

## Completing the Theory Placement Test Online - 2012

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If you experience technical difficulties registering an account or completing the theory placement test, please contact the ITS Customer Support Centre at 519-661-3800 or use their web-form:

<https://servlet.uwo.ca:8081/helpdesk/controller.jsp?operation=askITS>

Please let them know you are a Music Applicant wanting to write the theory placement test in WebCT Outreach.

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### SECTION ONE – REGISTERING A WEBCT ACCOUNT

1. Go to the internet address:

<https://servlet.uwo.ca/owlregister/?sectionGroup=MUS>

2. Enter your Western User id and Password into the OWLRegister login screen.

Your user id is provided to you as part of the “Activate Your Western Identity” process. If you have not yet activated your Western Identity, **you should do so before proceeding**. Instructions to activate your Western Identity can be found at:

<http://www.uwo.ca/its/identity/activation.html>

These activation steps were also outlined in the acknowledgment letter sent to you from the University.

3. Choose “Theory Component 2012” and click on the “Submit” button.

4. A “Congratulations!” message is displayed. Click on the “Login Now” link.

5. Login to WebCT OWL.

**PLEASE NOTE:** To login to WEBCT OWL you must use your 9-digit Student ID #. (250....) as both the user id and password.

6. You will be prompted to change your password. You will then be brought back to the WebCT login screen, where you should use your Student ID# as your user id and also enter the new password you just selected.

7. If login to WebCT OWL is successful, at the top of the screen you should see: “**Welcome (your name) Today is (current date)**”. From the Course List, select “Music Admissions – Theory Component 2012”

## SECTION TWO – COMPLETING THE THEORY COMPONENT

- At this point, you can chose to begin the test, or select a link to the website for music admissions information.
- If you select the test, the introduction page will appear; notice the following:
  - a. The maximum duration allowed for the test is 105 minutes. Few students will need that much time.
  - b. The question delivery is “all at once”, which means that all questions will be displayed on the screen once the test is started (you may scroll through the questions).
  - c. Only one attempt is allowed, so once you press “finish” you can’t return to the test.
- When you select “begin assessment” answer “yes” to the security information box.
- On the test screen, notice that there is a box to the right side that displays the time remaining, and a chart showing which questions have been answered.
- The first six questions are included to gather some information about your current secondary school courses. There are no marks for these questions counted in the test. It is information that we would like to have, but you may skip these questions if you wish.
- The format for the test is multiple-choice answers, and in some cases there is more than one correct answer.
- At the end of each question is a **Save Answer** box. *This box must be checked once you have finished answering the question.* You will see that the question is now checked in the question status box on the right side of the screen.
- Most students taking the test will have some difficulty answering all the questions; particularly the later ones. When you’re finished be sure to scroll to the end and check the **Finish** box.