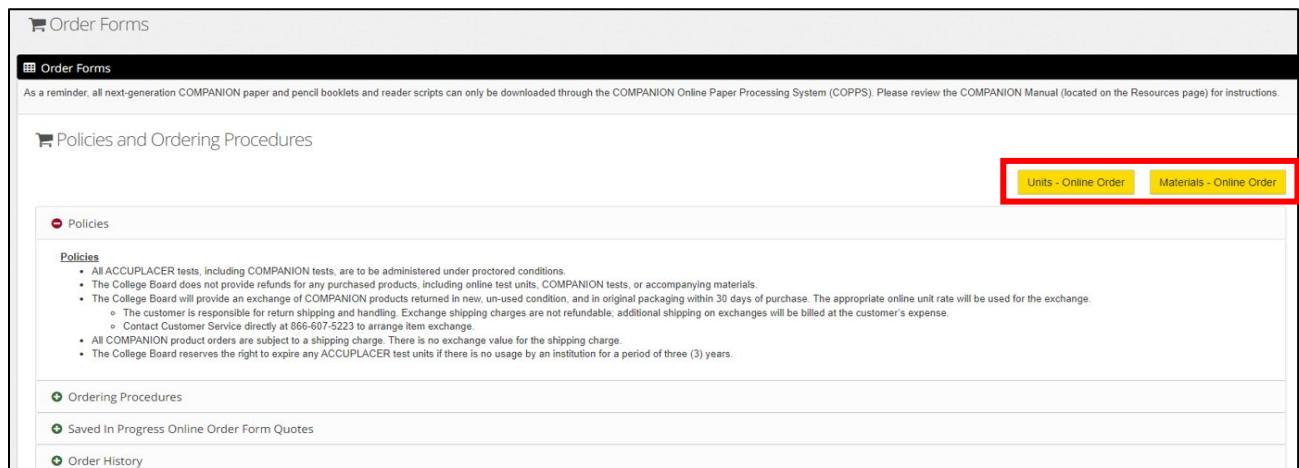


ACCUPLACER November 2024 Release—Ordering Update

On November 18, 2024, users will be able to add units to their account **immediately upon successful online order submission**. From the Ordering menu option within the ACCUPLACER® platform, Institution Administrators, Site Managers, or the newly created **Purchaser** role must choose between ordering Units or Materials.

The Purchaser role, limited to ACCUPLACER Ordering related activities, can be assigned to an individual who assists with office administrative tasks, but not necessarily involved in the maintenance of an ACCUPLACER site or the proctoring of ACCUPLACER tests. The Purchaser role is capable of adding units at the institution or site level and is exempt from the ACCUPLACER Certificate of Test Administration (ACTA).



Order Forms

As a reminder, all next-generation COMPANION paper and pencil booklets and reader scripts can only be downloaded through the COMPANION Online Paper Processing System (COPPS). Please review the COMPANION Manual (located on the Resources page) for instructions.

Policies and Ordering Procedures

Units - Online Order **Materials - Online Order**

Policies

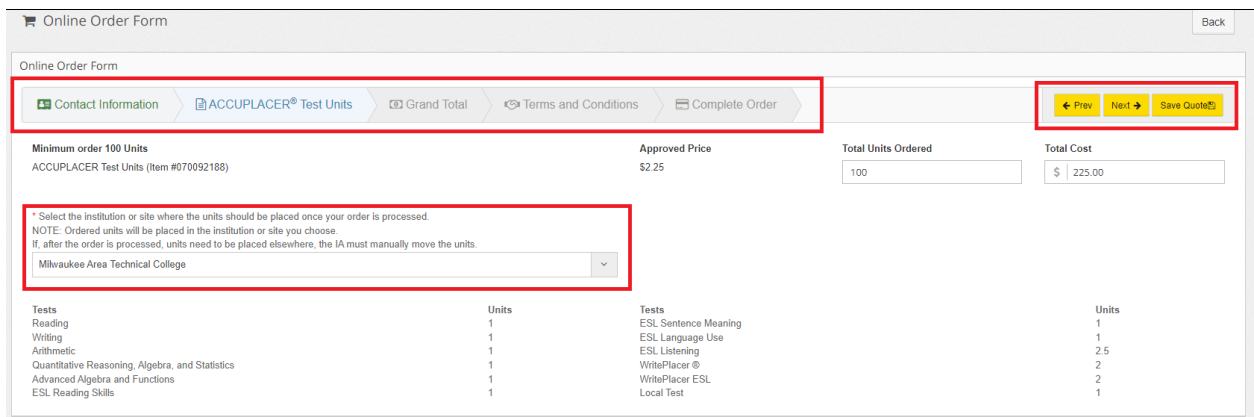
- All ACCUPLACER tests, including COMPANION tests, are to be administered under proctored conditions.
- The College Board does not provide refunds for any purchased products, including online test units, COMPANION tests, or accompanying materials.
- The College Board will provide an exchange of COMPANION products returned in new, un-used condition, and in original packaging within 30 days of purchase. The appropriate online unit rate will be used for the exchange.
 - The customer is responsible for return shipping and handling. Exchange shipping charges are not refundable; additional shipping on exchanges will be billed at the customer's expense.
 - Contact Customer Service directly at 866-607-5223 to arrange item exchange.
- All COMPANION product orders are subject to a shipping charge. There is no exchange value for the shipping charge.
- The College Board reserves the right to expire any ACCUPLACER test units if there is no usage by an institution for a period of three (3) years.

Ordering Procedures

Saved In Progress Online Order Form Quotes

Order History

Once the desired option is selected, the platform will guide you through the purchasing process. Users will still be able to create a price quote via the Save Quote option. Within the Units tab, users must identify the institution or site where the units are to be allocated. Site Managers will only be able to allocate units to their site.



Online Order Form

Online Order Form

Contact Information **ACCUPLACER® Test Units** **Grand Total** **Terms and Conditions** **Complete Order**

Minimum order 100 Units

ACCUPLACER Test Units (Item #070092188)

Approved Price

\$2.25

Total Units Ordered

100

Total Cost

\$ 225.00

* Select the institution or site where the units should be placed once your order is processed.
NOTE: Ordered units will be placed in the institution or site you choose.
If, after the order is processed, units need to be placed elsewhere, the IA must manually move the units.

Milwaukee Area Technical College

Tests	Units	Tests	Units
Reading	1	ESL Sentence Meaning	1
Writing	1	ESL Language Use	1
Arithmetic	1	ESL Listening	2.5
Quantitative Reasoning, Algebra, and Statistics	1	WritePlacer®	2
Advanced Algebra and Functions	1	WritePlacer ESL	2
ESL Reading Skills	1	Local Test	1

On the Complete Order tab, users will select whether they will pay by credit card or by purchase order. When paying by purchase order, it is imperative that the Billing Email Address be accurate so the proper individual will receive the invoice.

Online Order Form

Online Order Form

Contact Information ACCUPLACER® Test Units Grand Total Terms and Conditions **Complete Order**

← Prev Submit → Save Quote

* Select the Payment Mode (choose one):

☒ Pay by Credit Card ☐ Upload Signed Purchase Order

Method of Payment and Invoicing

* Enter Purchase Order Number:

Upload Signed Purchase Order (PDF Only)

Drop file here to upload and click Import button to complete the ordering process (or Click here to choose the file and click Import button to complete the ordering process)

Signed PO file is required for Online Order
After uploading your signed purchase order, you must click Import to complete the ordering process.

Cancel Import

* Electronic billing invoices will be emailed to the billing email address specified. A signed Purchase Order must accompany signed order form.
* Do not email your credit card information.
* Please check that the billing address you enter matches the credit card you intend to use.

Billing Information*

☐ Use Shipping Address

* Institution
Testing

* First Name Steve * Last Name Tester

Job Title

* Billing Email Address (to be used when sending/receiving invoices)
Testing_PO_Purchase@email.com

* Address
123 Main St

* City Milwaukee * State Wisconsin * Zip 53233

When paying by credit card, users will be taken to a secure page for payment.

ACCUPLACER

Pay with credit or debit card

Card Number

VISA MasterCard American Express Discover

Expiration Date mm/yy

CSC

What is this?

Billing Address

First name Steve

Last name Tester

Country United States of America

Billing address 123 Main St
If your billing address is a PO Box, please enter the number first. Example: PO Box 123 would be entered as 123 PO Box.

City Milwaukee

State Wisconsin

ZIP 53233

Phone Number +1314552247

Email Address Testing_PO_Purchase@email.com

Pay Now

By paying with my card, I agree to the [PayPal Privacy Statement](#).

Order summary

Total (USD): 225.00

Secure payments by PayPal

Upon successful order completion, units will immediately be added **to the location selected on the Units tab**. An entry will appear in the Order History section of the Ordering screen where it can be downloaded for printing purposes when desired. Additionally, upon a successful transaction, users will receive an email with a copy of the completed order form.

✓ Your payment was successful and is reflected in your order history. Your units are now available for use.

Order Forms

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Policies and Ordering Procedures

Units - Online Order | Materials - Online Order

Order History

Order Id	Order Type	Order Date	Payment Mode	Status	Action
1040	Units Only	Sep 19, 2024 7:10:35 PM	Credit Card	Success	

If the transaction can't be completed, users will be taken to the Order History screen with an error message noted at the top of the screen and a Failed status. They can retry the transaction from there which will take them back to the Complete Order tab.

Order History

Order Id	Order Type	Payment Mode	Order Date	Status	Action
3989	Units Only	Credit Card	Oct 14, 2024 4:37:42 PM	Failed	

The system works the same way when opting to purchase Materials, guiding you through to the Complete Order tab.

Online Order Form

Contact Information | COMPANION™ Regular Print | COMPANION™ Large Print | COMPANION™ Braille (EBAE) | COMPANION™ Braille (UEB)

COMPANION™ Compact Disc | COMPANION™ Answer Sheets | Grand Total | Terms and Conditions | Complete Order | Prev | Next | Save Quote

Materials orders received via the online process will continue to be routed to and fulfilled by the College Board ordering department (accuplacerorder@collegeboard.org). Invoices for materials purchases will be sent to the Billing Email Address as identified during the online process.