Placement Test
Rules of Operation

EMPLOYERS MUST CONTACT RANDY LARSON BEFORE HAVING APPLICANTS TAKE THIS TEST.

The placement test is finally on-line to make it convenient for employers. This allows the apprentice to be tested at a PRIVATE place in the office on a computer that is linked into the worldwide web. We hope the employers will not have someone helping the testing apprentice. It only hurts the apprentice for knowledge and a company from having a highly trained, skilled apprentice and eventually a journeyman line worker.

Instructions to take the test are as follows:

1. Go to the web. Type in: **http:bb.cvtc.edu**.
2. You have now come to the login page; click **Login** icon.
3. Username and password page appears. The username and password will be given by the instructor back to the company one week prior to when the test is administered. This lets the instructor set the date and time and allows Blackboard to open for the apprentice on the scheduled date and time of testing.
   A. **Type in username** – lowercase.
   B. **Type in password** – lowercase.
   C. Click on **Login**.
4. Click on: **Testing the Apprentice**.
5. Read announcements.
6. Go to: **A new quiz has been posted**.
7. Click on: **Click here**.
8. Answer the question: **Are you sure that you want to take this quiz now?**
9. If so, click: **OK**.
10. Take the test.
11. When done, click: **submit. _If you don't, it won't be saved and sent!!!_**
12. If you try to copy or print the test, you will lose all of the test and no grade will be given. There will be only **_ONE_** try. **_Once submitted, there is no second chance!!!_**
13. There is a three-hour limit with a one-minute warning of the end of a test.

Let's see how it works! Stay in touch and give feedback.

Thank you.

Randy Larson
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Apprenticeship Line Worker Instructor