Getting Started with the MLCC Skills Assessment & Application

Please review the following directions to familiarize yourself with the steps to complete the Skills Assessment & Application.

Overview of Steps:
1) Setup account to take Skills Assessment online
2) Complete Skills Assessment
3) View results of Skills Assessment
4) Submit program Application

To begin the Skills Assessment, you will need to create a new account for yourself.

Visit: http://opensource.kennesaw.edu/courses

1. Click on “Create new account” and fill out the form with your information. All fields are required.

2. An email will be immediately sent to the email address you supplied.
3. Open the email and click on the web link to confirm your account. (Email may go to Junk/Spam folder)
4. Your account will be confirmed and you will be logged in.
5. Under the **Course Categories** category, click on the **Skills Assessment** link

6. Click on the **MLCC Skills Assessment** link in the list of exams
7. Click on the **Enroll me** button.

8. Click on the **START the MLCC Skills Assessment** link to begin the assessment.

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**Topic 1**

**Skills Assessment**

*Basic Math, Language, Computer & Reading Comprehension (MLCC)*

**Areas Assessed:** Decimals, Percentages, Fractions, Addition, Subtraction, Multiplication, Division, Grammar, Sentence Structure, Word Meaning, Reading Comprehension, Windows, and Internet.

**How Long It Takes:** You may take this assessment at any time. The assessment must be completed in one sitting and within a 1 hour time frame.

**Skills Assessment Results:** You will receive your results upon completion of the assessment. Your scores are valid for 12 months.

**Disclaimer:** By creating an Account and applying to take the MLCC Skills Assessment, you are agreeing to represent yourself as whom you claim to be. Any discrepancies in the results of your assessment are found to be an Impersonation. It will be considered grounds for immediate dismissal from your program.

If you have any questions, please contact cpeassessment@tennessee.edu.
9. Click on the **Attempt quiz now** button, click the **Start Attempt** button to start a test attempt.

10. You may now begin the Skills Assessment. There are **4** pages of the Skills Assessment. Click the **Next** button to answer questions on each page. Submit your answers by clicking the **Submit all and finish** button.

11. After submitting your answers, press the **Back to the course** button.
12. To view your results and submit the Application, click on the View Results & Submit Application link.

13. Your Skills Assessment results and recommendations will appear at the top of the page. You may fill out and click the Submit Application button at the bottom of the page to complete the process.

Thank you for completing the MLCC Skills Assessment & Application process!