1. Distribute student login instructions, one set per computer station
2. Announce: *The purpose of this (math/English) placement test is to insure students are registered in courses that are appropriate for their skill level, maximizing their performance and learning*
3. Direct students to follow login instructions, complete and submit their test
4. Use Master List of student Banner IDs, as needed
5. Keep students for allotted test time
6. Call Helpline for assistance: Alton Rucker at 334-7558