Within this course, in addition to the module content and assignments, you must take the ETS Major Field Test (MFT) in Business. In order to help you prepare for this test, you are required to complete the CBK-Pre-test, CBK Quizzes, and CBK Post-test prior to taking the ETS Major Field Test (MFT). You may access the CBK-Review materials at any time; you do not need to wait until the appropriate module to move ahead. The CBK-Post-test will assist in evaluating your readiness for the MFT. The MFT is administered outside this course by Educational Testing Services (ETS) and must be completed by the conclusion of Module 7.

The ETS MFT in Business is a comprehensive undergraduate outcomes assessment designed to measure the basic knowledge and understanding you have achieved in your business field of study. The review materials are designed to refresh your memory about subjects you may have studied in courses some time ago.

The School of Business at Saint Leo University uses this MFT as a means to compare our graduates with national comparative data. The MFT will help us evaluate your ability to analyze and solve problems, understand relationships, and interpret material from your major field of study. It will also help us to determine areas that may need to be strengthened within the SLU curriculum.

Please remember that you must take the ETS Major Field Test in Business in order to complete the course.

See your course syllabus for a schedule of CBK- and MFT-related assignments.

**Technical Requirements**

In order to access the ETS Major Field Test student interface, your computer must meet the following requirements:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating System</td>
<td>Windows XP or later; Mac OS X 10.4.11 or later</td>
</tr>
<tr>
<td>Internet Browser</td>
<td>Internet Explorer 7.0 or greater; Safari 5.0</td>
</tr>
<tr>
<td>Internet Connection</td>
<td>128K or greater</td>
</tr>
<tr>
<td>Screen Resolution</td>
<td>1024 x 768</td>
</tr>
</tbody>
</table>

**Proctors**

The ETS MFT in Business must be proctored. Proctor guidelines are as follows:

- Must be at least 18 years of age
- Must not be related to you in any way
- Must not be someone you report to in a professional capacity
- Must not be someone who reports to you in a professional capacity
- Must not be a current student of Saint Leo University
- Must be someone who agrees to provide the information requested on the [Proctor Agreement Form](#) and must administer the test in accordance with the University Honor Code

You may begin submitting the Proctor Agreement at any time, but the Agreement must be turned in by the end of Module 3. Following the conclusion of Module 3, an email containing the necessary login information to access your MFT will be sent to your proctor.
**Completing the ETS MFT in Business**

**ETS Exam Information**
The National ETS MFT in Business (measuring all the CBK areas) must be taken online after you complete all the CBK-Review materials, CBK Pre-Test, CBK quizzes, and CBK Post-Test. You must have a proctor present during the ETS MFT in Business.

The total points that you will receive in this course for reviewing all the CBK material and taking the ETS MFT in Business may be found under Methods of Assessment in the course syllabus. All students must take all the CBK Quizzes, CBK-Pre-test, CBK- Post-test, and the ETS MFT in Business in order to pass this course.

**ETS Major Field Test in Business (Up to 16%)**
ETS Major Field Test in Business is a standardized test with a maximum score of 200. Based on the actual score, you will be awarded the following percentage grade for computing the final grade in this course:

- 157 - 200 = 16%
- 150 – 156 = 10%
- 142 – 149 = 7%
- 120 – 141 = 5%

**Questions**
Should you have questions regarding the CBK-Review materials, CBK Pre-Test, CBK quizzes, and CBK Post-Test, or the MFT, please contact your advisor or Anthony Cicanese, Program Analyst of the School of Business, at anthony.cicanese@saintleo.edu or (352) 588-8526. (If contacting via email, please mark the subject "CBK Review Materials.")