Welcome to this session on ACCUPLACER Proctoring—Steps to Administer and Resume a Test Session. This session is intended to provide an overview of administering an online ACCUPLACER test as a Proctor or Proctor Reporter and can be used by Institutional Administrators and Site Managers to train their staff. Instructions for administering a ACCUPLACER COMPANION test are documented in a specific manual available in the platform.
First, let’s review Proctor Eligibility Criteria. All Proctors and Proctor Reporters must have their own Username and Password. Login credentials cannot be shared. Proctors must be responsible adults familiar with accepted practices for administering standardized tests, may not be a peer or friend of the student, and must have no stake in students’ scores. Proctors may not be employed by a test preparation company, whether full or part-time. Proctors may not administer any ACCUPLACER test to a member of their household or immediate family, and must be authorized by their institution to proctor exams in a remote (non-campus) location.
As stated before, Proctors and Proctor Reporters must have their own Username and Password to the ACCUPLACER platform. Login credentials cannot be shared; doing so violates the Licensing Agreement.

Proctors/Proctor Reporters are expected to walk around the room during the testing session and observe student behavior and guard against attempts at cheating. ACCUPLACER does not have a lockdown browser feature, so human proctors are essential to maintain test security.

The recommended proctor-to-student ratio is one proctor to every 15 to 20 students.

Proctor training is ultimately the responsibility of the ACCUPLACER Institutional Administrator at each institution.

Full details on proctoring eligibility and duties are contained in the ACCUPLACER Program Manual. Testing staff are expected to be familiar with and adhere to these requirements.

Failure to comply with established proctoring guidelines can lead to an institution's immediate termination of ACCUPLACER access and the forfeiture of any existing test units.

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Materials Allowed During Testing

- Students must be asked to present at least one form of identification.
- Students are allowed scratch paper and pencils for all subject area assessments; this paper must be provided by the test center and must be collected at the completion of the test session.
- All other materials allowed during the testing session are embedded within the platform and appear where appropriate for the student. This includes calculators. It is “strongly” recommended that students not be allowed to bring their own calculator to the test session except for documented accommodations.
- Dictionaries, cell phones, and personal laptops are all prohibited. Laptops issued to the student for the semester are not permitted for use in test administration.

Please refer to the ACCUPLACER Program Manual for complete details around calculators.

Materials Allowed During Testing

Students must be asked to present at least one form of photo identification. They are allowed scratch paper and pencils for all subject area assessments. This paper must be provided by the test center and collected at the completion of the test session.

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Dictionaries, cell phones, and personal laptops are all prohibited. Laptops issued to student for the semester are also not permitted for use in test administration.
Administering a New Test Session
Administering a New Test Session, without using Vouchers or Fast Track.

To administer a new test session (where the student has simply “walked in”), the proctor or proctor reports follows these steps:

1. Go to accuplacer.org and run the system requirements check. Resolve any failure points indicated by the check. The most common issue is needing to turn off the pop-up blocker.
2. Log in and review any announcements or postings on the What’s New or Welcome Page.
3. Click on the Administer Test link in the left-hand navigation column.
4. Click on Administer New Test Session and note the number of test units available in the site. If units appear too low, stop and ask the Institutional Administrator or Site Manager to transfer enough test units into the site.
5. If enough units are available, use the drop down menu to select the appropriate branching profile.
6. Click on Administer Test.
Once the Proctor or Proctor Reporter has clicked Administer Test, the Student Privacy Policy will appear. At this point, turn the test over to the student. Students must click Accept to continue with testing.

Once the student clicks Accept, the student is prompted to enter an ID number, Last Name and DOB. The Student Instructions, including any custom messages, also appear as a pop-up.

On the next screen, the student completes additional required fields, after which the test session launches with sample questions and then proceeds into the actual test questions.

Note: if pop-up windows are blocked, the Proctor/Proctor Reporter will be unable to see the Student Privacy Policy. We recommend the System Requirements check with each administration.

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Completing A Test Session

- At the completion of testing, the Proctor/Proctor Reporter may be prompted to re-enter his/her password to display the results on the screen. This is an institutional setting.

- Once the Individual Score Report appears on the screen, the student will need to click the Print button at the bottom and then Close Window. Institutions can choose to insert a custom message at the end of testing to tell students to click the Print button. Should the student fail to Close Window, the platform can timeout after five minutes to keep the student record private. This is also an institutional setting.

- After Close Window, the platform reverts back to the login screen, and the Proctor/Proctor Reporter may then administer another test session using these same steps.

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Administering a New Test Session

With Fast Track and Vouchers
Using Fast Track and Vouchers

Fast Track and Voucher links are located on the ACCUPLACER login page.
Fast Track and Vouchers are tools to accelerate the login process for test administrators.

- Fast Track allows the Proctor/Proctor Reporter to store login credentials for 14 days on a particular machine. It requires the use of “cookies” on the computer, so if the testing lab is reset each evening, this tool will not work as intended.

- Vouchers are generally used for larger group test, where the Site Manager has advanced knowledge and student information prior to the day of testing. The student is provided a Voucher number, and that number is entered, along with other required fields.
Using Fast Track and Vouchers

- For more detailed instructions on Fast Track and Vouchers, please refer to the Training Videos listed under the Resources menu in the ACCUPLACER platform.
- Pay particular attention to the Videos referencing Resuming a Test Session via Vouchers.

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Pay particular attention to the Videos referencing Resuming a Test Session via Vouchers.
Resuming a Test Session
During a test session, students have the option of clicking on the Save & Finish Later link at the top right of the screen.

Students are asked to confirm, and then the session is saved. When the student returns, the Proctor/Proctor Reporter can Resume the test session, and no previous answers are lost. The student continues testing from the same point as before.

However, the student will not see the same item as originally presented, but will see an item similar in content and difficulty level. This is a security measure.
To resume a test session, the Proctor/Proctor Reporter follows these steps:

1. Login to the ACCUPLACER platform at the student test station and click on Administer Test.
2. Click on Manage Test Session.
3. Use the Status Drop-Down box to choose from Open, Force Closed, or Completed.

**Note:** Open is for sessions saved within the last 14 days. Force Closed is a session the Proctor deliberately interrupts OR was saved more than 14 days prior. If Force Closed, the Proctor will need to Re-Open the session before Resuming.
The search results section will show those test sessions, and the Proctor/Proctor Reporter can use the Action Icon to Resume the session. Note that the session will resume on the computer where the Proctor/Proctor Reporter is performing the action. Thus it’s important to Resume a test session on a machine where the student is expected to test (not a machine reserved for Proctors).
The ACCUPLACER Program offers a wide range of resources to support our users. Many of these are available on-demand 24/7.

Inside ACCUPLACER is the Resources option which contains a variety of tools including:

- Getting Started with ACCUPLACER includes a Quick Start Guide to account setup.
- The ACCUPLACER Program Manual includes information about the tests within the platform as well as information on testing policies and practices.
Resources designed to provide guidance on implementing various aspects of ACCUPLACER can be found on the public ACCUPLACER Resources page at the address shown. Those resources include:

- Information on use of Multiple Weighted Measures which is a process that incorporates use of background questions and external data to fine tune placement practices
- Documents on Intervention Tools That Work to provide evidence of effectiveness and suggestions on implementation
- Information on ACCUPLACER tests for students including both Sample Questions and the Web-Based Study App
- Details on the benefits and process of conducting a Validity Study to understand the effect of your chosen cut scores.
The ACCUPLACER Outreach Team provides professional development in many different formats. A listing of all the resources available is at the address shown.

- Some topics are presented through a live webcast. The Professional Development page provides a list of sessions available along with a link to register. Once registered, you will receive an email with instructions on joining the session.
- Many topics are available as on-demand videos and are available 24/7.
- The ACCUPLACER Account Setup presentation contains details of the process of setting up an ACCUPLACER account along with detailed step-by-step instructions. Also included are video demonstrations of each step in the process.
# Outreach and Support Teams

## The Outreach Team
- Senior Assessment Managers
- Provide service to institutions at the campus, system, and state levels
- Consultation, training, professional development, and advocacy
- On campus, face-to-face service
- Virtual service via webcast and phone

## ACCUPLACER Support
- Staff dedicated to troubleshooting, problem solving, Q/A
- Available 12 hours/day – 6 days/week
- Phone: 866-607-5223
- Email: info@accuplacer.org
- Live chat

The ACCUPLACER Program has teams of staff members dedicated to providing support and service to our users.

The Outreach Team of Sr. Assessment Managers provides service to institutions at the campus, system, and state levels which can include consultation, training, professional development, and advocacy for student college readiness. Services can be provided through on campus, face-to-face events or virtually.

ACCUPLACER Support provides a staff of trained service agents ready to answer questions and resolve issues. Support is available 12 hours/day and can be contacted using a toll-free number, through email, and also live chat.