

Completing the Theory Placement Test Online - 2020

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://wts.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:

https://wts.uwo.ca/identity/identities_and_access/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 2020** tab. Click on the **Music Theory Test 2020** 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 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**.

Troubleshooting

If the Theory Placement Test does not work, please select your browser and follow the steps below. **Please note: this test will not work on mobile devices including smartphones and tablets.**

Chrome

Chrome does not allow flash content by default, so you may need to manually allow it:

1. Navigate to <https://owl.uwo.ca>

2. Click the "**Lock**" icon that appears in the address bar
3. Click on **Site Settings**
4. Set **Flash** to **Allow**, then close the Site Settings tab
5. Refresh the webpage

Firefox

1. Go to <about:preferences#privacy>
2. Scroll to **Permissions**
3. Click **Exceptions...**
4. Under Address of website type <https://owl.uwo.ca>
5. Click save changes
6. Refresh the webpage

Safari

Safari has stopped supporting flash so it is recommended to use Firefox or Google Chrome, however you can try the steps below:

1. MacOS 10.10
 - a. Click **Safari** in the top left
 - b. Click the **Security** tab
 - c. Allow Plug-ins
 - d. Click **Plug-in Settings**
 - e. Select and enable **Adobe Flash Player**
 - f. Click the dropdown menu to the right of "When visiting other websites"
 - g. Set to **ON**
 - h. Change individual websites to **ON**
 - i. Click **Done** to save changes
2. MacOS 10.11+
 - a. Click **Safari** in the top left
 - b. Select **Websites**
 - c. Scroll down to **Plug-ins**
 - d. Check the checkbox beside Adobe Flash Player
 - e. Click the dropdown menu to the right of "When visiting other websites"
 - f. Set to **ON**
 - g. Change individual websites to **ON**

Internet Explorer

1. Click "Tools" (gear) icon in the top right corner
2. Click **Manage Add-ons**
3. Select **Toolbars and Extensions**
4. Search for **Shockwave Flash Object** in under **Adobe Systems Incorporated**
 - a. If unable to find it download it from Adobe
 - b. If able to find it but disabled click **Enable** at the bottom

Microsoft Edge

1. Access the OWL module
2. On the top click the "**Info**" (i) or "**Lock**" (padlock) icon
3. Click **allow Adobe Flash**
4. Refresh the webpage