
Policies and Procedures for Administering Ability to Benefit (ATB) Tests

2020

College Board

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Purpose

The purpose of this manual is to provide guidance to those interested in administering Ability to Benefit (ATB), using the ACCUPLACER® assessments. The following information addresses important ATB proctoring guidelines, test administration policies, and approved ATB test scores. The content within applies to the internet-based, computer-adaptive formats of the following test as well as their accommodated formats (COMPANION™):

- ACCUPLACER Reading
- ACCUPLACER Writing
- ACCUPLACER Arithmetic

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Consolidated and Further Continuing Appropriations Act of 2015

The Consolidated and Further Continuing Appropriations Act of 2015 (Pub. L. 113-235) was enacted on December 16, 2014. The new law changed section 484(d) of the Higher Education Act of 1965, as amended (HEA), to allow a student who does not have a high school diploma (or its recognized equivalent), or who did not complete a secondary school education in a homeschool setting, to be eligible for Title IV, HEA student assistance (Title IV aid) through ability to benefit (ATB) alternatives, but only if the student is enrolled in an “eligible career pathway program” as defined in section 484(d)(2) of the HEA and discussed more fully below.

Under Pub. L. 113-235, students who are enrolled in an eligible career pathway program, as defined in section 484(d)(2) of the HEA, on or after July 1, 2014, and who are not high school graduates, or do not meet one of the other eligibility conditions listed above, may be eligible to receive Title IV aid if the student meets one of the following ATB alternatives as defined in section 484(d)(1):

- Passes an independently administered U.S. Department of Education–approved ATB test.
- Completes at least 6 credit hours or 225 clock hours that are applicable toward a degree or certificate offered by the postsecondary institution.
- Completes a state process approved by the secretary of education.
Note: To date, no state process has ever been submitted for the secretary’s approval.

A student who meets one of those alternatives may use that alternative to establish their Title IV eligibility at any eligible Title IV institution where the student enrolls in an eligible career pathway program as defined in section 484(d)(2) of the HEA.

Eligibility of Other Students Without a Valid High School Diploma (Grandfathered Students)

In 2012, the Consolidated Appropriations Act of 2012 (Pub. L. 112-74) amended section 484(d) of the HEA to allow a student without a high school diploma (or its recognized equivalent), or who did not complete a secondary school education in a homeschool setting, and who was enrolled in an eligible program at a Title IV institution prior to July 1, 2012, to be eligible for Title IV aid under the previous ATB alternatives. This provision was explained in Dear Colleague Letter GEN-12-09, and the eligible students were referred to as having been “grandfathered.” The new provision in Pub. L. 113-235 does not affect the eligibility of students grandfathered under the 2012 provision.

Eligible Career Pathway Programs

Career pathways refer to a combination of rigorous and high-quality education, training, and support services that are aligned with the skill needs of industries in state or regional economies, preparing individuals to be successful in secondary or postsecondary education programs and the labor market. In recent years, the federal government has worked to identify the elements of a high-quality career pathway program. Under Pub. L. 113-235, Congress provided an opportunity for students who are enrolled in eligible career pathway programs, but who lack a high school diploma or its recognized equivalent, or who did not complete a secondary school education in a homeschool setting, to become eligible for Title IV aid using one of the ATB alternatives.

To become eligible for Title IV aid under one of the ATB alternatives described above, the student must be enrolled in an “eligible career pathway program,” as defined in section 484(d)(2) of the HEA. Any institution, whether public, nonprofit, or for-profit, may offer an eligible career pathway program.

An eligible career pathway program must:

- Concurrently enroll students in connected adult education and eligible postsecondary programs;
- Provide students with counseling and supportive services to identify and attain academic and career goals;
- Provide structured course sequences that
 - ♦ Are articulated and contextualized; and
 - ♦ Allow students to advance to higher levels of education and employment;
- Provide opportunities for acceleration for students to attain recognized postsecondary credentials, including degrees, industry relevant certifications, and certificates of completion of apprenticeship programs;
- Be organized to meet the needs of adults;
- Be aligned with the education and skill needs of the regional economy; and
- Have been developed and implemented in collaboration with partners in business, workforce development, and economic development.

As stated above, an eligible career pathway program contains two components: an adult education component and a Title IV eligible postsecondary program component. In this context, “adult education” has the same definition as it does under the Adult Education and Family Literacy Act, Title II of the Workforce Innovation and Opportunity Act (Pub. L. 113–128) and includes academic instruction and education services below the postsecondary level that increase an individual’s ability to:

- Read, write, and speak in English and perform mathematics or other activities necessary for the attainment of a secondary school diploma or its recognized equivalent;
- Transition to postsecondary education and training; and
- Obtain employment.

The Title IV eligible postsecondary program component of an eligible career pathway program must meet the definition of an eligible program under 34 CFR 668.8 in order for students enrolled in the eligible career pathway program to be eligible for Title IV aid.

An eligible career pathway program, as defined in section 484(d)(2) of the HEA, is not itself an eligible program under 34 CFR 668.8 because it contains an adult education component that includes, by definition, coursework that is below the postsecondary level. Therefore, an institution may not include the cost of the adult education component of an eligible career pathway program in a student’s cost of attendance as defined in section 472 of HEA and may not pay for the cost of the adult education component using Title IV aid. The only costs that can be included in a student’s cost of attendance are those associated with the Title IV eligible postsecondary program component.

Similarly, credit or clock hours associated with adult education coursework cannot be incorporated into a student’s Title IV enrollment status, regardless of whether the institution considers the adult education coursework to be remedial. However, costs for noncredit or reduced credit remedial coursework that **is not** part of the adult education component of the eligible career pathway program but is associated with the Title IV eligible postsecondary program component can be included in a student’s cost of attendance. That coursework can also be included in the student’s Title IV enrollment status. For more information on remedial coursework, please see Volume 1, Chapter 1 of the *FSA Handbook*.

Under the statute, a student is not eligible for Title IV aid if they are enrolled in elementary or secondary school. However, while the adult education component of an eligible career pathway program includes instruction below the postsecondary level, adult education is not secondary school education. Therefore, a student enrolled in an eligible career pathway program does not lose eligibility because the student is not considered to be enrolled in secondary school.

As noted above, the term “career pathway program” is also defined in the Workforce Innovation and Opportunity Act, and in other laws, including state and local laws. The definition of an eligible career pathway program under section 484(d)(2) of the HEA may differ from definitions in these other laws. A program that qualifies for funding under the Workforce Innovation and Opportunity Act or another law may not meet the definition of an eligible career pathway program in section 484(d)(2) of the HEA. To provide Title IV aid to students who are eligible only through one of the ATB alternatives allowed under the new law, an institution must ensure that its eligible career pathway program(s) meets the requirements under section 484(d)(2) of the HEA as described above.

To find more information, please see the recent Dear Colleague Letter published by the U.S. Dept. of Education: <https://ifap.ed.gov/dpcletters/GEN1509.html>

How to Become a Certified ATB Test Administrator

In accordance with U.S. Department of Education (U.S. DOE) requirements, test publishers must certify all individuals wanting to administer tests for Ability to Benefit (ATB) purposes; therefore, all prospective ATB test administrators must participate in ATB training and certification to demonstrate their knowledge of both ATB and ACCUPLACER® testing protocol and agree to all testing policies and procedures outlined both in the Federal Register and the *ACCUPLACER Program Manual*. In addition, all users must pass the separate ACCUPLACER Certificate of Test Administration (ACTA) assessments.

All ATB testing must be conducted under the College Board ATB account. Once an individual becomes certified to administer ATB tests, they will be able to begin testing under the official ACCUPLACER ATB testing site that has been established for their institution. As others from the institution become certified, they will be given their own login credentials for their institution’s ATB testing site.

It is recommended that institutions have more than one certified ATB administrator since a certified ATB test administrator must be present at all time during ATB testing. It is important to note that **all users must have their own ATB credentials and cannot share login credentials with anyone**; doing so would constitute an ATB testing irregularity and would be considered a violation of ACCUPLACER proctoring policies and terms and conditions. Violations such as these could result in an ATB test administrator’s decertification, which will be reported to the U.S. DOE and/or suspension of the institution’s ACCUPLACER and/or ATB account. Certified ATB test administrators who become employed by another institution must reapply for ATB certification for their new institution. Login credentials cannot be transferred from one institution to another institution.

According to the **ACCUPLACER System Software License Agreement** (3(c)), a Licensee of the ACCUPLACER system, must control the access of authorized users and immediately revoke such access if the user ceases to be employed by the institution or is no longer appropriately authorized to access the system. Immediately afterward, the IAs or SMs must ask College Board to remove unauthorized users from their ATB account by emailing accuplacerATB@collegeboard.org.

To become a certified ATB test administrator, take the following three steps:

1. Review the following training documents located under the Resources menu of the ACCUPLACER platform:
 - a. *ACCUPLACER Policies and Procedures Manual for Administering Ability to Benefit Tests*
 - b. *ACCUPLACER Ability to Benefit Training PowerPoint*

2. Request to take the ATB Test Administrator's Certification Test:
 - a. Send an email from your institutional email address to accuplacerATB@collegeboard.org. **Requests from personal email addresses will not be processed.**
 - b. The email must include the following:
 - i. Requester's name and institutional title/role
 - ii. Name of institution
 - iii. Institution email address
 - iv. Institution telephone number

All requests **must** be made independently: Institution Administrators (IAs), Site Managers (SMs), or other Proctors or Proctor Reporters **cannot** submit requests on behalf of the prospective ATB test administrator. ATB certification test requests will be processed within 3 to 5 business days upon receipt of request.

3. Take and pass the ATB Test Administrator's Certification Test.

When logging in to test, potential ATB administrators will see the following profile name at the top, right-hand side of the screen:



It is essential that changes are not made to the ATB testing profile when accessing the ATB certification test, as this account belongs to College Board and not the potential ATB Test Administrator.

Prospective ATB test administrators will be asked a series of background questions to determine eligibility, which include inquiries about institutional testing practices. Responses to these background questions that indicate a prospective ATB test administrator and/or institution do not meet ATB requirements will prevent prospective ATB test administrators from receiving the ATB certification test. Candidates for certification must provide a statement that they are not currently decertified, or if applicable, a statement on any previous decertification action taken against them. If it is determined an institution or candidate is ineligible to administer ATB tests, a message will appear on the bottom of the Individual Score Report directing you to contact accuplacerATB@collegeboard.org.

New ATB test administrators will receive their ATB credentials after College Board has reviewed their scores. Once prospective test administrators' scores are verified, Proctor Reporter credentials will be emailed 3–5 business days from noreply@accuplacer.info. Be sure to adjust firewall settings to allow receipt of emails from this address, as emails can sometimes be flagged as junk mail. **Please note: Site Manager access is not permitted for ATB sites.** Additional information regarding this certification test is available in the ATB Training PowerPoint.

Proctoring Guidelines

The ACCUPLACER System Software Licensing Agreement requires all testing to be done in a secure and proctored setting. There are no exceptions to this requirement. Test takers must always be monitored, and an authorized, certified ATB test administrator from the institution must be present on-site during any and all ATB administrations. Only approved ATB test administrators may log in to the ACCUPLACER platform to administer an ATB exam. This security measure will protect the validity of ACCUPLACER/ATB exams and secure confidential test taker and institution data.

Under no circumstance can a test taker be given login credentials, nor may Proctor or Proctor Reporter credentials be shared with test takers. Login credentials cannot be written on chalkboards or whiteboards, printed, emailed, or presented online in any form or place.

To be eligible, ATB Proctors must:

- Be responsible adults trained to administer ACCUPLACER for ATB purposes. (High school students are ineligible to Proctor ACCUPLACER.)
- Have reviewed the ATB training materials, become ATB certified, and passed the ACCUPLACER Certificate of Test Administration (ACTA) assessment.
- Have their own username and password. Login credentials cannot be shared with anyone, including IAs and SMS.
- Cannot administer ATB tests to a member of their household, immediate or extended family members, or friends.
- Cannot have a stake in the outcome of a test taker's scores.
- Cannot be engaged with any commercial test preparation company. This includes employment, volunteering, consulting, or acting as independent contractors.

ATB Test Administrator responsibilities include the following:

- 1. Verify testing is conducted under their institution's approved ATB site that begins with College Board's ATB institution account number, 004592.**
- 2. Ensure proper test security** before, during, and after test administrations
 - Check and verify student identification
 - Collect and monitor all prohibited items (e.g., cell phones)
 - Distribute, collect, and shred all scratch paper
- 3. Safeguard against improper test taking/cheating**
 - Circulate test center during test sessions
 - Remain engaged at all times and refrain from nonproctoring activities. Refer to the ACCUPLACER Program Manual for a complete list of proctor responsibilities.

Test Administration Policies

For ATB scores to be considered valid, all ATB testing **must** be done under the College Board ACCUPLACER ATB account, 004592. **This account is for ATB testing only.** Any test taker who is administered ACCUPLACER for ATB purposes under their institution's standalone account must retest under their institution's established ATB site. Scores from the previous testing cannot be used to qualify for ATB and must be invalidated.

ATB tests must be administered at an educational institution that meets the following requirements:

- Is located in an eligible institution that provides 2-year or 4-year degrees or is a postsecondary vocational institution
- Is responsible for gathering and evaluating information about individual students for multiple purposes, including appropriate course placement
- Is independent of the admissions and financial aid processes at the institution at which it is located
- Is staffed by professionally trained personnel
- Is not testing solely for ATB purposes

All ATB testing must be done by a certified ATB test administrator. A certified ATB test administrator must always maintain visual contact with the student during the administration of ATB tests and adhere to all proctoring guidelines and procedures outlined in the **ACCUPLACER Program Manual**. Failure to enforce these proctoring

requirements may result in user and/or account suspension. Unless there is a need to accommodate a student with a documented disability, all ATB testing (and retesting) must be completed during a single test session on the same day.

Please note: All ATB testing must be conducted on the campus where the test taker is enrolled. Test takers cannot be issued vouchers to test remotely, nor can they be tested at a third-party testing center. A test is considered **properly administered** if the test administrator:

- Is a certified ATB test administrator;
- Administers the tests in accordance with instructions provided in *ACCUPLACER Policies and Procedures for Administering Ability to Benefit (ATB) Tests* and the *ACCUPLACER Program Manual*;
- Administers the tests in a manner that ensures the integrity and security of the tests; and
- Secures the test against disclosure and/or release.

A test is considered **improperly administered** if the test is administered:

- By an uncertified ATB test administrator;
- In an unproctored setting (**Please note: Use of Virtual Remote Proctoring or Remote Proctoring is not permitted. All testing must be conducted in person at the student's home campus**);
- Under any account other than the institution's approved ATB site;
- In more than one test session; or
- Outside the retest requirements.

Testing Environment

- All ATB testing must be done in a secure and proctored setting.
- ATB certified test administrators must always be present during testing.
- **Under no circumstances** can a test taker be given login credentials. Credentials cannot be written in any visible area, emailed, or presented online in any form or place.
- Unauthorized individuals (e.g., parents, chaperones, nontesting students) are not permitted in the testing center.
- It is strongly recommended that there be one ATB certified test administrator for every 15 to 20 students.
- Testing room cannot contain maps, periodic tables, posters, charts, or ancillary materials related to test subject matter.

Cameras may be used in conjunction with in-person proctoring to monitor ATB testing if:

- the cameras are on-site and not in a remote location;
- a certified ATB test administrator is continuously monitoring the cameras during ATB test administration;
- the certified ATB test administrator is not engaging in non-proctoring activities.

Software License Agreement Highlights

All ATB sites are bound by the terms in the ACCUPLACER System Software Licensing Agreement located in the *ACCUPLACER Program Manual*. A Licensee's (i.e., approved institution) account may be suspended and/or an agreement may be terminated by College Board if the Licensee breaches or fails to comply with all Terms and Conditions of the License Agreement. The Licensee agrees to the following terms and conditions:

- Will administer ACCUPLACER only under proctored conditions by an authorized user—no exceptions
- Will permit only locations under its direct control to have access to the ACCUPLACER System
- Will **not** provide copies of test items or essay prompts to examinees

- Will secure all personal data accessed or stored locally by Licensee from ACCUPLACER System
- Will control access of its authorized users and immediately revoke access if the user ceases to be employed by Licensee or is no longer authorized access to the system
- Will **not** sublicense or lease license to others not under their control—i.e., no third party selling access to the ACCUPLACER System

Test Violation Protocol

Invalidating the test session because of academic dishonesty is a local decision. **Please use your professional judgment.** If a test taker has violated ACCUPLACER testing policies (e.g., has used an unauthorized electronic device such as a cellphone) and it is deemed appropriate according to an institution's policies, then a test session should be invalidated.

In the event a test taker is found to have used an unauthorized device, ATB test administrators must email accuplacerATB@collegeboard.org, so College Board can investigate the testing violation and notify the U.S. DOE.

Please adhere to the following steps if there is a testing violation:

1. Stop the test session.
2. If possible, review the device to ensure that neither pictures of the test content were taken nor text messages regarding the test were sent/received.
 - If possible, **do not** return the device to the test taker or delete any images or messages until it has been determined that test items have been compromised or cheating has occurred.
3. Notify the Institution Administrator or Site Manager to confirm that the test should be invalidated.*
4. Send the issue to College Board if test content has been compromised by emailing accuplacerATB@collegeboard.org:
 - Flag the message as "Urgent," and include "Test Violation" in the subject line.
 - **Do not** send screenshots of the test items or messages. Instead, send the following information:
 - ♦ Student Name or ID, Exnum, Testing Date, Testing Location, Test(s) Name, Test Question Number(s)

Please note: Test sessions administered outside of the ATB re-tests requirements or under an institution's main account are considered a testing irregularity and must be invalidated, so the test taker can remain eligible for ATB funding. All irregularities will be reported to the U.S. DOE.

Acceptable Test Taker IDs

Proctors must ask each test taker to present at least one current, valid form of identification that includes the test taker's name, signature (on required IDs), and a recognizable photograph. Their identification must be checked before the test takers begin testing, whenever they leave and return to the testing room, and rechecked at the end of testing. Acceptable forms of photo identification include **current and valid**:

- Driver's license
- High school or college ID
- State or federal ID card
- Military ID card

* Invalidating the test session because of academic dishonesty is a local decision. Please use your professional judgment. If it is deemed appropriate according to an institution's policies, then a test session should be invalidated.

- Passport
- Tribal ID card
- Naturalization card or certificate of citizenship

The ACCUPLACER Student ID Form is **not** an acceptable form of identification for ATB testing.

Testing Students with Documented Disabilities

The Federal Register defines an individual with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

ATB regulations¹ require test administrators who provide a test to an individual with a disability to report to the test publisher, ACCUPLACER, the nature of the disability and the accommodations that were provided. In order to facilitate these regulations, **"Lockdown Browser Off (Accommodations)"** has been added to ATB Branching Profiles, for use when testing a student with a disability.

Within these Branching Profiles, there are two local background questions: one asks about the nature of the disability; the other asks about the accommodations provided. When using these Branching Profiles, ATB test administrators must assist the student with answering these two questions so that the proper answers have been entered.

The ATB test administrator must ensure that there is documentation to support the determination that the individual is an individual with a disability and requires accommodations. Documentation of an individual's disability may be satisfied by:

- a written determination (including a diagnosis and information about testing accommodations) if such accommodation information is available by a licensed psychologist or physician; or
- a record of the disability from a local or state educational agency, or other government agency, such as the Social Security Administration or a vocational rehabilitation agency, that identifies the individual's disability. This record may, but is not required to, include a diagnosis and recommended testing accommodations.

In line with College Board commitment to make assessments available in accessible formats, all ACCUPLACER tests have two corresponding comparable accommodated forms known as COMPANION. Each accommodated test is proportionally aligned in content to its corresponding computer-adaptive test, and each is available in several alternate formats: paper booklets (regular and large-print), audio CD, and braille. The ACCUPLACER tests also have digital COMPANION forms.

Retest Policy

In order to avoid retesting errors, it is strongly recommended that test center personnel work with their financial aid office and/or registrar's office to establish a referral process so that ATB students can be identified before testing and/or retesting. **All ATB test administrators are responsible for identifying students as either first-time test takers or return test takers, and they are responsible for enforcing retest rules regardless if it is the first time they have administered the ATB test to the student.** Any errors in ATB test and/or retest administration processes must be reported to College Board immediately. Retests given outside the retest requirements is considered a testing irregularity and will be reported to the U.S. DOE.

ACCUPLACER tests have high test-retest reliability coefficients, a measure of consistency of scores obtained by the same person when reexamined with the same test on different occasions. This means if students retest without review and study, there is a

1. Federal Register §668.144(c)(18)(iii), §668.150(b)(17), §668.151(g).

high probability that their scores will not change appreciably. A review of ACCUPLACER data shows that two weeks is the optimal waiting period since it allows adequate time for students to locate study materials and sufficient time to review them thoroughly.

Within any three-month period, ATB candidates are permitted an initial test and one retest. Candidates who do not pass the retest **must** wait three months from the date of the initial test. Follow these guidelines for determining retest eligibility:

- Student may retest after fourteen (14) days have elapsed from initial test day
- Second retest may occur after three (3) months from initial test day
- Subsequent retests may occur thirty (30) days from second retest

Exemplar: Initial Test Date of January 1

- First Retest: January 15 (14 days later)
- Second Retest: April 2 (3 months later)
- Third/Subsequent Retests: May 3 (30 days later)
 - ♦ June 4
 - ♦ July 5

Students should be encouraged to use the two-week waiting period for study and review of test content areas in which they did not obtain a passing score.

All retesting must include all three ATB tests: Reading, Writing, and Arithmetic and must be conducted under the ATB testing site during one test session.

Additional Test Administration Policies

- The calculator functionality **is activated** for ATB testing under the test-setting configuration for ATB tests. **Handheld calculators are not allowed during testing unless they are a prescribed accommodation.**
- The use of dictionaries and/or translators is not permitted.
- ATB test administrators must provide test takers with scratch paper and pencils as well as collect and securely destroy all scratch paper once testing is completed; test takers cannot use their own scratch paper, nor are they permitted to take the scratch paper with them once they have completed testing.
- The use of personal computers is not permitted unless there is a documented disabling condition that requires use of a specific computer. Please review the **ACCUPLACER Program Manual** regarding the use of assistive devices during test administration.
- The use of a Chromebook and tablet is permitted for ATB testing provided that all security requirements are implemented appropriately. Any **school-owned, student-issued** device that can be taken home by students is permitted for the test administration provided the proper security programs are configured on the device. Review the **ACCUPLACER Chromebook Policy** and the **ACCUPLACER Program Manual** for further details.
- According to established guidelines with the U.S. DOE third-party test administrators such as remote Proctors or virtual remote Proctors are not permitted to administer ATB tests. All ATB testing must be conducted at the test taker's home institution by a verified, certified ATB test administrator.
- Test takers should not be encouraged to test at a different institution and transfer scores if they do not pass their initial ATB test at their home institution. A Background Question has been designed to help identify if and when a test taker might have tested elsewhere. If the test taker discloses that testing was conducted elsewhere/ outside of approved retesting guidelines, they cannot be permitted to test.

Test Administration on the ACCUPLACER Platform

To administer ATB tests, go to accuplacer.org and log in using your ATB login credentials.

Click on the *Administer Test* menu.

The screenshot shows the ACCUPLACER Administer New Test Session interface. The top navigation bar includes the CollegeBoard ACCUPLACER logo, a menu icon, a user profile icon for 'FRANK ATB TESTING - SAMPLE COLLEGE PROCTOR REPORTER', and a help icon. The left sidebar contains a menu with options: Home, Certificate of Test Administration, Dashboard Menu, Users, Vouchers, Administer Test (selected), Administer New Test Session (active), Manage Test Sessions, Reports, Resources, Order Forms, and Help & Information. The main content area is titled 'Administer New Test Session' and contains a blue informational box with text about test administration requirements and branching profiles. Below this is a 'Test Unit Balance' section showing a large red '8' and the word 'SITE'. At the bottom is a 'Select Branching Profile' dropdown menu with the option '-Select One-'.

Branching Profiles can be administered with or without testing accommodations and in an order most appropriate for students. All ATB Branching Profiles include the three approved ATB tests and have been designed to be administered in the order that best meets students' needs—either the math test or reading test can be given first, which will provide greater flexibility to test takers.

To administer ATB, select one of the Branching Profile types below:

- **ATB Testing** administers each subject test (three tests total). The calculator is available, and the Accessibility Wizard is turned on.
- **ATB Testing with Accommodations** administers each subject test (three tests total). The calculator is available, and the Accessibility Wizard is turned on. This Branching Profile must **only** be used when testing students with disabilities.
- **ATB Testing Digital COMPANION** administers an online version of COMPANION, for each subject test (three tests total). This Branching Profile must **only** be used when testing students with disabilities.

At the end of testing, an Individual Score Report will indicate students' scores and if the student has attained the required ATB passing scores.

Passing Scores

Scores set as the qualification for ATB are one standard deviation below the mean for students graduating from high school who have taken ACCUPLACER in the last three years. The approved passing scores shown below apply to both the computer-adaptive and COMPANION versions of each test:

ACCUPLACER Test	Passing Score
Reading	233
Writing	235
Arithmetic	230

Test takers must meet or exceed the minimum scores on each of the three approved tests **in a single test administration**; those who do not meet or exceed all three passing scores must retake the complete set of three tests and pass all three tests in that administration. Scores from two different administrations cannot be mixed or combined. To be eligible for ATB funding, a student **must** pass all three tests during one single test session. It is recommended ATB test scores remain valid for 2–3 years; however, it is ultimately up to the institution to make this determination.

Monitoring and Reporting

To help maintain a record of ATB testing and to assist with monitoring and reporting ATB test activities, an official ACCUPLACER Ability to Benefit Testing account has been established. Each institution will have its own site under College Board ATB institution account, which has been configured to gather the required data for ATB reporting. ATB test administrators will be able to access the necessary reports using their Proctor-Reporter credentials. For more information on how to run reports, review the **ACCUPLACER User's Guide** located under the Resources menu of the platform.

Every 18 months, the ACCUPLACER program is required to submit a detailed report to the U.S. DOE of all ATB testing, which includes any identified testing anomalies and irregularities such as testing outside the required retest limits, testing conducted under any site other than the approved ATB site, or proctoring by an uncertified ATB test administrator. Having all ATB data in the official College Board ATB account will facilitate creating this report.

Each ATB testing site is closely monitored. If it is found that the ACCUPLACER ATB tests are not being properly administered, the Institution Administrator for the institution's main ACCUPLACER account and the ATB test administrator will be contacted by ACCUPLACER program staff in order to clarify the testing irregularities. If continued irregularities occur, both the certified ATB test administrator(s) and/or institution will be investigated for decertification and the institution may lose its ability to administer ATB tests. **Any certified ATB test administrator and/or an institution with multiple violations that is decertified will be reported to the U.S. Department of Education.**

Certified ATB test administrators can run reports of students who have tested under their ATB testing site. If a certified ATB test administrator leaves the employment of an institution, or is observed administering ATB tests improperly, College Board must be notified immediately, so appropriate action can be taken: accuplacerATB@collegeboard.org.

Test Units for Your ATB Testing Site

Once an ATB testing site has been established, institutions can purchase test units for their assigned ATB site using the **ACCUPLACER order form** found under the Order Forms menu on the ACCUPLACER platform. Separate order forms must be used to order ATB test units and cannot include non-ATB orders. Please note: ATB units cannot be purchased with an online order form. ATB orders can be placed over the phone, or by email or postal mail.

In order to avoid processing delays or errors, order forms must indicate the ATB site ID, not institution ID, where the units should be deposited. **All ATB testing sites begin with 004592.**

ATB test administrators will not be able to administer ATB tests if there are not enough test units in the ATB testing site; therefore, unit balances should be closely monitored. Each time an ATB test session is administered, three (3) units will be deducted (one for each test); the number of test units remaining will be displayed under the *Test Unit Balance*:

It is not possible to transfer test units from an institutional account to an ATB testing site, nor is it possible to transfer units from an ATB account to an institutional account.

Transferring ATB Test Scores

ATB scores may be transferred from one institution to another. The Sending Institution is the institution where student's ATB tests were administered; the Receiving Institution is the institution where student's ATB scores will be transferred.

The following steps are required to officially transfer ATB test scores:

1. Print and complete the *Request to Transfer ATB Scores* form below. Either the Sending Institution or the Receiving Institution must complete the *Request to Transfer ATB Scores* form. A new form must be completed for each transfer request.
2. Verify the student's identification. The student's ID must be current and valid and must include the student's name and a recognizable photograph. Paper or electronic copies of IDs are not permitted.
3. Have the student sign the form to authorize the transfer of their ATB test scores. The student's signature is required on the form in order to comply with the terms of the ACCUPLACER Student Privacy Policy, which states "student personally identifiable information will not be shared, sold, or released to third parties without the student's consent."
4. Send a copy of the completed request form and a copy of the student's Individual Score Report to the Receiving Institution and College Board within 72-hours of receipt. **For security reasons, this form and the student's Individual Score Report (ISR) cannot be emailed; they must be sent by postal mail or fax to:**

**College Board
ACCUPLACER Program (ATB)
250 Vesey St.
New York, NY 10281
Fax: 212-253-4061**

The Sending Institution where the ATB tests were taken must retain the original *Request to Transfer ATB Scores* form.

Request to Transfer ATB Test Scores Form

I authorize the transfer of my Individual Score Report from the institution that administered my ATB tests (Sending Institution) to the Receiving Institution listed below. (*) Required Field

Student Name* _____

ATB Testing Date* _____

Student Signature* _____ Date* _____

A representative of either the Sending or the Receiving Institution must complete the information below. Please note: The Sending Institution is the institution where student's ATB tests were administered; the Receiving Institution is the institution where student's ATB scores will be transferred.

Sending Institution

Sending Institution Name* _____

Contact Name* _____

Contact Phone Number* _____

Contact Email Address* _____

Notes: _____

Receiving Institution

Receiving Institution Name* _____

Contact Name* _____

Contact Phone Number* _____

Contact Email Address* _____

Address or Fax #* _____

Notes: _____

Processing Steps

For security reasons, this form and the student's Individual Score Report (ISR) cannot be emailed; they must be sent by postal mail or fax.

Within 72 hours of receiving a student's request to transfer their ATB scores to another institution, the Sending Institution must:

1. Send the student's ISR and a copy of the student's transfer request form to College Board ACCUPLACER Program (ATB)
2. Send the student's ISR and a copy of the student's transfer request form to the designated Receiving Institution
3. Provide a copy of the ISR and transfer request form to the student
4. File and retain a copy of the student's ISR and original transfer request form