

## Completing the Theory Placement Test Online - 2018

If you experience technical difficulties logging in 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/helpdesk/>

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

### Section One – Logging in to Write the Theory Placement Test

1. Go to <https://owl.uwo.ca/portal/site/e29df966-dec1-4689-a1a2-ae01710efdb2> and login with your Western User id and password
2. 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 acknowledgement letter sent to you from the University.

### Section Two – Completing the Theory Component

- After you login, you will see two tabs, a **My Workspace** tab and the **Music Theory Test 2018** tab. Click on the **Music Theory Test 2018** tab. At this point, you can choose to begin the test, or select a link to the website for music admissions information.
- When you select the test, the introduction page will appear; notice the following:
  - a. The maximum duration allowed for the test is 1 hour and 45 minutes. Few students will need that much time.
  - b. The questions are delivered one at a time but you can go back to an earlier question.
  - c. Only one attempt is allowed, so once you press **Submit for Grading** you can't return to the test.
- Click on **Begin Assessment** to start.
- 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 click **Save**.
- 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 click **Submit for Grading**.