Within this course, in addition to the module content and assignments, you will take the ETS Major Field Test (MFT) in Business. In order to help you prepare for this test, you will complete a practice pre-test during Module 1. Between the beginning of Module 2 and the time you take the MFT, you will need to complete the review materials and practice quizzes. These materials begin in Module 2 and continue in the modules that follow. You may also access the materials at any time; you do not need to wait until the appropriate module to move ahead. The practice 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. While the review materials and practice tests have been distributed throughout the course, you can take the MFT any time after completing the review materials that is most convenient for you and your proctor.

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>Operating System</th>
<th>Windows XP or later; Mac OS X 10.4.11 or later</th>
</tr>
</thead>
<tbody>
<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 **must** have the Agreement turned in by the end of Module 3. The Proctor Agreement Form must be faxed or emailed to:

Saint Leo University  
ATTN: Meghan Mathias  
(813) 221-6390  
meghan.mathias@saintleo.edu

Following the conclusion of Module 3, an email containing the necessary login information to access your MFT will be sent to your proctor.

As a courtesy, some Continuing Education Centers offer proctor services for specific times only during regular office hours, as they are able. If you cannot adhere to the times offered, you must arrange your own proctor.

**Completing the ETS MFT in Business**

You may take the ETS MFT in Business at any time during Modules 4 through 7. **Remember, this is a requirement for degree completion.**

Your completion of the review materials and practice tests are worth 5% of your grade in the course. A maximum of 10% of the final grade is based on your performance on the ETS MFT in Business as explained below.

**Completion of all CBK review materials, quizzes, and tests (5%)**
Students are required to complete all CBK review material, quizzes, and tests to earn 5% of the final grade in the course; otherwise, you will be awarded a grade of zero for this component.

**ETS Major Field Test in Business (10%)**
ETS Major Field Test in Business is a standardized test with a maximum score of 200. Based on your actual score, you will be awarded the following for computing the final grade in the course:

- 180 – 200 = 10%
- 160 – 179 = 8%
- 140 – 159 = 5%
- 130 – 139 = 2%
- 120 – 129 = 0%
It is your responsibility to contact Meghan Mathias (meghan.mathias@saintleo.edu) in the Distance Learning program prior to the beginning of Module 7 (via email only) regarding any issue you may have concerning the MFT.

Questions

Should you have questions regarding the review materials, practice tests, or the MFT, please contact Meghan Mathias (meghan.mathias@saintleo.edu) in the Distance Learning program, 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.")