material related to that Skill Check Test. (See the table below for sections in your text where this information can be found.)
3. After studying the material, try the test again.
   - If you are still not able to pass, print out a copy of the test with your (incorrect) answers and GET HELP!
4. When you think you understand, try the test again.

Even though you are allowed as many attempts as needed we do not want you to take these tests dozens of times. If you know the material, you should be able to get 100% in one or two attempts. However, if you do not know the material, you will not learn it by doing the tests repeatedly and we tried to design the test so that you will not get 100% by guessing. Please get help in the Resource Room before you spend a lot of time taking these tests.

The table on the next page lets you know where in the book you can go to get help in your text book if you do not know how to do these problems.

Practicing the Skill Check Tests
The Skill Check Tests can be used any time to provide practice in the Basic Skill areas that will be covered on the Chem 110 tests. Even after you have received 100% on a test you may continue to take the test for more practice and you will not jeopardize your grade, even if you score lower on a subsequent test.
Skill Check Tests: Deadlines
Each Skill Check Test must be completed by midnight on the night of Monday, April 26, to receive credit. You must score 100% on a SCT to earn credit for that test. When taking the computer Skill Check Tests, a periodic table may be used for all tests and a calculator may be used for Skill Check 7 and 9 (Molecular Formulas and Concentration - Dilution).

The relevant material in your textbook for a given skill area is indicated in the table below.

<table>
<thead>
<tr>
<th>Skill Check Test</th>
<th>Early deadline for bonus</th>
<th>BLB Material Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Basic Math (no calculator)</td>
<td>Th Jan. 14</td>
<td>Algebra</td>
</tr>
<tr>
<td>2. Metric Measurement (Standard International (SI) Units, metric system, and metric conversions) (no calculator)</td>
<td>Th Jan. 14</td>
<td>Section 1.4</td>
</tr>
<tr>
<td>3. Atomic/Electronic Structure (Electron Configurations)</td>
<td>Th Jan. 28</td>
<td>Section 6.8-6.9 (atoms) Section 7.4 (ions)</td>
</tr>
<tr>
<td>4. Using the Periodic Table</td>
<td>Th Jan. 28</td>
<td>Section 7.1-7.6</td>
</tr>
<tr>
<td>5. Chemical Vocabulary (Nomenclature of Ions, Molecular Compounds and Ionic Compounds)</td>
<td>Th Feb. 4</td>
<td>Section 2.6-2.8</td>
</tr>
<tr>
<td>6. Lewis Structures</td>
<td>SUNDAY Feb. 7</td>
<td>Section 8.1, 8.3, 8.5-8.7</td>
</tr>
<tr>
<td>7. Molecular Formulas &amp; Structure</td>
<td>Th Feb. 18</td>
<td>Section 2.4, 3.3-4</td>
</tr>
<tr>
<td>8. Intermolecular Forces + Phase Diagrams</td>
<td>Th Mar. 25</td>
<td>Section 11.2, 6</td>
</tr>
<tr>
<td>9. Solutions (Concentration &amp; Dilution)</td>
<td>Th April 1</td>
<td>Section 4.1-4</td>
</tr>
<tr>
<td>10. Aqueous Chemicals + Net Ionic Equations</td>
<td>Th April 15</td>
<td>Sec. 4.5</td>
</tr>
</tbody>
</table>

Bonus points can be earned by passing a test by the early deadline given in the table below. It is therefore possible to earn as much as 2 course points of extra credit by passing these tests EARLY!

NOTE: Each DAY starts and ends at MIDNIGHT. The time of the attempt is the TIME of FINAL submission (not the time you begin the quiz), so if you start a quiz at 11:30pm on April 26 but finish and submit the quiz after midnight it will not be counted. This will only matter if you submit a quiz after midnight on the completion (or bonus) date.

Warning about Deadlines
You have a daily limit on the number of times you can request a test, but no limit on the number of submissions. This, in effect, limits the number of times you may request a test in any 24 hour time period to 8 requests.

If you start requesting/submitting at 6:08 pm and use up your 8 requests in the next 3 hours, you will NOT be able to take that specific test until 6:08 pm the next day when the attempts begin to expire—that is, the 24 h, in this particular example, runs from 6:08 pm until 6:07 pm the next day. It does not start at midnight. Midnight is the deadline only wrt to the bonus and final deadlines.

DO NOT put these off until the last minute. If you miss submission deadlines or encounter computer problems at the last minute, extensions WILL NOT be given.

If you are having problems with your computer that prevent you from taking the quizzes, try a different computer and/or go to a PSU computer lab. If you still cannot take them from a PSU lab, then report the problem to your instructor.

Reviewing Skill Check Test Scores
Periodically, grades will be retrieved from UTS. Once this has been done, the first occurrence of your highest score will be recorded in ANGEL and will be seen in the Gradebook. SCT scores will be retrieved and posted in Angel only twice in a semester; once after the bonus deadline, and once after the final deadline. Scores of tests taken between these deadlines will NOT appear in Angel, so if you want to check your most recent score you must use the review option (below) to check BEFORE you email your TA or instructor. Please note: once a test has been submitted, it is immediately recorded by UTS. SCORES HAVE NEVER BEEN LOST! Scores given by the review option will eventually be retrieved into ANGEL, after the bonus and final deadlines. If your score does not show up when you use the review option, YOU DID NOT SUBMIT THE TEST PROPERLY.

Please DO NOT e-mail your instructor or TA to ask why the grade is not showing up in ANGEL. Grades will be retrieved after the early deadline and again after the final deadline.

Review Option
You will be able to review your scores and complete test results by using the Review Option. To access this:

1. Go to http://cbt.uts.psu.edu (This is the UTS login page). This link is also given on the ANGEL Lessons page at the bottom.
2. Enter your user ID (access account ID) and password.
3. Select the course (e.g., Chem 110)

At this point you will be able to review any or all of the tests you have taken. On the main page of the Computer Based Tests, the tests will be listed but they will have the word REVIEW in the name. For example, the listing will say Skill Check Test Review 1 Math Skills. When you select “Take Test” next to one of the choices that includes the word Review, you will NOT get a test; rather, you will receive a listing of the individual submissions and scores earned for that particular test (including the dates and times). In this way, you can “check” your scores at anytime, or instructor.

Please note: once a test has been submitted, it is immediately recorded by UTS. SCORES HAVE NEVER BEEN LOST! Scores given by the review option will eventually be retrieved into ANGEL, after the bonus and final deadlines. If your score does not show up when you use the review option, YOU DID NOT SUBMIT THE TEST PROPERLY.

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Please note that if you select Take Test on one of the reviews you will not use up a request.

If you select “To take this quiz again click here.” (at the top of the review) you will be returned to the ANGEL Login page.
What is the difference between a REQUEST and a SUBMISSION?

Submission: when you select “submit your responses” at the end of a test, you should get a response like the one that follows along with feedback for the test you just completed. You received 7 out of a possible 7 points or 100%. There were 7 questions whose answers received full or partial credit.

If you get this response, then your score WILL BE recorded by UTS (and you will be able to verify this via the review process described above). This counts as a submission. The number of submissions is NOT limited for any of the Skill Check Tests, but you are restricted to the 8 requests per 24 hour period.

If you are impatient and you select “submit” more than once when the system is slow, you may end up submitting the same quiz twice. It will give you the same score and it will count as two submissions. Do NOT do this!

Request: when you select “Exam” on the Chem 110 Test page (in ANGEL), this will count as a request even if you do not finish (submit) the test. Below is a list of actions that would cause you to use up a request even though you do not submit a test. Some of these actions can happen without you even noticing you have done it. For example, a dropped wireless connection or refreshing the browser during the quiz will use up requests even if you do not complete the quiz and submit it.

Examples of things that would use up a request:
1. When you select Exam in ANGEL
2. If you refresh your browser while taking a quiz
3. If you “X” out your browser window while taking the quiz
4. If you have a dropped wireless connection while taking the quiz
5. If the quiz is timed out
6. If you use the forward or back keys on your browser. (You may use the next and previous keys within the software to move back and forth in the test.)
7. If you are impatient, you could submit the same quiz twice by clicking submit in succession when the computer response is slow. This will use up two requests and two submissions.

You are encouraged to request tests when you are ready to take and complete the exam in a single sitting. If you are having browser or computer problems, use the computers available in the PSU Student Labs until you are able to fix your computer. Because the request limit is very high relative to the number of submissions, you will not be given additional requests if you use all of them up.

Common Error Messages and Problems (and what to do about them!)
Below is a list of common errors students have encountered while taking the Basic Skills. If the error you are having is listed here, you will find the solution on the course Web page or printed on the next couple of pages.

1. EXCEEDED MAX REQUESTS OR SUBMISSIONS
2. POP-UP BLOCKERS
3. TOO MANY QUESTIONS
4. ANGEL LOGIN TIMED OUT
5. NOT REGISTERED or REGISTERED LATE
6. SCORE IS NOT IN REVIEW
7. CAN'T GET TO COURSE LESSONS PAGE
8. SAME TEST TWICE
9. "cannot display page"

1. EXCEEDED MAX REQUESTS OR SUBMISSIONS
Error that results if you exceed the number of daily requests or maximum allowed submissions is shown below. There is no Test ID, or User ID to enter. You will not get any feedback for the work you have done on the test and you will have to quit somehow to get out of this. You will not be allowed to submit another test until ~24 hours has passed. Extensions will NOT be granted for exceeding your request limit.

How is it possible to use up all of my requests when I was only allowed one (or two...) submissions? The answer is described above (page 13).

Test Pilot
Submission error

You have exceeded the number of times that a user is permitted to submit responses to this document. Enter an ID to select a test, tutorial or survey and a user ID for which access has been authorized.

Test ID: 
User ID: 
2. POP-UP BLOCKERS
   Note: if you have pop-up blockers enabled on your web browser, you will not be able to take the tests. However, you can enable the CBT window to pop up by either setting your browser to enable pop-ups for the CBT site or by holding down the control key when you make select the link.

3. TOO MANY QUESTIONS
   I submitted the test I found that there were 14 questions and only 7 of those 14 were displayed when I took the test.

   This happens when you use the back or forward keys on your browser. It also seems to happen frequently to Safari users. If you have a Mac and typically use Safari, we strongly recommend using firefox as your browser when taking the skill check tests.

4. ANGEL LOGIN TIMED OUT
   If you attempt to take a test after your ANGEL login has been timed out, you will get the error message below. Login in to ANGEL and try again before reporting a problem.

Test Pilot
Access error

   Your user ID is not permitted to access this document.

Enter an ID to select a test, tutorial or survey and a user ID for which access has been authorized.

   Test ID:  
   User ID:  

5. NOT REGISTERED or REGISTERED LATE
   If you are NOT registered for the course or have recently added the course, you may get the message above (User ID is not permitted) or the following:

   "There are no records for your ID in the University Testing Services registration database. Please contact the course instructor if you are registered for the course."

   If you receive either of these messages, wait 24 hours and try again. These errors usually occur due to late registration, or some other changes in your registration. Because UTS gets updates from the registrar once a day, the problem usually fixes itself within 24 hours.

   If you try again one day later and the problem persists, contact your instructor. Be sure to include your PSU student number, your access account ID and your section number. It is also extremely helpful if you copy the error message that you received and indicate which test you are working on.

6. SCORE IS NOT IN REVIEW
   Did you use a friend's computer to take the quiz? Or did you allow one of your friend's to use your computer? Were they still logged in when you accessed the quiz? If so the quiz you took will be under their name. We cannot give you credit for a quiz taken under someone else's ID. Please be sure YOU log into ANGEL to access the Quizzes. (It is a good idea to completely close your browser occasionally and restart it.)

7. CAN'T GET TO COURSE LESSONS PAGE
   If you select our course in ANGEL and end up in the lessons page for a completely different course, this is a sign that the cache in your browser is full. Empty your browser cache, close all browser windows (in a Mac be sure to quit the browser completely) and then restart your browser.

8. SAME TEST TWICE
   There are two reasons why you might get the same test twice. First you may have used the back or forward key on your browser. If this is the case, your submission will not count and you will have used up one (or more) requests (depending on how often you used the back or forward key.

   The second reason may be that your browser cache is full. To fix this, you must completely close your browser and restart. (On a Mac be sure to quit the application as well as closing all of the browser windows.)

9. "cannot display page"
   This message occurs when there is a server problem at the time. Students should report such problems directly to ANGEL. To send a report:

   In ANGEL, click Help in the upper right corner, then use the ANGEL Help forms.

   In addition there is an FAQ (Frequently Asked Questions page) on the Course Web server that may be of help if you are having problems.