WESTERN GOVERNORS UNIVERSITY
PRE-ASSESSMENT INSTRUCTIONS
Advanced Management and Marketing Concepts (PAAM)

You have been referred for the PAAM pre-assessment. This pre-assessment is designed to be taken over the Internet from your home or office. The purpose of this pre-assessment is to help you and your mentor design your studies in preparation for demonstrating competence through the Advanced Management and Marketing Concepts assessment (AMC1). After you complete this pre-assessment, the results will be sent to your mentor. Your mentor will contact you shortly thereafter to discuss the results.

This pre-assessment is a 26 item objective pre-assessment. You will have two hours to complete this pre-assessment. The questions are similar in style and context to those on the final assessment, which you will be taking in the future. There is no penalty for guessing, but you should consider the value of guessing when the results will be used to guide your academic planning.

It is recommended that you do not use outside resources (books, help from others, etc.) while you complete this pre-assessment. This will ensure that your evaluation is the best possible measure of your current competence. Please finish the pre-assessment in one sitting. If the online process is interrupted after you begin taking the pre-assessment, your final score can be adversely affected. Additionally, the system will close down if there is a period of inactivity of 30 minutes or more, potentially causing a loss of the work you have completed.

Instructions for taking this pre-assessment are as follows:

1. In either Netscape or Internet Explorer type in the following URL (address): http://ibt.prometric.com/wgu
2. Click on the link for “First-Time Registration”.
3. At the screen titled “Step 1: Select a test Provider or Program” click on the pull down menu and select “Western Governors University”.
4. Click on the “Continue” button.
5. Read the Privacy Notice for Users of Thomson Prometric Systems.
6. Click “I agree” to continue.
7. At the screen titled “First Time Registration-Step 2” enter the required information (username, password, first name, middle name, last name, etc.) as requested. You username and password can be anything you choose. You will use this username and password each time you take a pre-assessment on this server.
8. Note that the mandatory fields are indicated by the * symbol.
9. It is also required that you enter your WGU student number in the “Other Information” section at the bottom of the sign-in page. This is your WGU identification number assigned when you were admitted to the university. This is NOT your social security number. Your student number is required on all pre-assessment or projects in order to correctly identify your work for grading and enter your scores into your student records.
10. Click the “Submit” button. The next screen will be a welcome page indicating your name. Click on the “Continue” button.
11. On the Main Menu screen click on “Take Test”.
12. At the screen titled “Step 1: Select a Test Sponsor (or submit keycode)” enter the keycode for this pre-assessment in the box titled “Private Tests”. The keycode (case sensitive) is: ckb248tvn
13. You do not need to enter any information into the boxes titled “Public Tests” or “Eligibility Tests” before you proceed to the next step.
14. Click the “Submit” button.
15. At the screen titled “Step 3: Confirm Test Selection” the name of the pre-assessment will appear. Make sure you are taking the correct pre-assessment.
16. Click the “Take this Test!” button.
17. On this screen, you will view general information about this pre-assessment. You can now follow the links to take this pre-assessment.
18. Be advised that you should not use the browser buttons (Netscape or Internet Explorer) to advance from question to question. This can cause you to be closed out of the program. Use ONLY the buttons within the Prometric application.
19. While you are taking the pre-assessment, you have the option to view a recap of the questions you have answered by clicking the “Summarize” button on the top right side of the screen. You can also mark the questions you would like to review by clicking the “Mark Item for Review” button directly below the “Summarize” button.
20. When you have completed the pre-assessment, you will see a screen titled “End Test”. Click on the “End Test” button at the bottom of the screen.
21. A screen will appear titled “Feedback”. Particularly helpful will be comments regarding the content or structure of the test questions. This step is optional.
22. A screen will appear titled “Test Results”. You will see a notice that your test has been submitted for scoring. Click on “Click here to continue”.
23. A screen will appear which says “Thank you for choosing Prometric”. Click “Sign Out”.
24. You will be asked the question “Are you sure you wish to Sign Out and Exit?” Click “Yes” to exit the Prometric Prime on-line test driver.

Note: If for any reason you get locked out of the system, simply log back on at the web address above and you will be given the option under the Main Menu to click on “Resume Test”. You will then be able to continue the pre-assessment from the point where you stopped. You will not lose the work you have already completed.

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