Taking Chemistry Proficiency Exams using PrairieLearn and the Computer-Based Testing Facility Online (CBTF)

You will be taking your proficiency exam in the online CBTF and PrairieLearn this semester. This sheet is a guide to how this process will work.

How do I sign up for PrairieLearn?

Go to <u>https://prairielearn.engr.illinois.edu/</u> and click on the Add or remove courses button (circled in red, below).

$\leftrightarrow \rightarrow C$	● prairielearn.engr.illinois.edu/pl/	\$
PrairieLearn		Christian R Ray 🕐 👻
	Courses	
	CHEM 104: Chemistry 104	
	Course instances	Add or remove courses
	CHEM 104: Chemistry 104, Sp2020	
	CHEM 104: Chemistry 104, Fall 2019	
	CHEM 104: Chemistry 104, Spring 2019	
	CHEM 104: Chemistry 104, Fall 2018	

You will need to hit the "Add course" radio button next to the exam(s) you with to take (screen shot of courses included, below).

Chem 102 – Gen Chem 1 – Proficiency Exam

Chem 104 – Gen Chem 2 – Proficiency Exam

CHEM 104: Chemistry 104, Proficiency Exam - Chem 102 - Gen Chem 1 - Summer 2020	Add course
CHEM 104: Chemistry 104, Proficiency Exam - Chem 104 - Gen Chem 2 - Summer 2020	Add course

You can only earn Chem 104 proficiency credit if you already have credit for Chem 102 or have passed the Chem 102 proficiency exam.

Enrolling in the appropriate Proficiency Exam will allow you to access the proficiency exams, but in order to take the exam in a proctored environment (and to earn credit) you must sign up for the exam in the Computer-Based Testing Facility (CBTF)

How do I sign up for the CBTF?

Go to <u>https://cbtf.engr.illinois.edu/</u> and click on the Reservation system login button (a screenshot of this button is on the right).

Reservation system login	
Reservation system login	

Still need help? Get in touch!

You will need to use your netid and password to access the system. Once into the reservation system you will see a screen that looks like this:

\leftrightarrow \rightarrow c	C 🔒 cbtf.engr.illinois.edu/sched/user/117964/home	0, 7	2
Summer	2020 My Schedule Courses Times		
	L Christian R Ray (crray@illinois.edu)		
	Unmade Exam Reservations 0		
	No exams available for reservations right now. Check back later.		
	Exam Reservations 0 Show past r	reservat	ions
	You can add or cancel a reservation up until 10 minutes after that session starts, pending availability. Adding or starting a session late do change the end time.	oes no	t
	Registrations 0	Add a c	lass
			Ι
	Strikes & Consequences 0 0		
	There are no consequences on your account. Keep up the good work!		

Click the blue "Add a class" button (circled in red above) click the radio button next to Proficiency Exams: for multiple courses (circled in blue to the right).

e),	Select a course to add:	e aoes not
	CriEM 1040: General Chemistry II <mark>(enrolled)</mark> Proficiency Exams: for multiple courses	Add a class
	Submit Cancel	

Once you are registered for the proficiency exam "course" you may schedule your proficiency exams.

The schedule for chemistry proficiency exams is as follows:

Chemistry 102 Proficiency Exam: Monday, August 17th: 9:00 am *or* 1:00 pm

Chemistry 104 Proficiency Exam: Wednesday, August 19th: 9:00 am *or* 1:00 pm

Find the exam you'd like to take in the "Unmade Exam Reservations" section of the reservation system. Click on the green "Make a Reservation" button and you'll be able to register for your exams (the reservation system will not be available until Thursday, August 13th).

What will the process be like?

The folks at the CBTF online have put together a good number of resources to help you prepare, so please go through the provided information:

https://cbtf.engr.illinois.edu/cbtf-online/instructions.html

You will want to take a CBTF orientation course (link to be provided when available)

What do I do if I have DRES accommodations?

Please email Carleen Sacris a copy of your DRES LOA *before* you schedule your exam: <u>sacris1@illinois.edu</u>