ACCUPLACER
Proctor Quick Reference Guide

Proctor Quick Reference Guide Purpose and Scope

This document is meant to be a quick reference for the most common computer-based Proctoring situations and questions. The document is not the sole source of ACCUPLACER® Proctor information and does not cover every scenario a Proctor will encounter.

Complete resources can be found after logging into the ACUCPLACER platform and clicking on *Resources.*

Additionally, the ACCUPLACER Support team's information is found at the footer of every ACCUPLACER web page or by visiting https://support.accuplacer.org.

866-607-5223	Live Chat	Submit Ticket

ACCUPLACER Technical Support Hours: **Mon-Fri: 7:00 a.m. – 9:00 p.m. (EST) and Sat: 8:00 a.m. – 5:00 p.m. (EST)**

Proctor Rules and Guidelines

The ACCUPLACER License Agreement requires that all ACCUPLACER tests be administered in the presence of an authorized Proctor or Proctor Reporter in a secure testing environment for the duration of the test session. A Proctor should ONLY use their assigned login credentials when administering ACCUPLACER tests. When referring to Proctors and Proctor Reporters in this document, the word Proctor will be used interchangeably for both the Proctor and Proctor Reporter roles.

A Proctor will receive a Username in a no-reply email from the ACCUPLACER platform after user credentials have been created by the Institutional Administrator (IA) or Site Manager (SM). Proctors are eligible to Proctor a test after being trained by the IA and successfully passing the **ACCUPLACER Certificate of Test Administration (ACTA)**. These credentials are valid for one year and need to be renewed by passing the ACTA on an annual basis. IAs and SMs must select Proctors who are trained in the administration of standardized tests, which includes how to safely secure all testing materials.

Proctor Responsibilities

Proctors must engage in active Proctoring behavior; for example, circulating the testing room throughout the testing session to ensure that test takers are working on the correct test and not engaging in any aberrant behavior such as cheating.

Proctor responsibilities vary and include the following:
- Quietly circulate the area during active testing, always remaining engaged.
- Be mindful of the recommended 15 to 20:1 student/Proctor ratio.
- Enable the "Save and Finish Later"* feature when test takers leave the test for any reason. *Not available for the WritePlacer tests
- Verify the identity of every test taker before the administration of a test. Collecting and/or storing test takers' unauthorized items (e.g., cellphones, smartwatches, dictionaries) in a secure area that is not near the test taker during the test administration. Test takers can't place these items under their desks/chairs, and the items can't be within arm's reach.
- Support the IA/SM with securing all ACCUPLACER test materials.
- Assist test takers with testing equipment during testing.
- Provide test takers with scratch paper and pencils as well as collecting and securely destroying all scratch paper once testing is completed; students are not permitted to use their own scratch paper.
- Print and distribute Individual Score Reports (ISRs) after testing (if applicable).
- Administer exams to test takers with disabilities based on the institution's process for approved accommodation(s).

ACCUPLACER Test Administration

There are four ways to begin an ACCUPLACER test administration: 1) Standard Test Administration 2) Start Test with standard/Print Voucher 3) Start a Remote Voucher for a Remote Network Test

Administration and 4) Fast Track (designed to expedite the testing process, allowing the Proctor to begin testing without having to log in to all the computers on the day of testing).

This document will cover the most common ways to administer tests, focusing on *Standard Test Administration and Starting a Standard Test with a Voucher (print and Remote Network)*. Details on additional test administration options can be found after logging into the ACCUPLACER platform and navigating to Resources.

Steps to Administer an ACCUPLACER Test

Standard Test Administration

Standard test administration (testing without a voucher) is typically used when proctoring a small number of students. This allows the Proctor quality 1:1 time before the test to verify identity, establish rapport, and tailor messaging to each student and testing situation.

Standard Test Administration Proctoring Instructions

1. Navigate to the ACCUPLACER platform (www.accuplacer.org).

2. Enter Proctor Credentials to log in to your test site - Username and Password.

3. Click Administer Test Tab from left side navigation panel.

4. Click Administer New Test Session.

5. Choose Branching Profile (test session to be administered to student) from drop-down menu.

6. Click Administer Test.

7. Student reads student privacy policy and clicks Accept.

8. Student reads Student Instructions (customized by school- optional) students click on Close.

9. Student enters their ID number, confirms ID number, last name, and date of birth, complete demographic info page, student clicks on Start Test.

Steps and Suggested Script to Administer ACCUPLACER Test Administration with a Voucher

Test administration with a voucher is typically used when proctoring a larger number of students at one time. Using vouchers allows the Proctor to ensure students hear the same message and are administered the correct branching profiles for testing.

After distributing vouchers to all students and they are seated, put them at ease by introducing yourself and the purpose of the assessment. Read aloud to the students the below directions in gray. All other instructions are for the Proctor and should not be read aloud.

IMPORTANT: If a student's voucher does not work, for any reason, disregard the voucher and administer the test using the Standard Test Administration as outlined above.

Voucher Test Administration Suggested Script
(Read the gray highlighted sections aloud to test takers.)

You are about to take ACCUPLACER. ACCUPLACER is a tool used by schools/organizations to gauge student readiness for required coursework and identify areas where students may need additional support to succeed.

During the test administration, you are not permitted to have anything on your workstation except scratch paper and pencil provided by the Proctor. All cell phones must be turned off and stowed. Smart watches, dictionaries, calculators, and any other electronic or paper-based testing aids are not permitted. If you have brought any such items with you, please hand them to the Proctor now.

*Read this section "if a math assessment is included" in the branching profile being given.

*You are not allowed to use a handheld or system calculator on this assessment. Some of the math questions within ACCUPLACER allow calculators. If a calculator icon appears for the question (in the upper right of the screen) you may use the calculator that appears when clicking the icon to help you answer the question. You may use the scratch paper provided for any of the questions. Please raise your hand if you need extra paper or have questions. Please go to accuplacer.org and click on *Use Voucher*.

- Pause and allow students time to get to the appropriate screen. See below for images of accuplacer.org and the Voucher Screen that appears after clicking "Use Voucher."
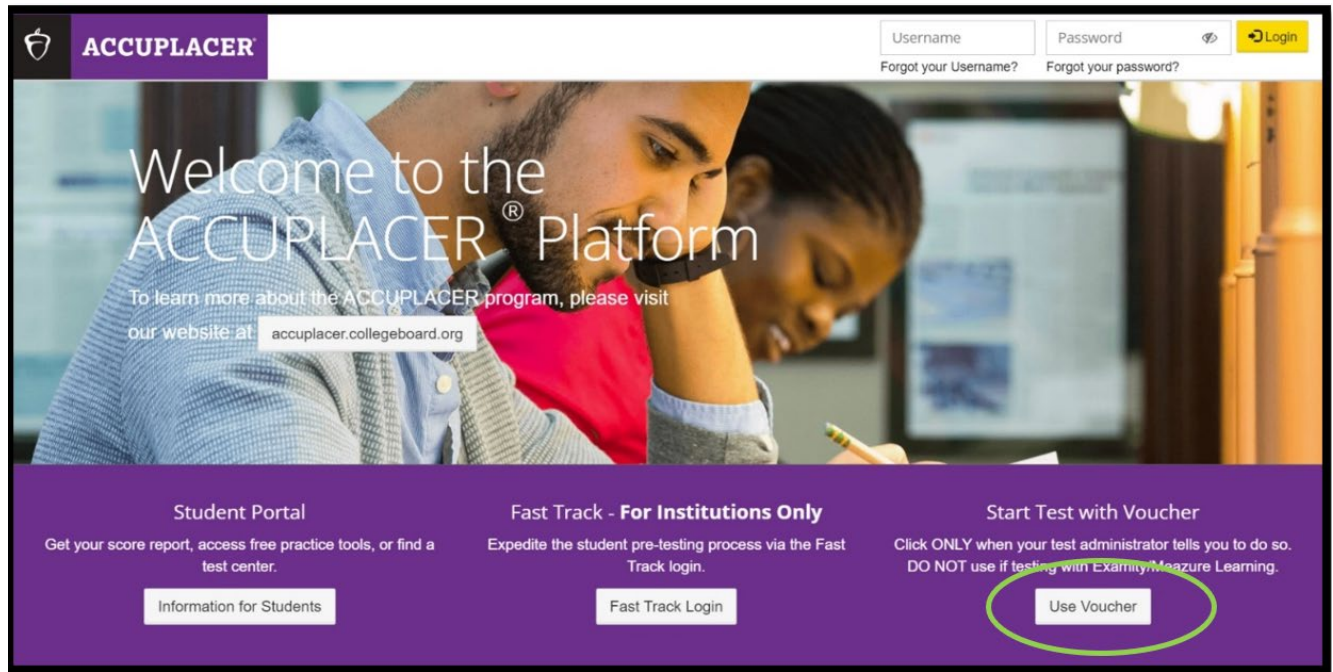

- Kindly instruct the students how you would like to be notified when they complete their test session (i.e.: raise their hand, stand, and bring their scratch paper to you, etc.).

A test voucher is required to launch ACCUPLACER from this page. With the test voucher you were provided, please enter the information exactly as it appears on the voucher. You will also be required to enter your birth date to validate your identity. After you have entered your information, click on *Submit* and WAIT until your test is displayed on your screen.

- A Stop Sign will appear instructing you to WAIT. Do not click on anything.

Please be patient, it may take up to one minute for your test to begin.
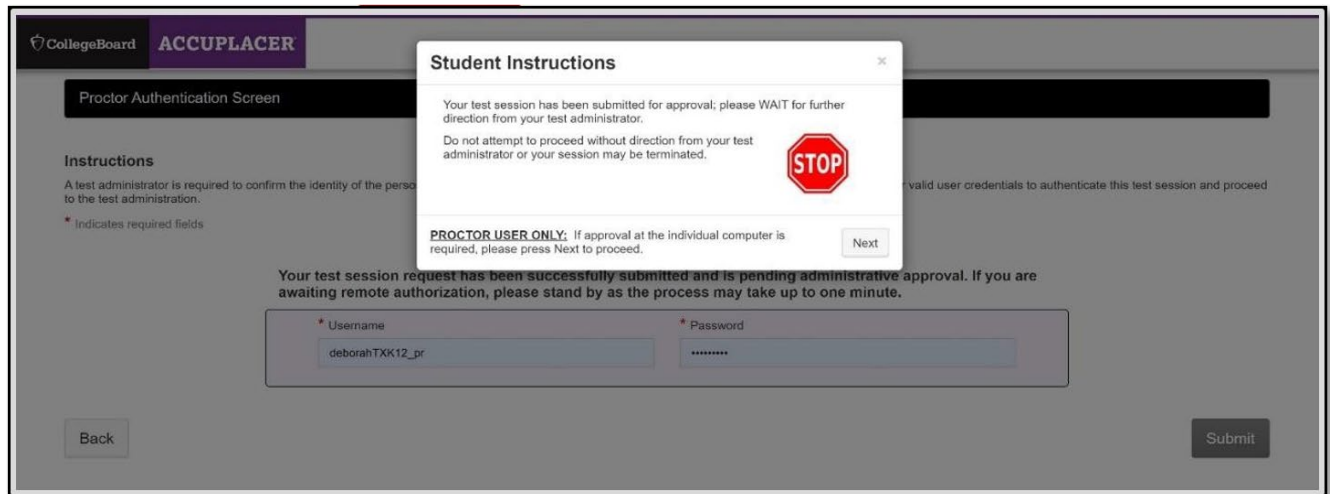
To Authorize Student Vouchers:

1. Navigate to the ACCUPLACER platform (www.accuplacer.org).

2. Enter Proctor Credentials to log in to your test site - Username and Password.

3. Navigate to the Dashboard Menu.

4. Scroll down to **Today's Sessions**.

5. Click **Awaiting Approval** tab.

6. Click **Multi-Action** from the drop-down menu.

7. Ensure that the **Select All** box is checked.

8. Then click **Approve Request**.

9. Refresh the screen by clicking the arrows next to **Test Center Management**.

10. Repeat this process until all students have been approved.

- Once approved, the Stop Sign will disappear from the student's workstation and the Student Privacy Policy will appear--image below.
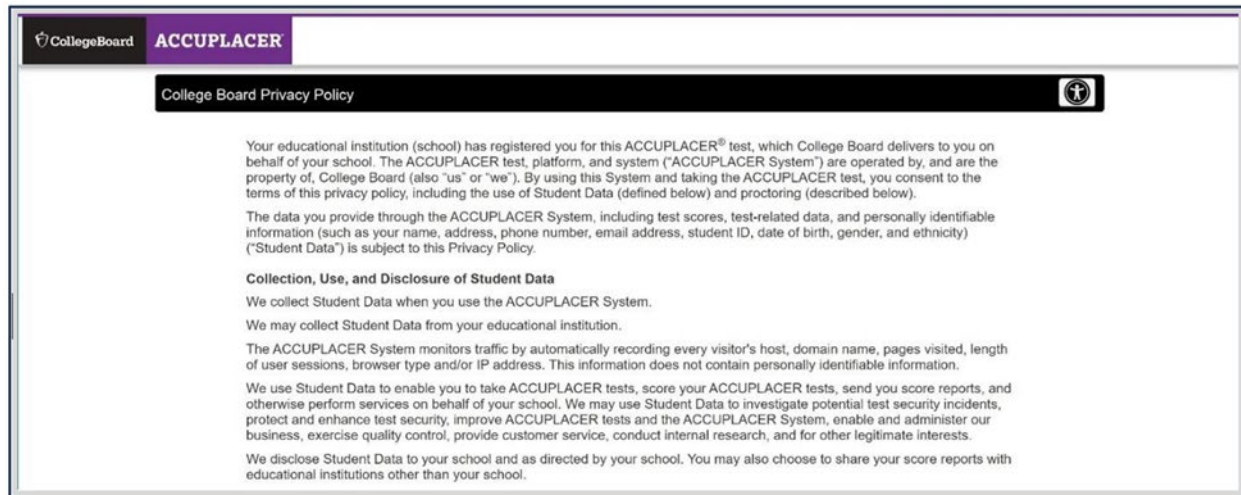
- At the end of testing, collect all scratch paper.
  - All scratch paper must be destroyed by a secure method (shreading is the preferred method).

Commonly Performed Proctor Actions within ACCUPLACER

Steps to Resume a Test

These steps are used after Save and Finish Later has been instituted or a student has locked the test by conducting an unauthorized action on the computer.

1. Navigate to the ACCUPLACER platform (www.accuplacer.org).

2. Enter Proctor Credentials to log in to your test site - Username and Password.

3. Click on the Administer Test Tab from left side navigation panel.

4. Click on Manage Test Session.

5. Choose the Date Range and status ALL. (You do not have to enter in students name.)

6. Click Search. (A list of students will appear.)

7. Click on Resume next to student's name.

Steps to Re-Open a Force Closed Test

PART ONE: Find Student Record

1. Navigate to the ACCUPLACER platform (www.accuplacer.org).

2. Enter Proctor Credentials to log in to your test site - **Username and Password.**

3. Click on the **Administer Test** Tab from the left navigation panel.

4. Click on **Manage Test Session.**

5. Change the **Date Range field to the last 30 days (**it isn't necessary to enter the student's name).

6. Change the status field to **Force Closed.**

7. Click **Search.**

PART TWO: After the Student Record Is Located

1. Click next to their name.

2. Click **Re-Open** (right side of the screen).

3. Change status back to **Open.**

4. Leave date range at Last 30 days.

5. Re-search for student. (A list of students will appear.)

6. Click on **Resume*** next to the student's name.

*The test will remain open until midnight of that day.

ACCUPLACER Remote Network Test Administration

The Remote Testing Network was established in response to schools' need for a collaborative network to assist students. While ACCUPLACER doesn't mandate an institution's participation in the network, it strongly recommends it. Registering as a remote site is free of charge for your institution, and the decision to accept testers who are not enrolled at your institution is entirely up to you. ACCUPLACER offers the remote Proctor list/option as a service to our partner schools. When you Proctor a test for a student from another school, both you and the student will receive the voucher number via email.

Steps to Proctor an ACCUPLACER Remote Network Test Administration

1. Navigate to the ACCUPLACER platform (www.accuplacer.org).

2. Select Use Voucher.

3. On the Administer Test - Voucher Screen the student will enter their voucher code, last name, and DOB.

4. On the student's computer, select the Proctor Use Only "Next" button at the bottom of the student instructions pop-up and enter your Proctor Username and Password. As a Remote Network Proctor, you still use the same Proctor users' credentials created/assigned to you by your institution to proctor any ACCUPLACER test administration. After submitting your credentials on the student's computer, the branching profile containing the test(s) to be administered by the other institution will appear for the student.

5. If a student gets locked out during testing, use your username and password to reopen the test for the student.

NOTE: When a student tests at a remote testing site using a voucher and completes the assigned Branching Profile, an email will be sent to the person who originally created the voucher. The email will notify them that a voucher they created has been used and test results are available for the completed test(s).

Glossary of Common ACCUPLACER Terms

Credentials: Your Username and Password used to login to the ACCUPLACER Platform.

Dashboard Menu: As a Proctor this is where you will find Test Center Management. The Test Center Management section opens, displaying the current day (Today Only) testing activity at your assigned site.

Force Closed: When a test session remains open for more than 14 days and is automatically closed by the ACCUPLACER Platform.

Password: A secret string of characters created by you when setting up your ACCUPLACER user account. It is used along with your username to log in to the ACCUPLACER Platform. The password is required to be reset every six months.

Save and Finish Later: A test session can be interrupted by using the Save and Finish Later feature found by clicking on the test taker profile drop-down menu. The Save and Finish Later menu option becomes available after the test begins.
*Save and Finish Later is not an available option during the test administration of WritePlacer or WritePlacer ESL tests.
*A Save and Finish Later interrupted test session becomes an Open Test Session.

Scratch Paper: Often used by testers, scratch paper is blank paper for jotting down math equations, drafts, or sketches. Proctor-provided scratch paper and pen/pencil are the only items allowed to a tester.

Username: Assigned by the person who created your ACCUPLACER user account. It is used to log in to the ACCUPLACER platform. The username will expire and must be extended every twelve months.

Voucher:

- **Standard/Print Voucher**: Used for testing individuals who attend or will attend your institution at your institution's testing center.

- **Remote Network or Virtual Voucher**: Allows a test taker to test remotely (e.g., at home) using an approved ACCUPLACER virtual vendor (i.e., remote Proctoring vendor).