# Quick Start Guide

The *Quick Start Guide* will familiarize you with the steps to take to implement ACCUPLACER® at your institution. We recommend that you follow the steps listed in order to get the most comprehensive look at ACCUPLACER.

Many steps reference additional resources to help you explore the topic further. All materials referenced can be found within the **Resources** menu of the ACCUPLACER platform.

Step 1: Log in to the Platform

You will receive a registration confirmation email that includes your username and an account authentication link. The link will direct you to a series of screens that will validate your login credentials.

Once you complete the validation, go to **accuplacer.org**, enter your username and password, and click on the **Login** button.
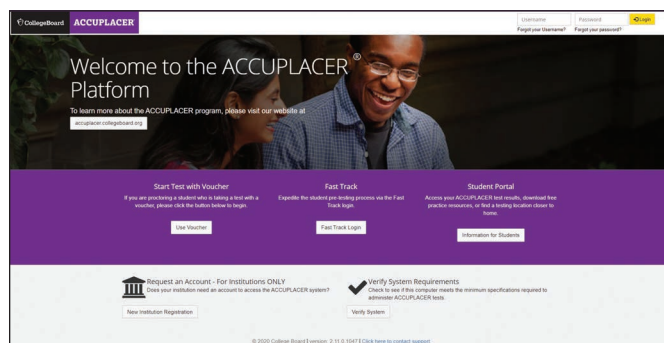

Step 2: Take the ACTA Test

College Board recognizes the importance of Testing Personnel and is committed to boosting this importance within the profession by requiring all testing personnel to be certified. Before you can gain full access to the ACCUPLACER system you must successfully complete the **ACCUPLACER Certificate of Administration (ACTA)** test. Any user with an Institutional Administrator, Site Manager, Proctor Reporter, and/or Proctor, credentials must take the ACTA test. Access to the ACTA assessments is through your ACCUPLACER account.

ACTA certification cascades to all other accounts at the same user level within an institution. For example, if a user has multiple proctor accounts for different sites, and they pass the test, all proctor accounts for the user are certified as well.

The ACTA test is open book and training materials are available from the **Resources** menu.
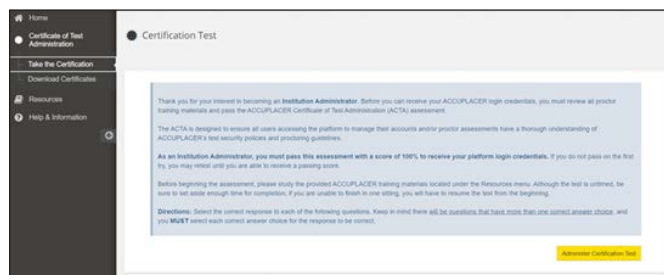
Step 3: Create Sites

A **Site** is a location created under your institution account that allows you to administer tests. These "testing" sites help protect student privacy by permitting only authorized users access to data stored within a particular site. Sites are identified by a unique nine-digit code and can be tailored to meet the specific needs of your campus.

For example, sites can be created to identify a particular campus location, such as the North campus or East campus; identify a specific program (e.g., specific placement testing, summer boot camp); or identify dual-enrollment high schools.

Follow the steps below to create your site(s):

1. Select the **Users** menu option.

2. Expand the **Manage Profiles** menu and click **Site Profile**.

3. Click **Add** to create a test site.

4. Enter the name of your new test site, and complete all fields marked with an asterisk.

5. Click **Save**.

Step 4: Purchase Test Units

ACCUPLACER tests are administered using **Test Units**. You will need to purchase or transfer test units to a Test Site before testing can occur. Purchased units will be loaded to the institution or site identified on the order form. The Institution Administrator (IA) can then transfer units to test sites as needed. Refer to the ACCUPLACER Online Order Form under the Test Units tab, to confirm pricing and unit requirements before test day.

You can allocate units to testing sites by following these steps:

1. Log in with IA credentials, and then select the **Users** menu option.

2. After the Users menu expands, click **Transfer Test Units**.

3. Select your "transfer from" and "transfer to" test sites from the pull-down menus.

4. Enter the number of units to transfer.

5. Click **Transfer** to complete your transfer.

Step 5: Creating Users

Access to various ACCUPLACER features is role based, so once testing sites have been created, users to each site will need to be assigned. User roles are determined by the Institution Administrator (IA), and include Site Manager (SM), Proctor, Proctor Reporter, and other Reporters.

Follow the steps below to create your users:

1. Log in with your IA credentials, and select the **Users** menu option.

2. After the Users menu expands, click **Manage Profiles**.

3. Once this menu expands, click **User Profiles**.

4. Click **Add**.

5. Complete the required information, including the site(s) and any additional roles the user will access, and click **Save**.

6. Repeat these steps to create additional users as needed.

Note: Users can only be granted access in no more than one-year increments. For security, users will be prompted to change their password every 90 days. To maintain test security and accurate records, passwords should be changed, and users reviewed on a quarterly/semester basis. Refer to the *User Roles and Permissions* guide for additional information.

Step 6: Create Branching Profiles

As an Institution Administrator or Site Manager, you will need to create **Branching Profiles**. Branching Profiles determine which tests and background questions will be administered, what tools will be made available to students during testing, and the format of the student's score report. There are multiple parts to a Branching Profile: Test Settings, Background Question Groups, and WritePlacer® Test Settings. It is recommended that these be configured before creating a Branching Profile.

Follow the steps below to create Branching Profiles:

1. Log in as an Institution Administrator or Site Manager.
2. Select the **Test Setup** menu option.

Test Settings determine the format for a student's Individual Score Report (ISR) and what tools will be made available to students during testing.

Background Questions are questions used to collect student information and/or determine which test a student will take.

WritePlacer Settings determine which WritePlacer prompt is administered.

Note: For more information about creating branching profiles, background questions, and WritePlacer settings, review the **ACCUPLACER User's Guide**.

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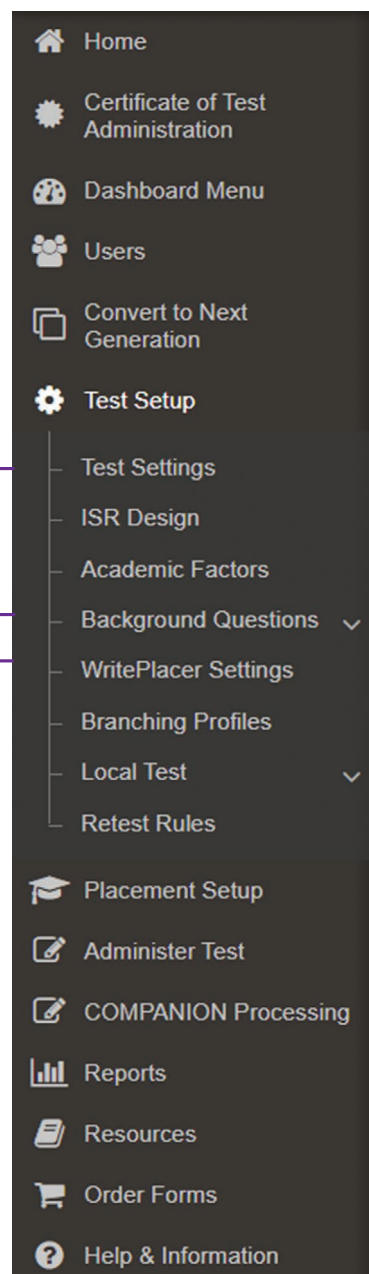
Step 7: Create Placement Rules

Placement Rules are based on course placement scores that have been established by your institution and are created by the Institution Administrator and/or the Site Manager. Placement Rules report a student's course placement on the Individual Score Report (ISR).

Before you begin to create your placement rules, you must create all Course Groups, Majors, User Defined Fields, and Composite Scores that will be used in the Placement rules.

Follow the steps below to input your Placement Rules:
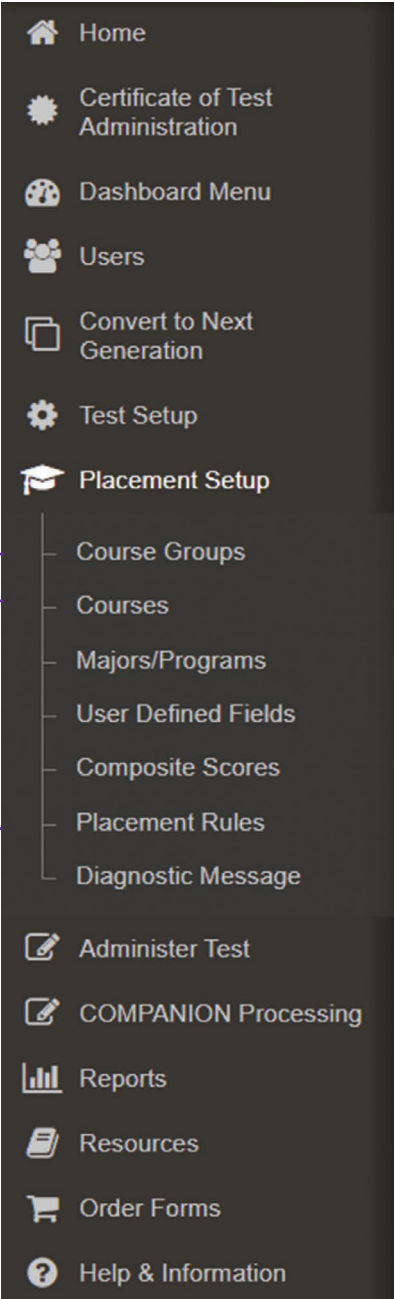
1. Log in as an **Institution Administrator** or **Site Manager**.

2. Select **Placement Setup**.

Course Groups allow you to categorize courses into like disciplines for reporting.

Courses are an inventory of all courses you plan to use in your placement rules. Course names appear on the ISR.

Placement Rules can be created after you create your course group(s), course(s), and majors/programs to generate course placements for student ISRs.

Note: Placement rules created using Site Manager login credentials are only visible in that particular site. For more information about creating Placement Rules and Permission Levels, review the *ACCUPLACER User's Guide.*

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Step 8: Administer Tests

After you complete steps 1–7, you're ready to administer tests. **Institution Administrators and Site Managers cannot administer tests.**

1. Log in as a **Proctor or Proctor-Reporter** and select the **Administer Test** menu option.

2. After the Administer Test menu expands, click

3. **Administer New Test Session**.

4. Note the number of test units remaining in your site. If you have a low balance, submit an Order Form to purchase additional units so testing can continue at your institution.

5. From the **Select Branching Profile** drop-down menu, select the applicable Branching Profile.

6. Seat the student(s) according to proctoring guidelines outlined in the **Program Manual**, and click **Administer Test**.

   a. Students must read the **Student Privacy Policy** and agree to the terms and conditions before they can begin testing.

Note: All ACCUPLACER testing, both online and COMPANION™ formats, must be administered in a proctored environment. Review the *User's Guide* and *Program Manual* to learn more about test administration, proctor requirements, and test security.
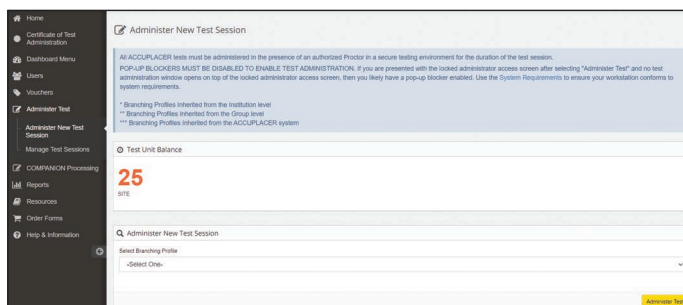
Step 9: Create Reports

There are a variety of **Reports** available within the ACCUPLACER system. These reporting tools include a comprehensive unit history and test administration report and robust data configurations for downloading data into student information systems.

Follow the steps below to create Reports:

1. Log in as an **Institution Administrator**, **Site Manager**, or **Reporter**.

2. Select **Reports**.

Individual Score Report (ISRs) provides a copy of the score report generated at the end of a student's test session.

Roster Reports include Placement Roster Reports, Course Roster Reports, and Score Roster Reports.

Demographic Reports provide a summary of answers to demographic questions.

WritePlacer Response Report generates a copy of a scored essay.

Test Unit Reports provide a history of when units were purchased, used, or transferred from site to site.

Custom Reports give you the opportunity to generate reports that combine different parameters to create unique data sets.

Student Shared Individual Score Reports provides a list of score reports that were shared by students with your institution.

Local Test Report provides a summary of correctly and incorrectly answered questions to assist with item analysis of Local Test items.

Cross Institution ISR Reporting provides the ability for institutions to access individual score reports (ISR) from other institutions within the same group who have agreed to share them.

User Certification Report provides the ACTA certification status of users within your institution.

Note: For more information about creating Reports, review the *User's Guide.*

Reports

- Individual Score Report
- Report Scheduler
- Roster Reports ⌄
- Demographic Reports ⌄
- WritePlacer Response Report
- Diagnostic Test Reports ⌄
- Test Unit Reports ⌄
- Custom Reports
- Student Shared Individual Score Reports
- Local Test Report
- Cross Institution ISR Reporting
- User Certification Report
- Report Queue

Step 10: Review Test Content Using the Demo Site

Implementing ACCUPLACER at your institution may require faculty and staff to review each ACCUPLACER test.

A **Demo Site** containing 25 complimentary test units has been created under your institution account. The Demo Site will allow faculty to review sample Branching Profiles and administer ACCUPLACER tests.

Use the steps below to access the Demo Site:

1. Log in as an **Institution Administrator**.

2. Create a **Site Manager or Proctor** for the Demo Site.

3. **Log off** of your Institution Administrator account.

4. Log back in using the **newly created** demo site login credential.

5. Follow the Administer Test instructions in Step 8.

Note: Testing data created in the Demo Site is kept separate from your actual student data. The Demo Site should be used for faculty and staff review only and should not be used for testing students.

Step 11: Join the ACCUPLACER Community Forum

The ACCUPLACER Community is an online forum where ACCUPLACER users can share their testing experiences and expertise and pose questions to other ACCUPLACER users. Consider reaching out if you have questions about course placement scores or establishing day-to-day best practices.

Access is available to all ACCUPLACER users.

How do you join?

Send an email (from an institutional email address), to **accuplacer@collegeboard.org**, with the subject line: "Request to join ACCUPLACER Community."

Your request will be processed within 48 hours. Once you've been approved, you'll receive a confirmation email from discuss+noreply@accuplacerEDG.org. You must review and accept the terms and conditions to gain access.

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