



# Southeastern Oklahoma State University

## Off Site Placement Test Instructions

1. You will need a webcam.
2. Download Respondus lockdown browser using this link:  
<https://www.respondus.com/lockdown/download.php?id=764845408>
3. Open Respondus.
4. Log into Blackboard: Your username is your student email address (first initial + last name + the last two digits of your student ID followed by student.se.edu (jdoe81@student.se.edu). Your password is your eight digit birthdate (08171983). Please note, if you cannot log in using your eight digit birthdate, try first initial + last initial + 6 digit birthdate + ! (JD081783!)
5. Click on the course labeled Placement Testing.
6. Click on the name of the test you need to take. If you need to take more than one test you will need to finish the first one and close Respondus then do the steps over again.
7. The email you received from admissions will tell you what test(s) you need to take. If you do not have the email you will need to check your CampusConnect or talk to your advisor.

\*Calculators are not allowed on the math placement test. Please use a pencil and paper to work the math problems.

Note: Students who do not pass the assessment on the first attempt will have the opportunity to complete a no-cost online learning module and retake the test. Please contact the Learning Center at 580-745-2990 for more information.