ACCUPLACER®

ACCUPLACER® User's Guide

2022-23

Contents

Welcome to ACCUPLACER

ACCUPLACER® is a series of tests that evaluate students' skills in reading, writing, and math. Tests in the ACCUPLACER platform are delivered online, helping colleges assess student readiness for introductory credit-bearing courses and make reliable placement decisions.

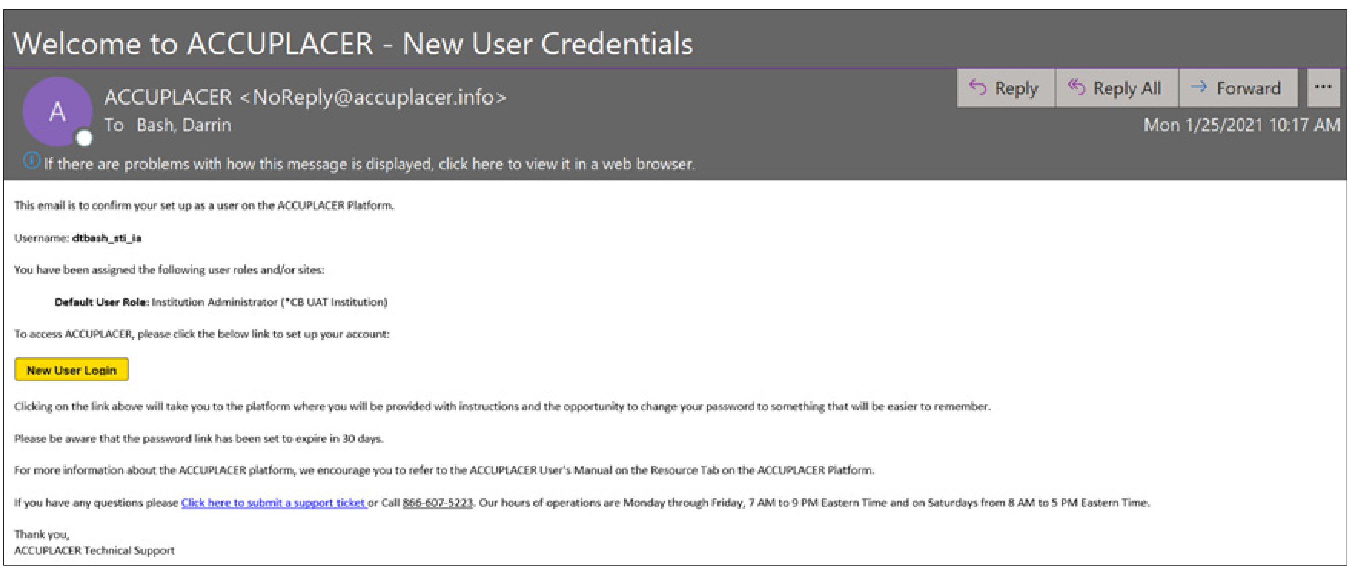
Initial User Login to ACCUPLACER

To access the ACCUPLACER platform, a user profile needs to be created. If you are the Institution Administrator (IA), ACCUPLACER will create your user profile. For all other roles, the IA will create the user profile. Depending on the size of the institution and the nature of the individual's responsibilities, a person may have several user profiles within the ACCUPLACER platform. For a complete list of ACCUPLACER user roles and permissions, see the User Roles and Permission Levels: **secure-media.collegeboard.org/digitalServices/pdf/accuplacer/accu-user-roles-permission-level.pdf**

TIP: ACCUPLACER also recommends you include the role at the end of a username. For example: _sm for Site Managers, _ia for Institution Administrators, _pro for Proctors.

When your user profile has been created by the IA for your specific role(s), you will receive an email like the one below. To gain access to the ACCUPLACER platform:

- Open the Welcome to ACCUPLACER email.
- Click the **New User Login** button to launch the New User Setup webpage.
- Follow the guided steps to complete your setup.
  - **IMPORTANT:** Please be aware that the New User Login link will expire 30 days from the date it was sent.


Welcome to ACCUPLACER - New User Credentials

ACCUPLACER <NoReply@accuplacer.info>
To Bash, Darrin

Reply | Reply All | Forward | ...

Mon 1/25/2021 10:17 AM

If there are problems with how this message is displayed, click here to view it in a web browser.

This email is to confirm your set up as a user on the ACCUPLACER Platform.

Username: **dtbash_sti_ia**

You have been assigned the following user roles and/or sites:

Default User Role: Institution Administrator (*CB UAT Institution)

To access ACCUPLACER, please click the below link to set up your account:

New User Login

Clicking on the link above will take you to the platform where you will be provided with instructions and the opportunity to change your password to something that will be easier to remember.

Please be aware that the password link has been set to expire in 30 days.

For more information about the ACCUPLACER platform, we encourage you to refer to the ACCUPLACER User's Manual on the Resource Tab on the ACCUPLACER Platform.

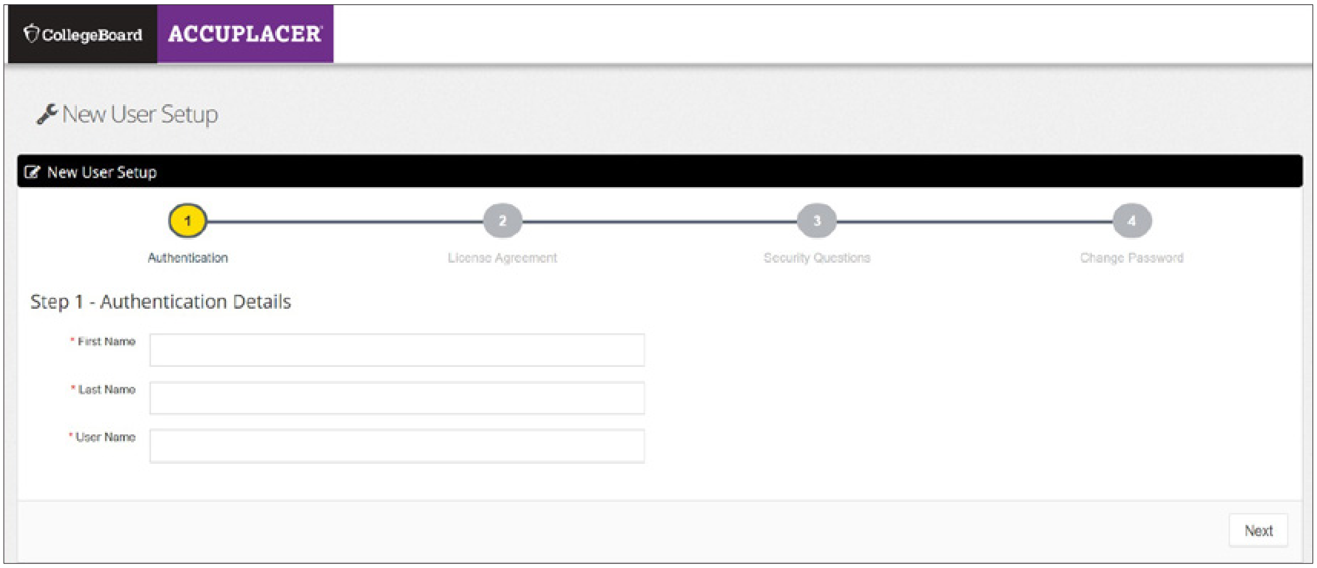
If you have any questions please Click here to submit a support ticket or Call 866-607-5223. Our hours of operations are Monday through Friday, 7 AM to 9 PM Eastern Time and on Saturdays from 8 AM to 5 PM Eastern Time.

Thank you,
ACCUPLACER Technical Support

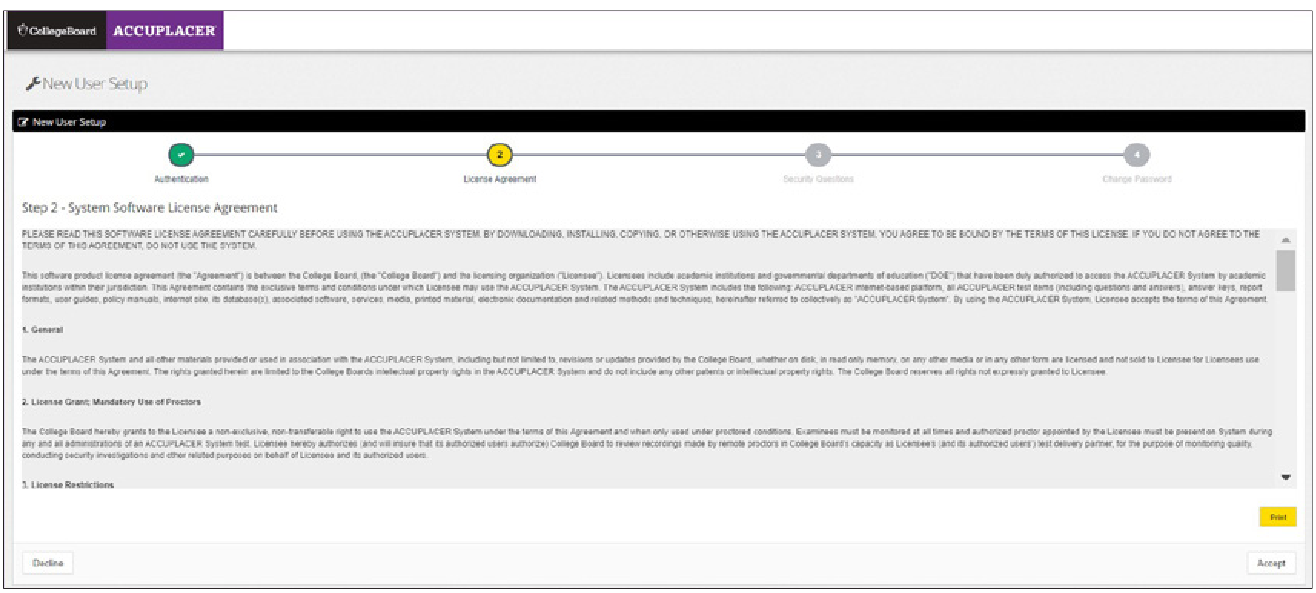
New User Setup

The New User Setup process is comprised of four steps:

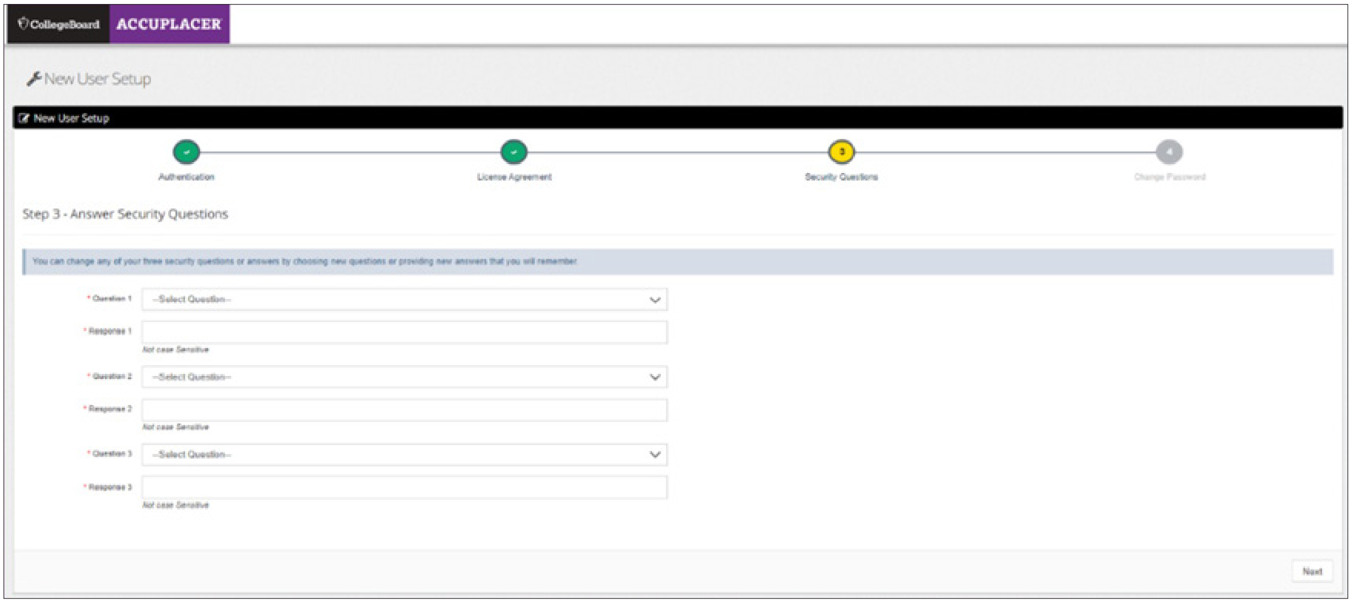
- Step one, Authentication Details, prompts you to enter your:
  - First Name
  - Last Name
  - Username (as it appears in the email)
- Click the **Next** button to continue.



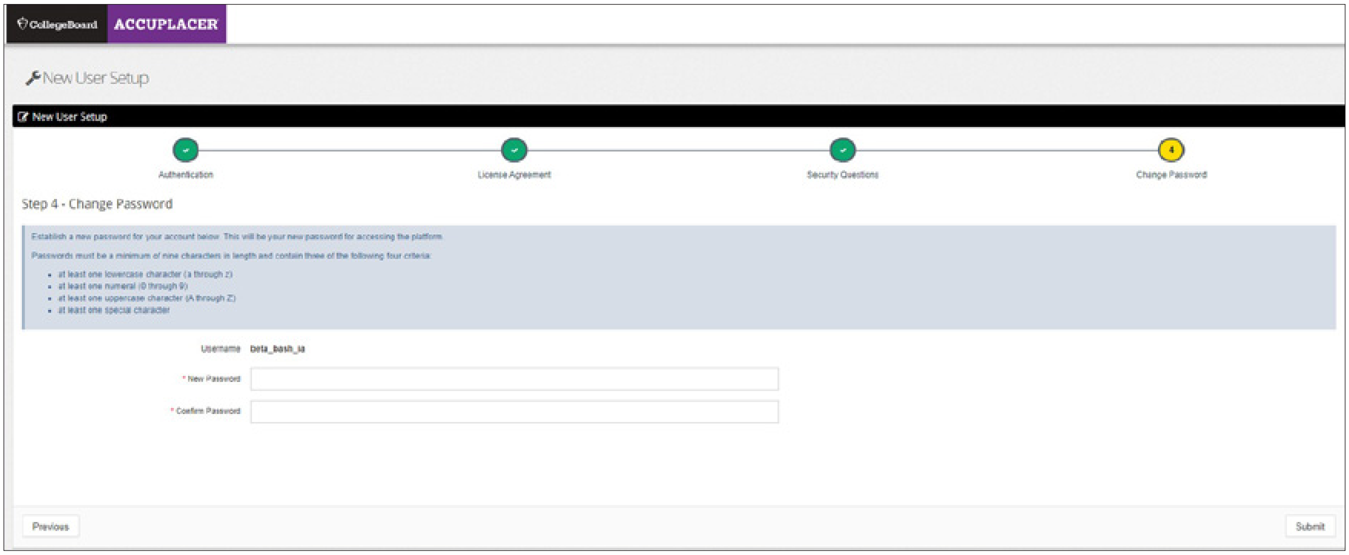
- Step two is the System Software License Agreement.
  - Read the license agreement using the scroll bar on the right to see the entire agreement.
  - Click the **Print** button to print a copy of the full agreement, if desired. Once you're done reviewing the agreement, you may either:
    - Click the **Accept** button to agree to the terms of the agreement.
    - Click the **Decline** button to decline the terms of the agreement.
      - **WARNING:** Declining the terms of the agreement will prevent you from accessing ACCUPLACER.



- Step three, Answer Security Questions, requires you to select three different questions from the prepopulated question list and type your response to each question in its respective field.
  - Question responses are not case sensitive.
  - Should you ever forget your user password, answering these security questions will allow you to reset your password without having to contact customer service.
- Click the **Next** button once completed.



- Step four, Change Password, is the final step in the New User Setup. Here you will create a unique password for your account.
  - In the **New Password** field, enter the password you are creating for this account.
  - In the **Confirm Password** field, enter the password a second time.
    - If both entries do not match and/or do not meet the minimum requirements, you will be alerted to make the necessary corrections.
  - Password requirements:
    - Must be a minimum of nine characters in length
    - Must contain three of the following four criteria:
      - At least one lowercase character (a through z)
      - At least one numeral (0 through 9)
      - At least one uppercase character (A through Z)
      - At least one special character

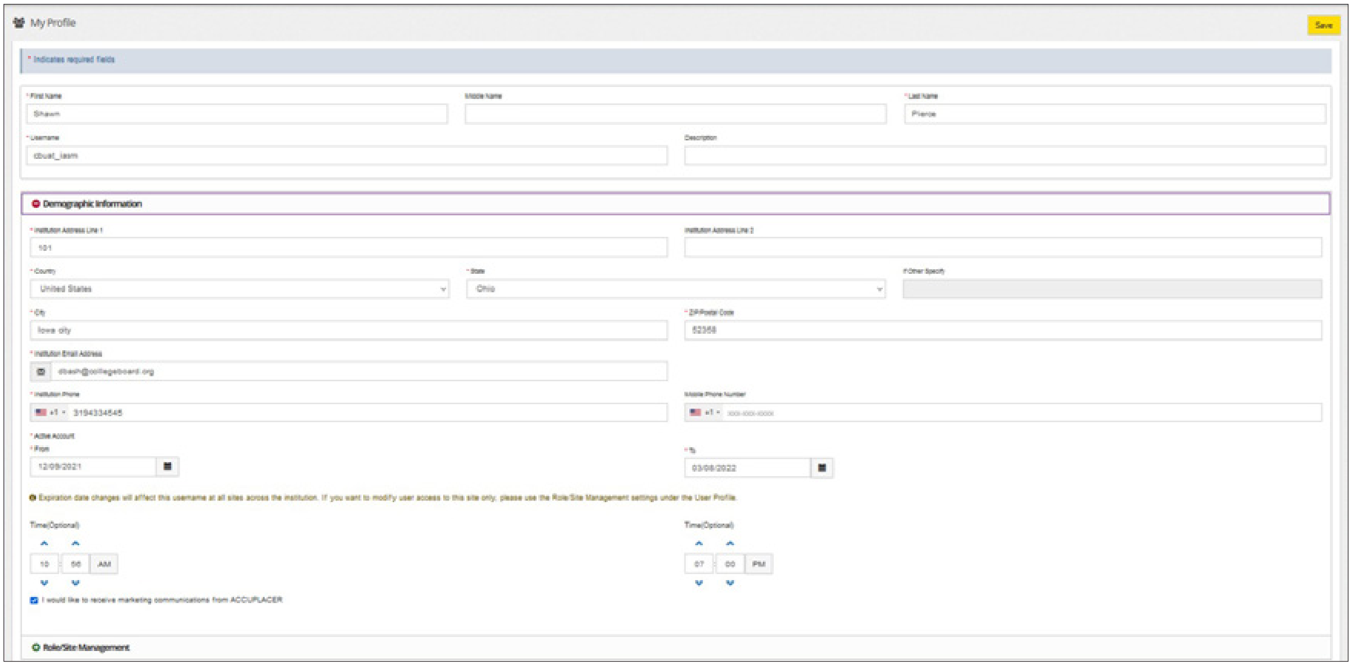


- **WARNING:** You should never share your user profile credentials or password with anyone. Sharing your login details can potentially give unauthorized users access to student personally identifiable information and jeopardize test integrity. If you feel your password has been compromised, you should change it and contact ACCUPLACER immediately.
- Click the **Submit** button to complete the New User Setup.
  - After clicking **Submit**, your login credentials are authenticated and you are automatically logged on to the ACCUPLACER platform.
    - **NOTE:** For all future logins, visit accuplacer.org, enter your username and password, and click the **Login** button.
    - **IMPORTANT:** Depending on your security settings, your browser may prompt you to save your username and password when logging into the ACCUPLACER platform. To ensure test security, we strongly recommend that you do not save your user credentials if prompted.
      - While using your browser's password manager to remember your login information can be convenient, you place yourself at great risk of having your account accessed by an unauthorized user.
      - Remember to always lock your computer when away from your desktop.

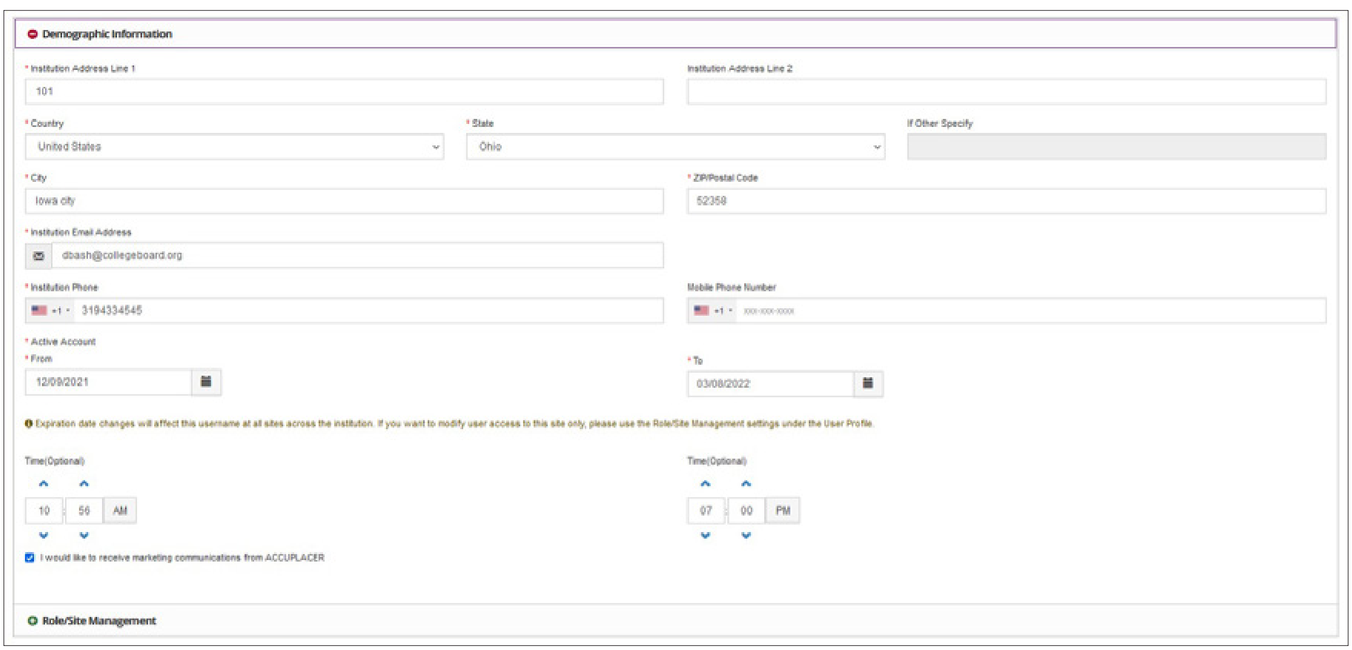
Review User Information

Individuals with Institution Reporter (IR), Institution Score Reporter (InstSR), Institution WritePlacer® Reporter (IWPR), Site Reporter (SR), Site WritePlacer Reporter (SWPR), or Site Score Reporter (SiteSR) accounts will be prompted to review their user information.

Upon logging on, the My Profile section will automatically display.



- Review your user details under Demographic Information.
- Click the **checkbox** next to, "I would like to receive marketing communications from ACCUPLACER" if desired.
- Once satisfied, click **Save** to save changes and confirm the details are correct.
  - **NOTE:** You will be prompted to review this information every time you log in if you do not click the **Save** button.

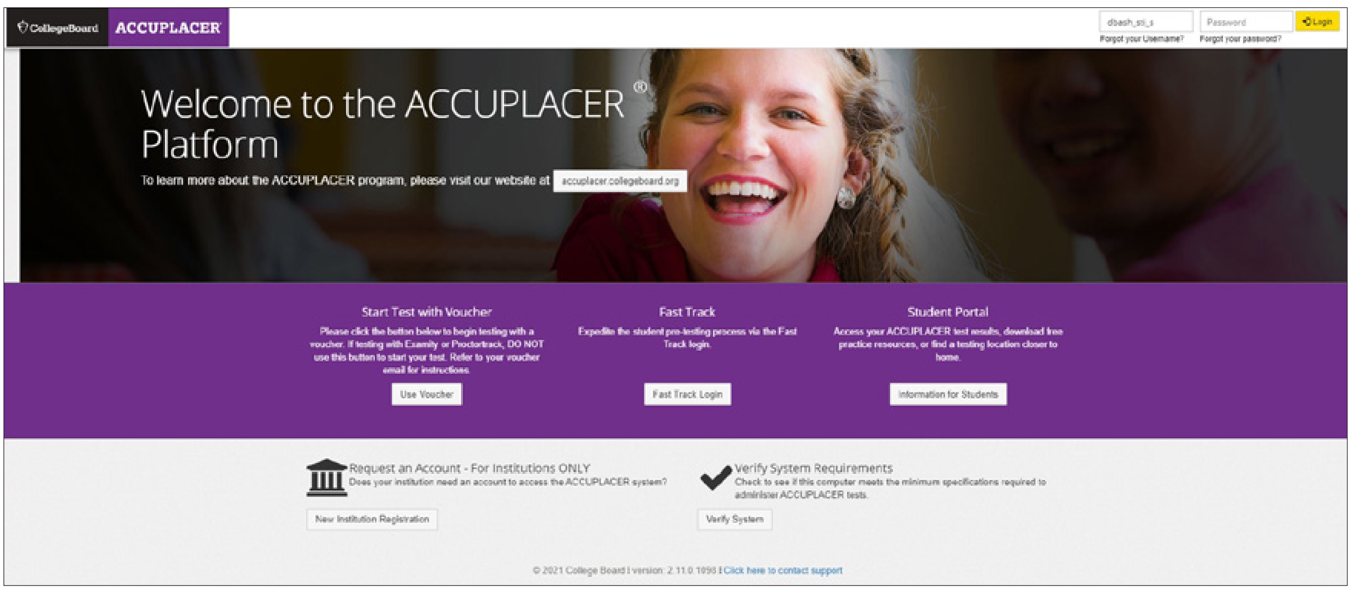


Individuals with IA, Site Manager (SM), Proctor (PRO), or Proctor Reporter (PROR) accounts will be prompted to review their user information after passing the ACCUPLACER Certificate of Test Administration (ACTA) assessment. The ACCUPLACER Program recommends that you check all users' status each semester to make sure only authorized personnel have access.

For security purposes, usernames expire every 12 months. If desired, to get all users onto the same expiration cycle, follow these steps:

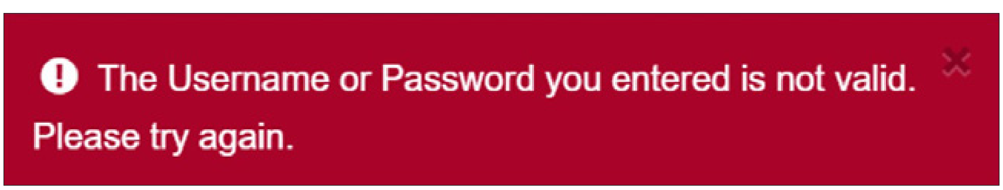
1. Log in as an IA.
2. From the left-hand menu, click **Users > Manage Profiles > User Profiles** and then click **Search**. This brings up your entire user list. If you have more than 10 users, be sure to change the view to 50, 100, 200, or 250.
3. Click the **checkbox** next to the Username field. This will highlight all users that are visible on the page.
4. Click on **Update Account Active Dates.** A From/To calendar will appear.
5. Pick a To date that is one day short of 12 months, and click **Save.**

Logging In to ACCUPLACER



To log in to the ACCUPLACER platform:

- Enter your username and password in the appropriate fields in the upper right corner of the accuplacer.org site.
- Click the **Login** button to the right of the password field to login.
  - **NOTE:** If the username and password are incorrect, a warning message will be displayed below the user credential fields.



  - **WARNING:** To ensure the security of your account, you will be locked out of your ACCUPLACER account if you try to log in with an incorrect password more than five times. If you do get locked out, please contact customer service at 866-607-5223.

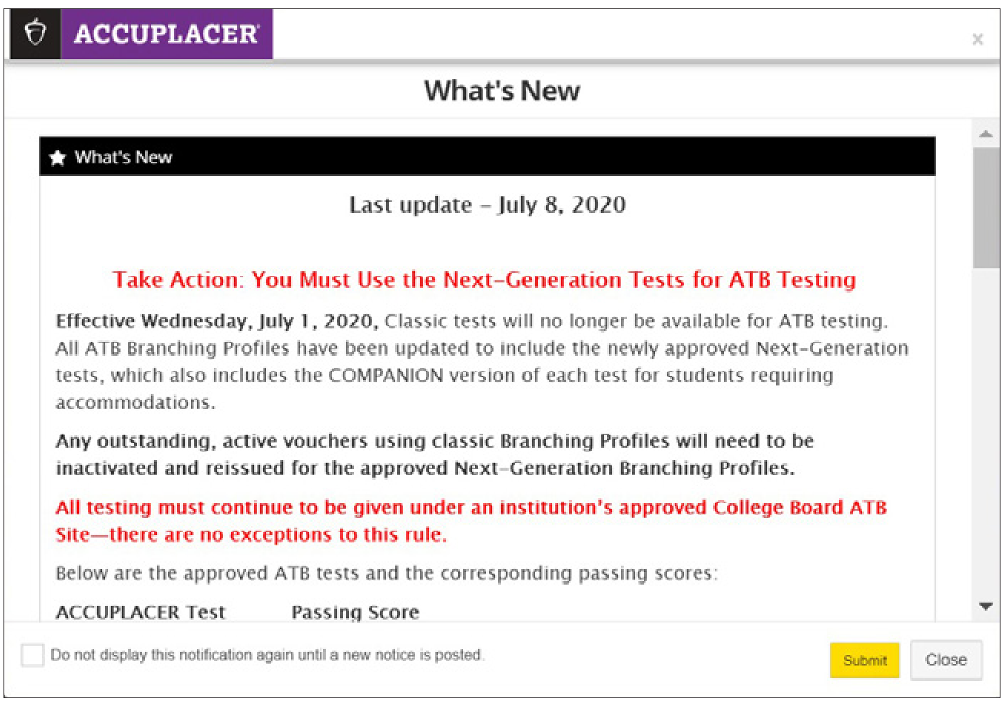
- **WARNING:** Do not log in to accuplacer.org more than once on the same computer. Having multiple tabs or browsers open on the same computer will result in the security error message, “User permission rules have been violated.”

What’s New

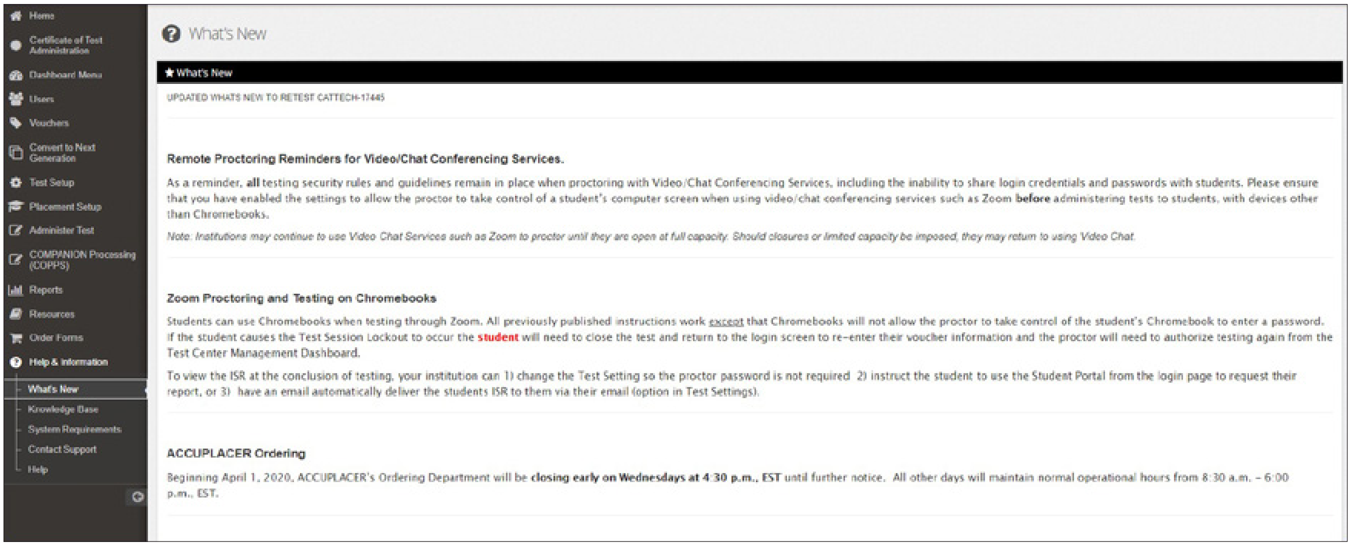
Upon successfully logging in to the ACCUPLACER platform, you will be taken to the homepage where the What’s New pop-up screen will display.

The What’s New pop-up contains important information (e.g., recently released features, upcoming maintenance windows, tips to help you navigate your account), that you should be aware of as a user. After reading the alerts, you may choose to:

- Click the **Close** button to dismiss the pop-up and have it display the next time you login.
- As a best practice, ACCUPLACER recommends clicking the **checkbox** that says, “Do not display this notification again until a new notice is posted,” located at the bottom of the pop-up screen. This will:
    - Suppress the What’s New pop-up screen from displaying every time you log in until new content is published on the page.
    - Ensure you never miss a new message posted to the platform.
        - Click the **checkbox** next to “Do not display this notification again until a new notice is posted.”
        - Click the **Submit** button to save this action.
        - Click the **Close** button to dismiss the pop-up and display the homepage.



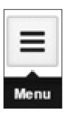
- **TIP:** You can access the What’s New screen anytime by navigating to the Help & Information menu option and clicking **What’s New**.



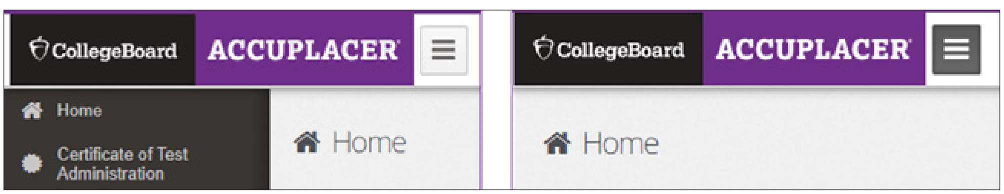
Main Navigation

In the header row at the top of the platform, you'll find the **Menu** icon and the User Profile drop-down menu specific to the user profile you are logged in with at any given time.

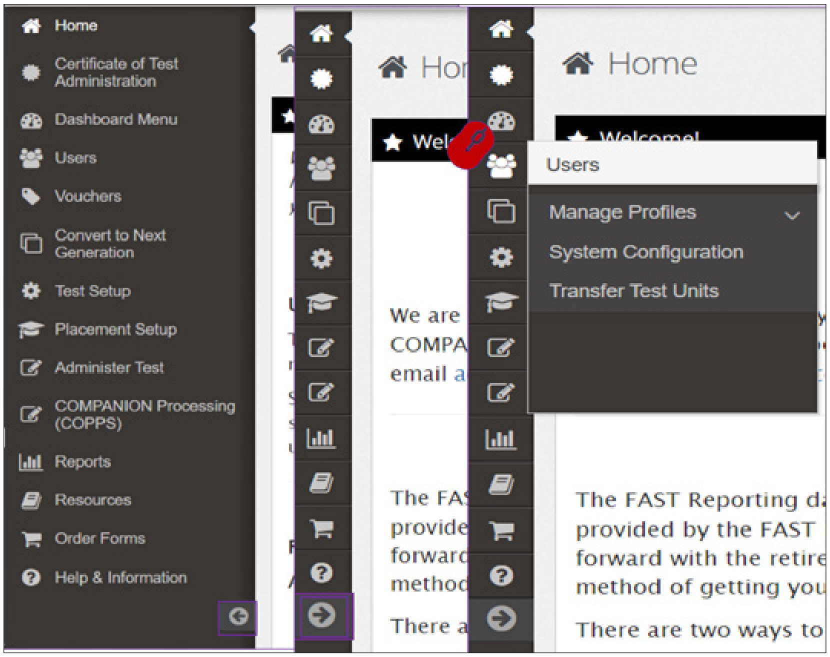
Menu Icon Navigation



- Clicking the **Menu** icon will collapse the left-side navigation menu list.
- Clicking the **Menu** icon a second time will expand the left-side navigation menu list.
  - Collapsing the menu can provide additional screen space to display everything you are working on and limit the need for scrolling up and down the page.



  - **NOTE:** By default, the navigation menu list is visible each time you log into the platform.
  - **TIP:** To gain more screen space and still maintain the menu navigation, use the **left arrow** at the bottom of the menu navigation list.
    - Click the **left arrow** to collapse the menu up to the section icons.
      - When collapsed, the **left arrow** is replaced with a **right arrow**.
      - When collapsed with only the icons displaying, hover over any icon to display and select a sub-section to navigate to.
    - Click the **right arrow** to return the default navigation menu view.



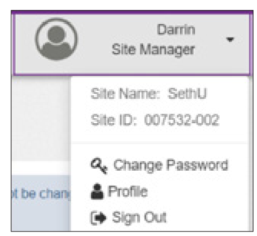
User Profile Navigation

In the upper right corner of the header row is the active User Profile drop-down menu. By default, the first name and user role of the individual logged in is displayed.

Single Role User Profile Navigation

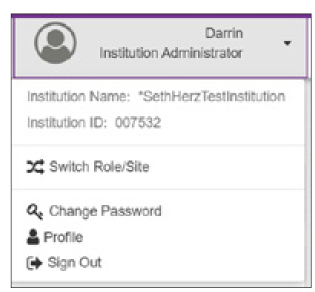
Clicking the **down arrow** provides helpful user profile details and actions.

- For a user assigned to a single role, in the drop-down view you will see:
  - The Institution or Site Name associated to the user role profile
  - The Institution or Site ID associated to the user role profile
  - The **Change Password** option
  - The **Profile** option
  - The **Sign Out** option



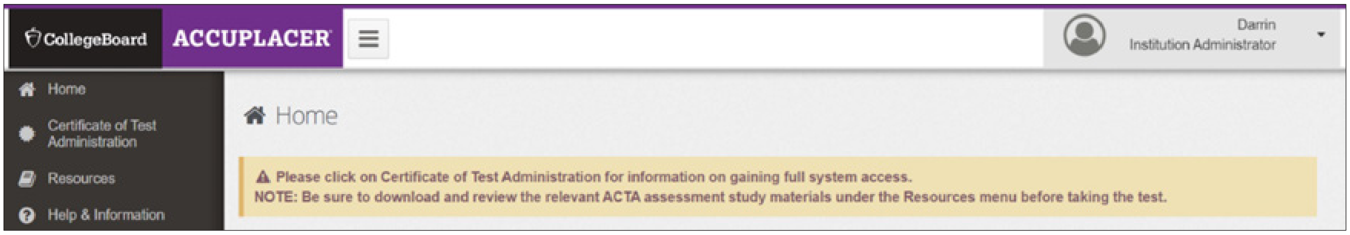
Multiple Role User Profile Navigation

- For a user assigned to multiple roles, in the drop-down view you will see:
  - The Institution or Site Name associated to the user role profile actively logged into the platform
  - The Institution or Site ID associated to the user role profile actively logged into the platform
  - The **Switch Role/Site** option to change to a different assigned user role
  - The **Change Password** option
  - The **Profile** option
  - The **Sign Out** option
    - **TIP:** Get in the habit of always looking at the user profile navigation container and noting the role indication you are actively logged in as and using.



ACCUPLACER Certificate of Test Administration

User Roles Access: IA, SM, PRO, and PROR



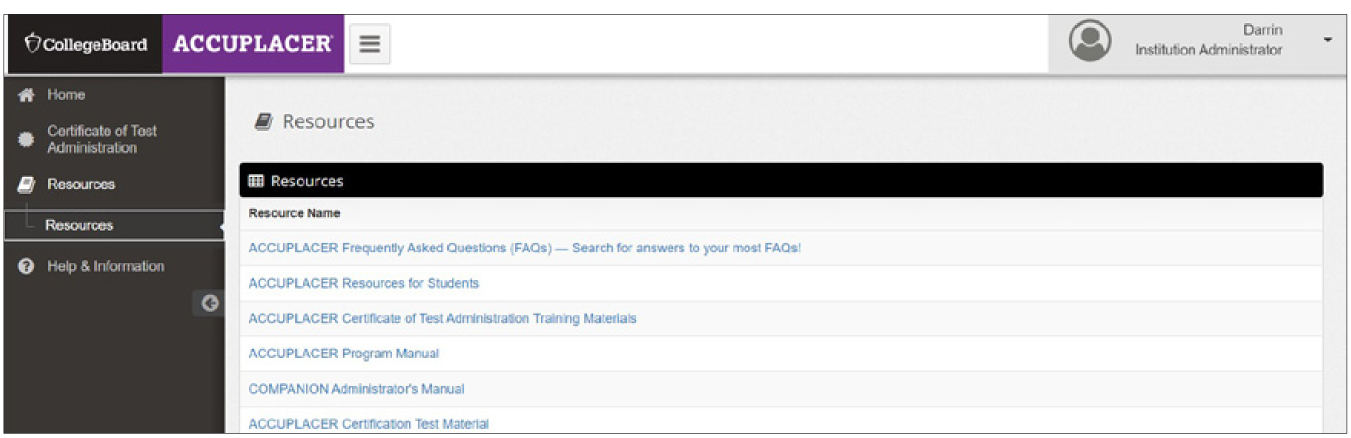
For security purposes, the IA, SM, PRO, and PROR roles are required to pass a certification test before gaining full access to the ACCUPLACER platform.

- New users, and existing users who have let their certification lapse, will be directed to the **Certificate of Test Administration** menu option to take the certification test to enable full system access.
- Existing users who have passed the certification test will be required to take the assessment annually to renew their certification and maintain access to the platform.
- Users will continue to have restricted access until passing the certification test.
  - **NOTE:** Users with multiple accounts within an institution will need to pass the certification test once for each role combination of IA/SM or PRO/PROR. This is required because each certification test contains content specific for each role combination. The certification will cascade to the other accounts at the same user level.
    - **Example:** If a user has multiple proctor accounts within an institution for different sites and passes the test, the user's other proctor accounts within that institution are considered certified as well.

Training Materials

Users will have access to the Resources tab, where a link to the ACCUPLACER Certification of Test Administration Training Materials as well as other valuable training resources can be found. To access the training materials:

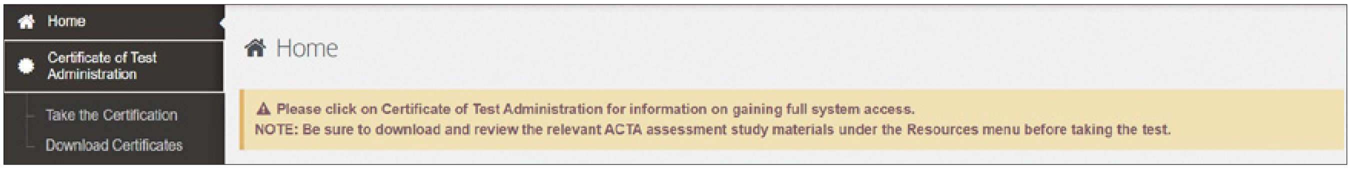
- Click on **Resources** in the main menu. The available resources will display.
  - Click on the **ACCUPLACER Certificate of Test Administration (ACTA)** resource link. The Resources: ACCUPLACER Certificate of Test Administration (ACTA) training material window will display along with the training materials to prepare for the certification test.
    - **NOTE:** All users will continue to have access to the ACTA training materials and the user certification links even after passing the test.



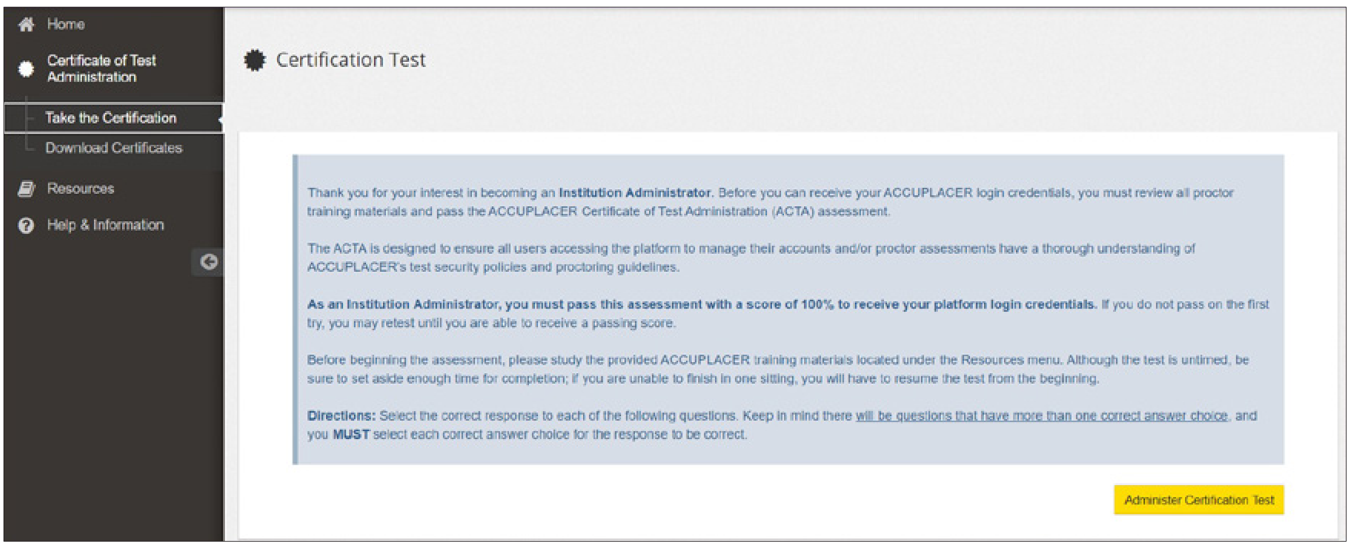
Administering the ACTA

When ready to take the ACTA exam:

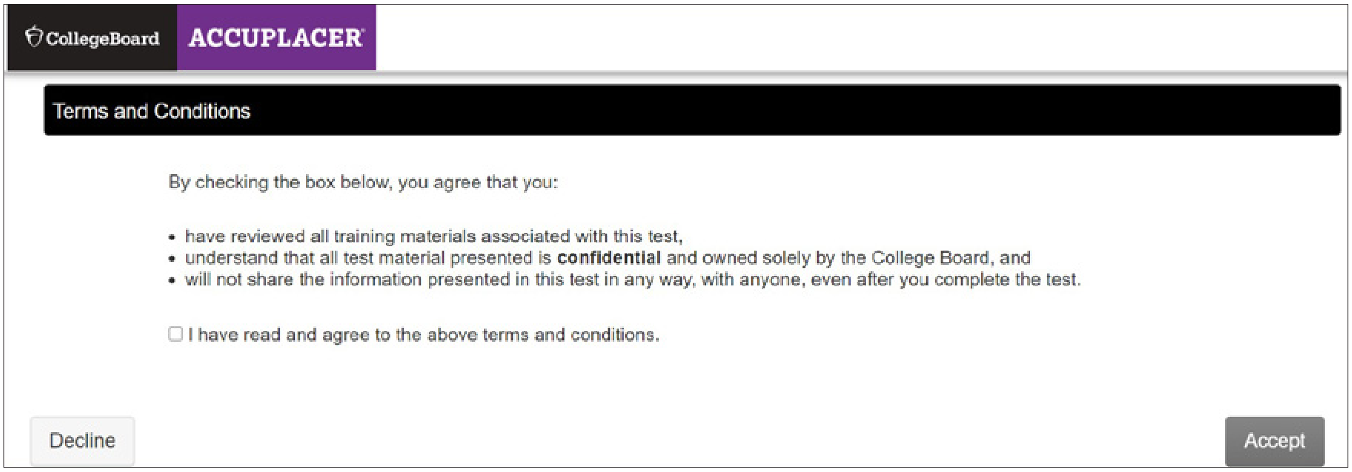
- Click on **Take the Certification** under the **Certificate of Test Administration** menu option. The Certification Test section will display.



- Read the instructions provided. When ready, click the **Administer Certification Test** button to begin the test administration.
- The Certification Test instruction screen will lock down, and a new Certification Test window will open displaying the terms and conditions.



- Read the terms and conditions carefully.
- Click the **checkbox** next to "I have read and agree to the above terms and conditions" to accept the terms and conditions.
  - Clicking the checkbox and accepting the terms and conditions enables the **Accept** button.
    - If accepting the terms and conditions, click the **Accept** button and begin testing.
    - If declining the terms and conditions, click the **Decline** button. The test window will close and end the test session.
      - **WARNING:** If you choose to decline the terms and conditions, the ACTA test cannot be administered. A discussion with your school administrator should be considered to discuss other possible ACCUPLACER roles that do not require ACTA certification.



- **IMPORTANT:**
  - The ACTA exam will not deduct any units from the institution/site to which the user belongs.
  - The ACTA exam must be attempted in one sitting, as it is not lengthy. Saving and finishing later is not an option.
  - There are no restrictions as to the number of attempts needed to pass.
  - Certification expires one year from the date the user passes the test.
  - Users must score 100% to pass.

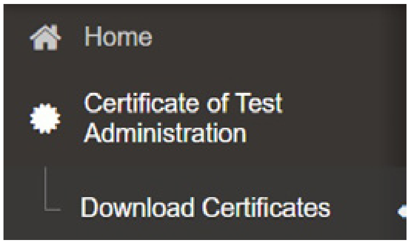
ACTA

When achieving a passing score of 100% on the ACTA, a link to download the **ACCUPLACER Certificate of Test Administration** will display.

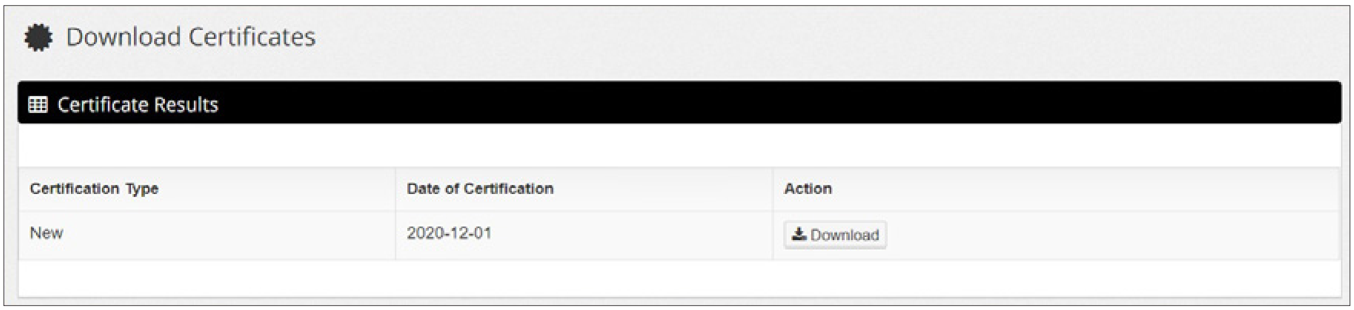
- **TIP:** Display for each proctor in your testing center.
- **TIP:** Save an electronic copy in your IA files for reference.

A copy of the ACTA can be downloaded at any time:

- Click on **Download Certificates** under the **Certificate of Test Administration** menu.
  - The Download Certificates section will display.



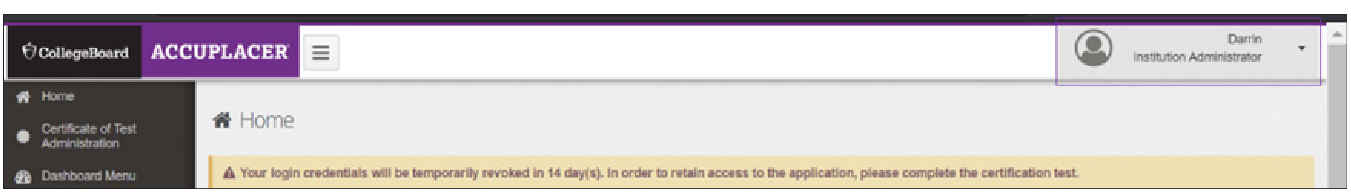
- In the Certificate Results area, locate the specific test administration to download the certificate from.
- Click the **Download** button in the Action column for the certificate to be downloaded.
- The respective certificate will download in PDF format.



  - **NOTE:** The Certificate Results area will list current and previous certifications.

Renewal Notification

When the certification needs to be renewed, a countdown starting at 30 days will appear on the homepage to notify the user of the upcoming renewal certification.



- **WARNING:** Once the countdown ends, user permissions will be revoked until the user passes the certification test. Should this occur, training materials will still be available in the Resources menu for test completion.
- **NOTE:** If an existing certified user fails the certification test but is within the allotted timeline (countdown still has days left), access will remain intact.
- **TIP:** Do not wait until the last minute! Set time aside in your calendar to get recertified as soon as the 30-day countdown starts.

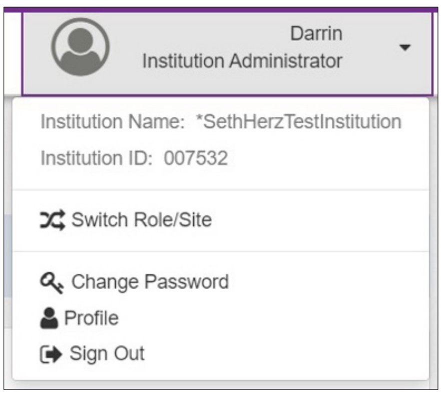
Tracking User Certifications

The User Certification Report provides a way for an IA and SM to track the progress of users required to become ACTA certified based on the user role. To learn more about this report, visit the User Certification Report section in the ACCUPLACER Reports Guide.

User Account Password and Profile

All users can change their passwords and edit their profiles at any time by clicking the **User Profile** details drop-down in the top right corner of the screen.

- Click the **User Profile** to display the User Profile drop-down menu options.

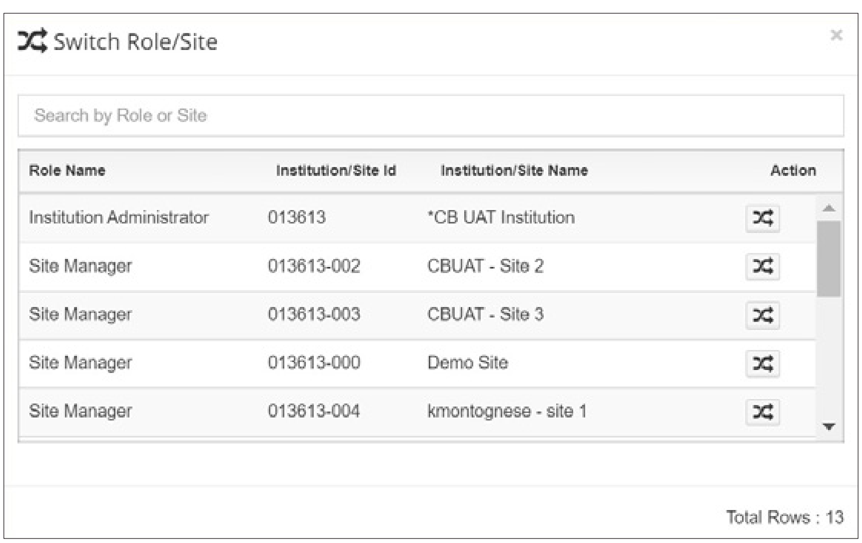


- **TIP:** If you suspect your password may have been compromised, change it immediately.

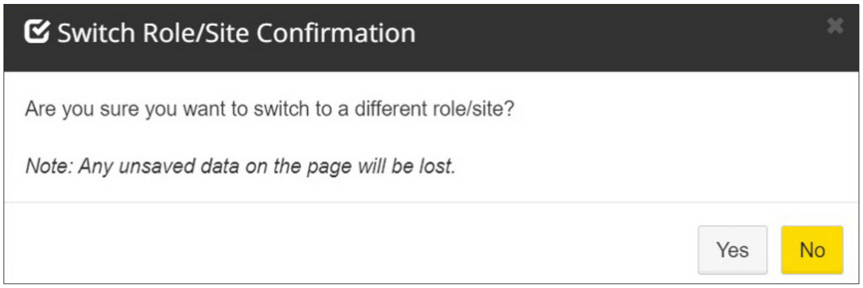
Switch Role/Site

To move between assigned IA/SM or PRO/PROR assigned roles/sites:

- Click on **Switch Role/Site** from the **User Profile** drop-down menu. This will open the Switch Role/Site pop-up.



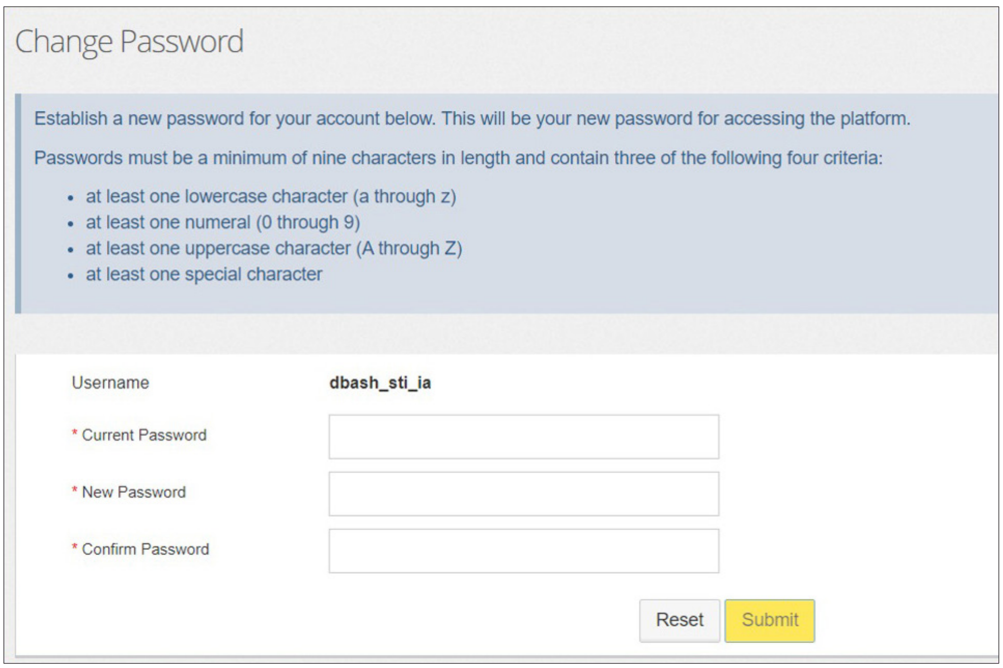
- Click the **Switch** button under the Action column and select the preferred role/site.
- Click the **Yes** button to confirm switching to the selected role/site.



Change Password

To change your password:

- Click on **Change Password** from the **User Profile** drop-down menu. This will open the Change Password screen.



- The Change Password screen will display the username that is currently logged into the ACCUPLACER platform.
  - Enter the current password in the **Current Password** field.
  - Enter the new password in the **New Password** and **Confirm Password** fields.
    - Be sure to note the password rules and requirements.
  - Click **Submit** to save the changes.
    - **IMPORTANT:** For security reasons, you are required to update your password every 90 days. An email will be sent to the address associated to your user profile 10 days prior to the expiration date.
    - **WARNING:** If you do not change your password prior to the expiration date, you will be prompted to do so next time you log in.

ACCUPLACER Password Expiration Notice

A

ACCUPLACER <NoReply@accuplacer.info>
To noreply@accuplacer.info

Reply | Reply All | Forward | ...

Sat 7/4/2020 1:00 AM

Dear ACCUPLACER User,

Your ACCUPLACER platform password will expire in 10 days. Please change your password by clicking on the dropdown menu under your profile name. If you are unable to do so in the next 10 days, the next time you login, you will be prompted to change your password.

Username dbash_sti_ia

User Type: College Board System Administrator

Thank you.

ACCUPLACER Team

Basic Profile Changes

You can review and edit your user profile at any time:

- Click on **Profile** from the **User Profile** drop-down menu to display the My Profile section.

My Profile — Save

* Indicates required fields

* First Name	Middle Name	* Last Name
Darrin		Bash

* Username	Description
dbash_sti_ia	

Demographic Information

Role/Site Management

- Click on **Demographic Information** to expand the container and display the user information.

Demographic Information

* Institution Address Line 1	Institution Address Line 2
101	

* Country	* State	If Other Specify
United States	Ohio	

* City	* ZIP/Postal Code
Iowa city	52358

* Institution Email Address
dbash@collegeboard.org

* Institution Phone	Mobile Phone Number
+1 3195551212	+1 xxx-xxx-xxxx

* Active Account

* From	* To
12/09/2021	03/08/2022

- Make your changes and click the **Save** button at the top of the page.
  - **IMPORTANT:** User Type cannot be edited by any user type.
    - Proctors and reporters of all types are unable to update:
      - Active Account From/To date fields
      - Username field
    - SMs and IAs can edit:
      - Active Account From/To date fields
      - Username field

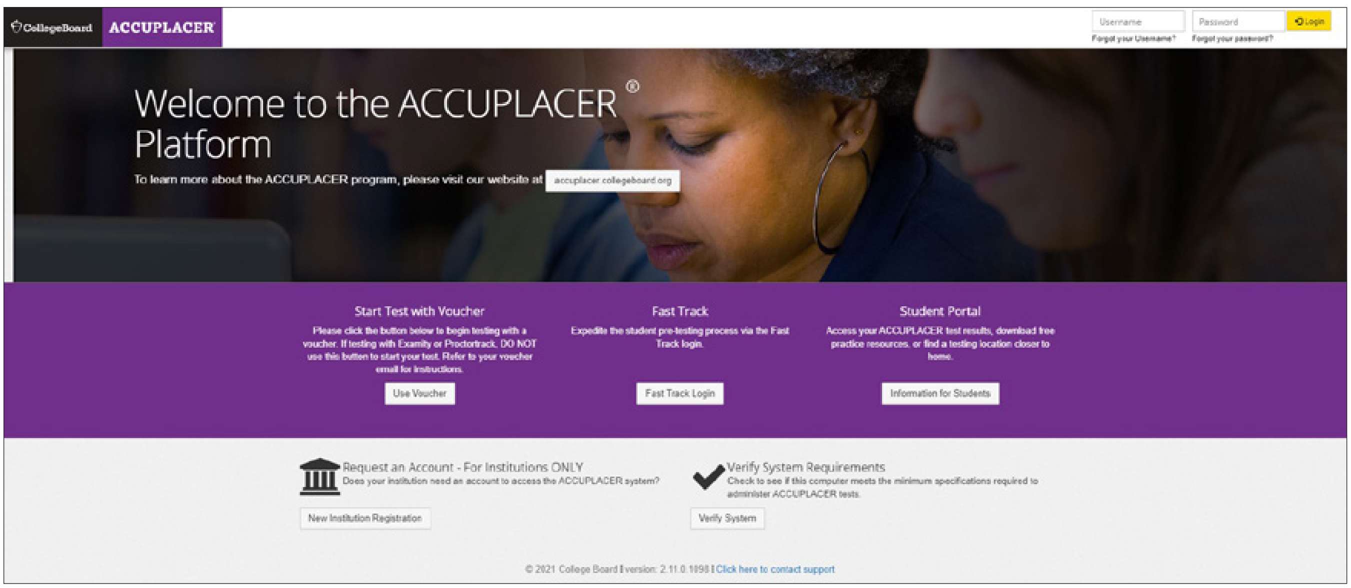
Retrieving a Username or Password

If you forget your username or password, you can easily retrieve your credentials without the need to contact customer service.

From the ACCUPLACER landing page (accuplacer.org):

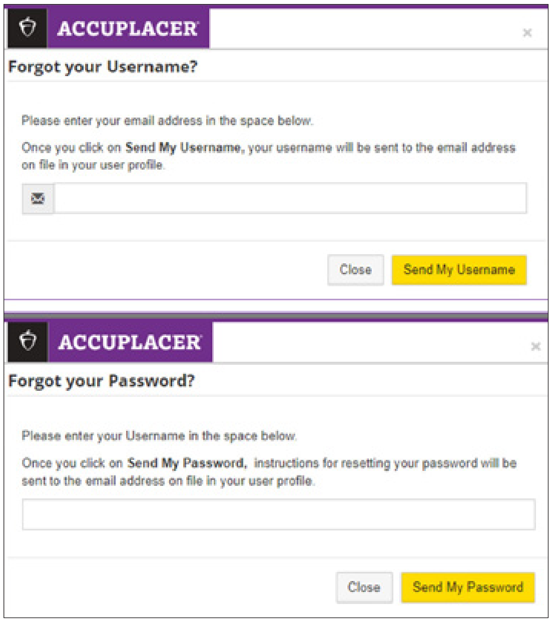
- Under the Username and Password fields, click on either:
  - **Forgot your Username?**
  - **Forgot your Password?**

  The appropriate pop-up screen will display.



Forgot Username

- Click on **Forgot your Username?**
- At the prompt, enter the email address associated with the username in question.
- Click the **Send My Username** button.
- If the email address matches an email address on file, the username will be emailed to the specified email address.



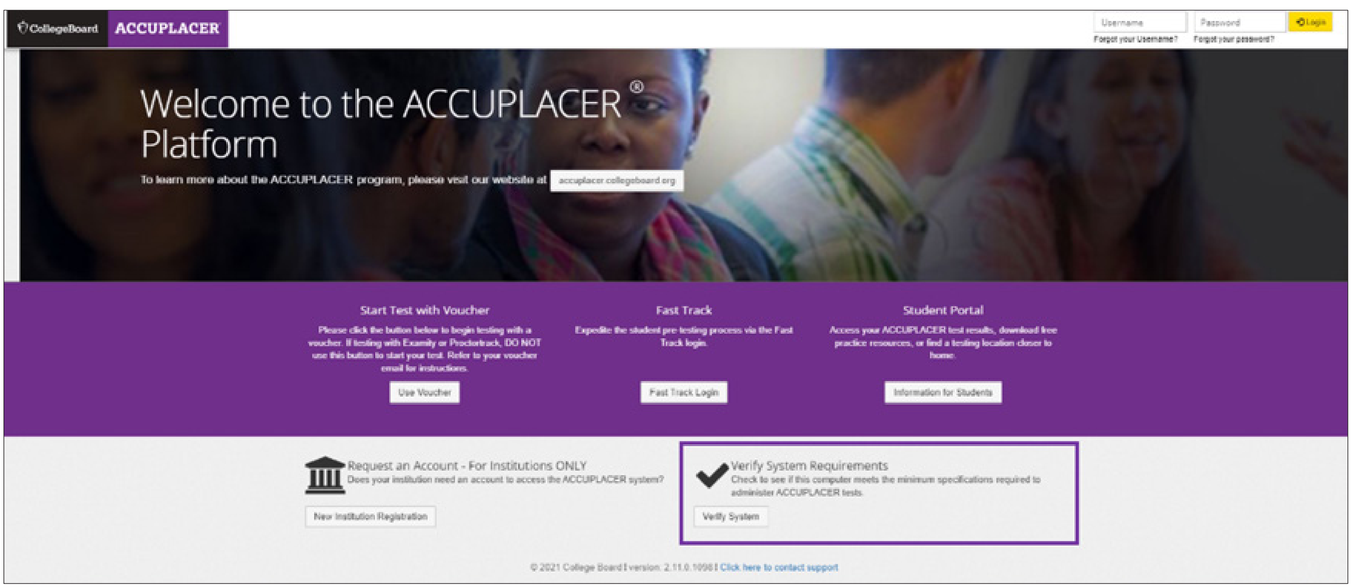
Forgot Password

- Click on **Forgot your Password?**
- At the prompt, enter your username.
- Click the **Send My Password** button.
- If the username matches a username on file, an email with directions on how to reset the password will be sent using the email address on file that is associated with that username.

System Requirements and Features

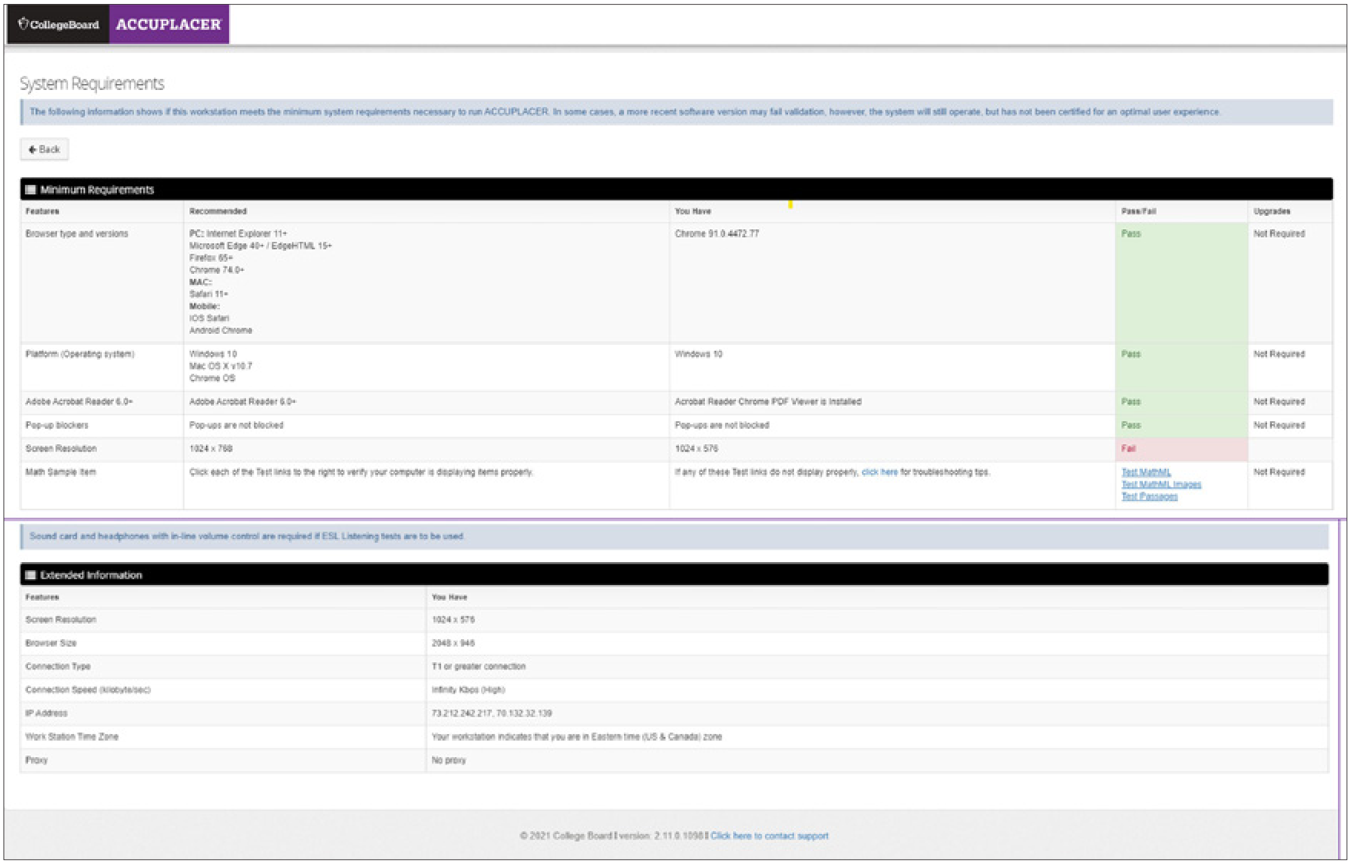
To see if your computer meets the minimum specifications required to administer ACCUPLACER tests:

- Go to the ACCUPLACER landing page (accuplacer.org).
- Click the **Verify System** button.



- Clicking the **Verify System** button automatically initiates a systems compatibility check on your device.

The System Requirements page displays the results of the system check along with any upgrade recommendations.


CollegeBoard ACCUPLACER

System Requirements

The following information shows if this workstation meets the minimum system requirements necessary to run ACCUPLACER. In some cases, a more recent software version may fail validation, however, the system will still operate, but has not been certified for an optimal user experience.

Back

Minimum Requirements

Features	Recommended	You Have	Pass/Fail	Upgrades
Browser type and versions	**PC:** Internet Explorer 11+ Microsoft Edge 40+ / EdgeHTML 15+ Firefox 65+ Chrome 74.0+ **MAC:** Safari 11+ **Mobile:** IOS Safari Android Chrome	Chrome 91.0.4472.77	Pass	Not Required
Platform (Operating system)	Windows 10 Mac OS X v10.7 Chrome OS	Windows 10	Pass	Not Required
Adobe Acrobat Reader 6.0+	Adobe Acrobat Reader 6.0+	Acrobat Reader Chrome PDF Viewer is Installed	Pass	Not Required
Pop-up blockers	Pop-ups are not blocked	Pop-ups are not blocked	Pass	Not Required
Screen Resolution	1024 x 768	1024 x 576	Fail	
Math Sample Item	Click each of the Test links to the right to verify your computer is displaying items properly.	If any of these Test links do not display properly, click here for troubleshooting tips.	Test MathML Test MathML Images Test Passages	Not Required

Sound card and headphones with in-line volume control are required if ESL Listening tests are to be used.

Extended Information

Features	You Have
Screen Resolution	1024 x 576
Browser Size	2048 x 946
Connection Type	T1 or greater connection
Connection Speed (kilobyte/sec)	Infinity Kbps (High)
IP Address	73.212.242.217, 70.132.32.139
Work Station Time Zone	Your workstation indicates that you are in Eastern time (US & Canada) zone
Proxy	No proxy

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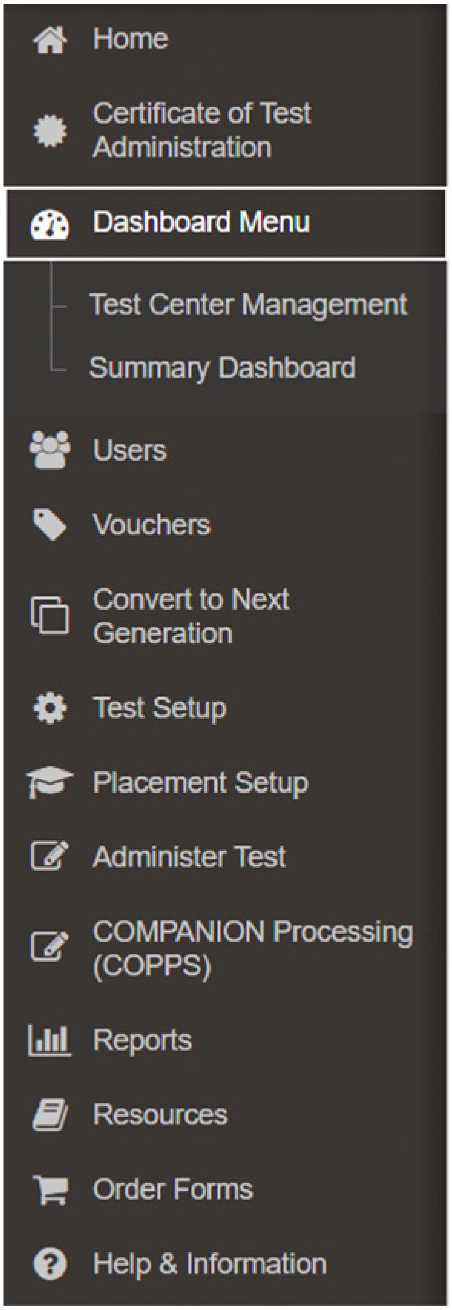
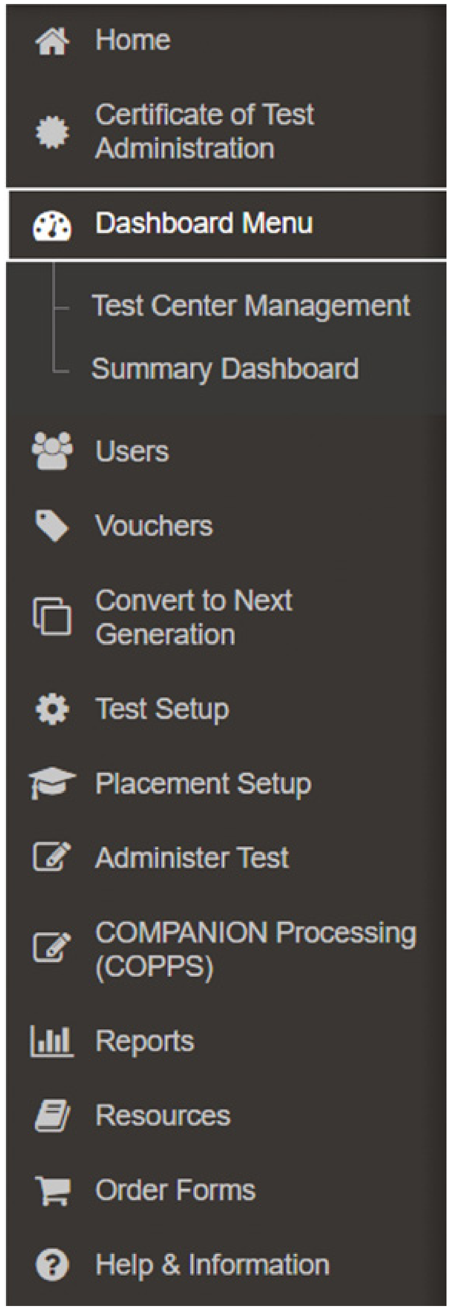
Dashboard Menu

Shown below are the different menus for an Institutional Administrator (IA) and a Site Manager (SM). If you are logged in as an IA, you have the same access to the Test Center Management Dashboard and the Summary Dashboard as an SM.

Institution Administrator



Site Manager



Test Center Management

The Test Center Management sections allows testing staff to manage testing activity from one page. The following user roles have access to Test Center Management: IA, SM, Proctor (PRO), and Proctor-Reporter (PROR).

Video Resource: Log in to the ACCUPLACER platform and navigate to **Resources > Resources > "How To" Platform Training Videos** for a video tutorial on the Text Center Management section.

The Test Center Management section provides an overview of the testing activity across an institution or a single site, showing the following information:

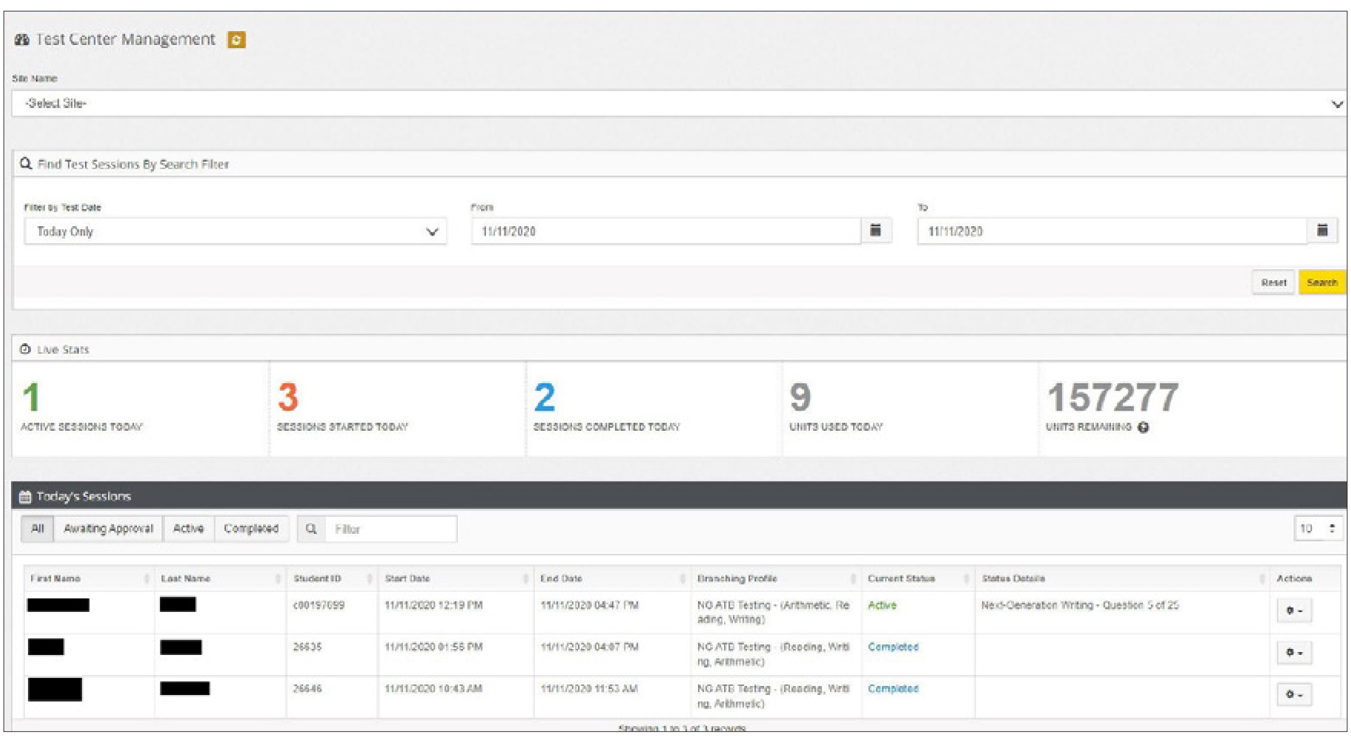
- The number of active test sessions
- Sessions started
- Sessions completed
- Units used
- Units remaining

The following actions are also available:

- Launch test sessions
- Stop test sessions
- Invalidate test sessions
- View or send test scores

Clicking on **Test Center Management**, located under the **Dashboard Menu** navigation, will display the Test Center Management section. By default, this section opens displaying the current day (Today Only) testing activity across your institution or a single site, depending on your user role.

- **NOTE:** As an IA, the Test Center Management section provides the ability to review work being done by SMs, PROs, and PRORs at various sites.
- **TIP:** The dashboard is a great way to monitor and manage day-to-day testing activities from a remote location for multiple sites.



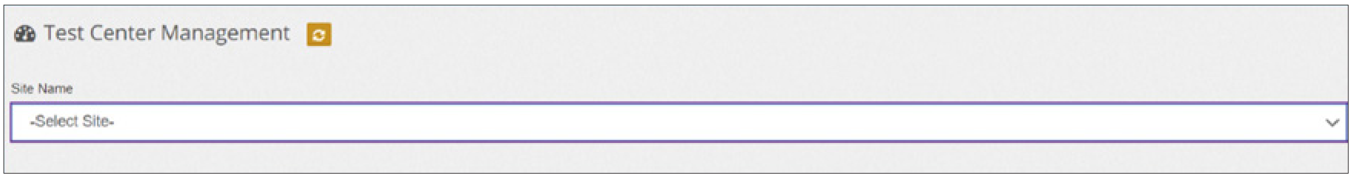
The Test Center Management section is comprised of test session search parameters and filters, statistical test session data, and actionable search results. To perform a search, select from the available search options provided.

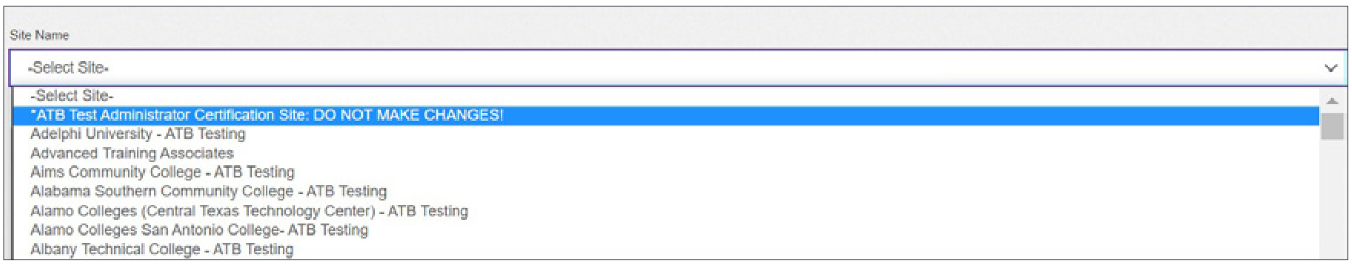
Site Name

User Role Access: IA only

The Site Name drop-down menu lists all sites associated to your institution. To select a site:

- Click the **Site Name** field **(-Select Site-)** to display all sites associated with your institution.
- Click the desired site name from the list.





  - Selecting a site from the drop-down menu automatically refreshes the page and displays live stats, providing insight into staff workloads (e.g., active sessions, sessions started today, sessions completed) for the specific site location.

Filter by Users

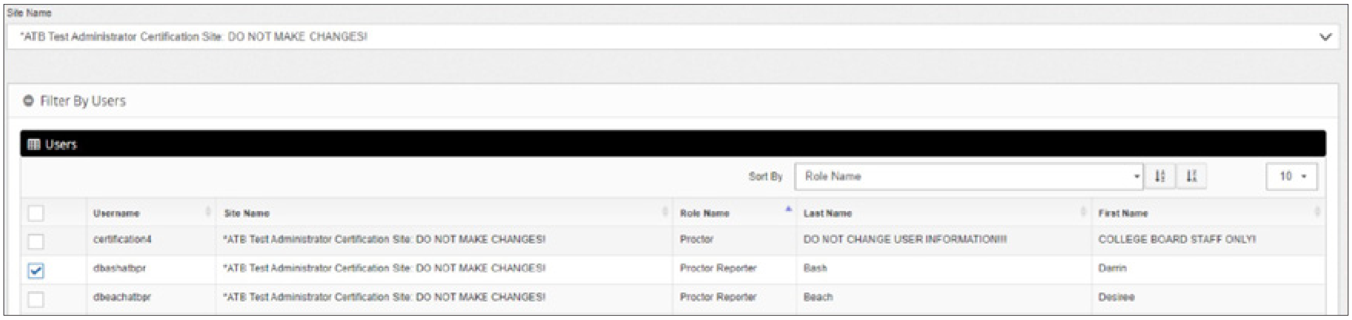
User Role Access: IA only

When selecting a specific site from the list of available sites displayed in the Site Name drop-down menu list, the Filter by Users sections will display below the Site Name field. To apply an optional user filter:

- Click the **Filter by Users** bar to expand the Filter by User area and display the available options.

- The Users grid displays the available users and the following user information:
  - Username:
  - Site Name:
  - Role Name:
  - Last Name:
  - First Name:
- Click the **checkbox** to the left of the username to filter the search results and display only the test sessions proctored by the selected individual.

  NOTE: Selecting a user to filter is optional.



Find Test Sessions by Search Filter

User Role Access: IA, SM, PRO, and PROR

The Find Test Sessions by Search Filter section provides the ability to search historical data by a predefined or custom date range by utilizing the Filter by Test Date drop-down menu.

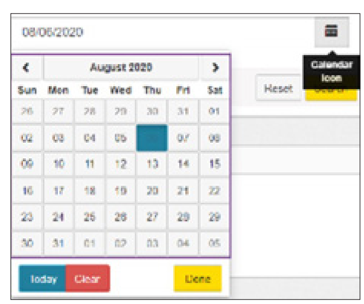
- An error message will display when selecting a date range greater than 12 months.
  - **IMPORTANT:** Five years of historical data are available for review, but the maximum time span for this search is 12 months.

Filter by Test Date

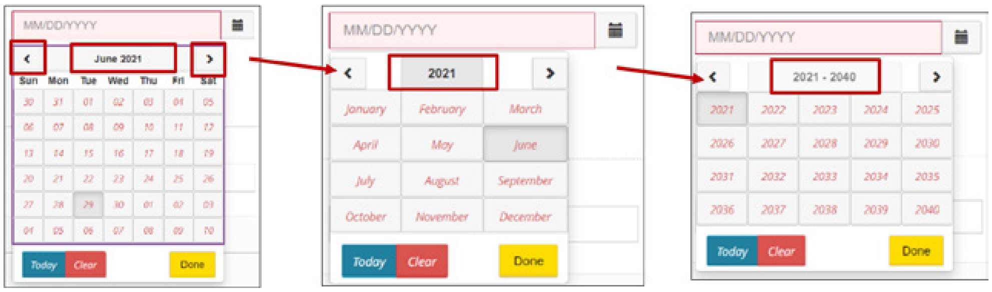
Filter by Test Date has five available options.

- Today Only (default)
- Yesterday and Today
- Last 7 Days
- Last 30 Days

- Custom Date Range: Click the **calendar** icon and select the dates you want entered in the From and To fields, or enter the dates manually using the format MM/DD/YYYY.
  - **NOTE:** Attempting to perform a Custom Date Range search with a date in the future, or using improper date formatting, will trigger an error message.
  - **TIP:** When using the **calendar** icon to select a custom date range:
- Use the **right arrow** and **left arrow** at the top of the calendar to move in monthly increments forward or back from the current month.



- Click on the calendar **month and year** located between the right and left arrows to quickly select a different month.
- Click on the calendar **year** located between the right and left arrows to quickly select a different year.



Live Stats/Stats

In this area of the Test Center Management section, statistics are displayed based on the Filter by Test Date selection. Since the report defaults to Today Only, the statistics displayed are live stats for the current day. Based on the predefined or custom date range selected, the following data will be displayed:

- Active Sessions Today: Displays when Today Only is selected from the Filter by Test Date menu.
  - Displays the number of active test sessions (In-Progress).
- Sessions Started: Displays the number of test sessions that started for the defined period.
- Sessions Completed: Displays the number of completed test sessions, not individually completed tests.
  - For example, a Branching Profile (BP) containing three tests, with two tests completed and the third in a “Save and Finish Later” state would not be counted as completed in the dashboard. Only after the third test is resumed and completed would the test session be counted as completed and the number 1 would be added to the tally on the dashboard. Sessions completed means that all tests in each BP are completed.
- Units Used: Displays the number of units consumed for the defined period.
- Units Remaining: Only displays when Today Only is selected from the Filter by Test Date menu.
  - If auto allocation is turned on for the institution, the number displayed will be the sum of the site’s units and the institution’s units. Otherwise, the number displayed will be the site’s units only.
    - **NOTE:** The Filter by Test Date selection will change to Live Stats when Today Only is selected and to Stats for all other choices. Also, the statistical data display names will be appended with the Filter by Test Dates selection.

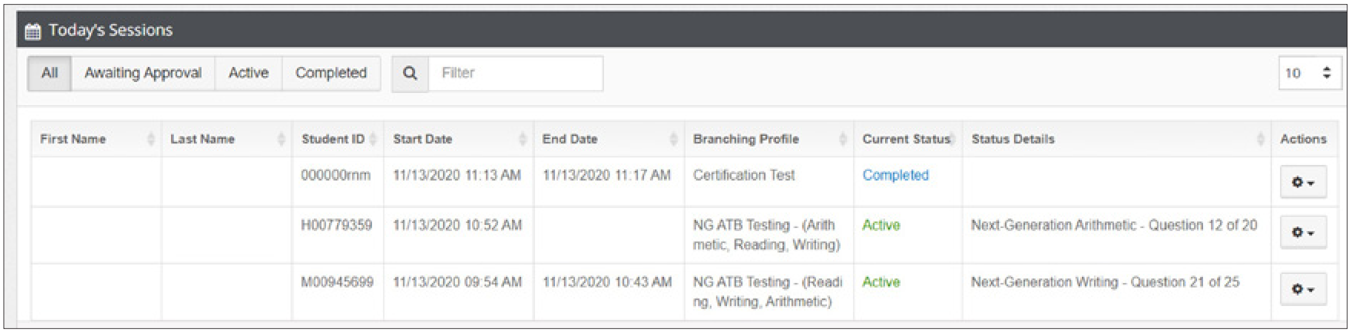
Test Session Search Results

This area of the Test Center Management section displays the test session search results across an institution or a single site based on selected search criteria. You can also perform various actions to a single test session based on the test session status.

Today's Sessions

By default, when clicking on **Test Center Management** under the **Dashboard Menu** navigation, a search is automatically performed with a Filter by Test Date of Today Only.

When searches performed for test sessions only occurring on the current date (Today Only), the test session search results area will be titled Today's Sessions and provide additional tabs for filtering the current day's test activity.



First Name	Last Name	Student ID	Start Date	End Date	Branching Profile	Current Status	Status Details	Actions
		000000mm	11/13/2020 11:13 AM	11/13/2020 11:17 AM	Certification Test	Completed		
		H00779359	11/13/2020 10:52 AM		NG ATB Testing - (Arithmetic, Reading, Writing)	Active	Next-Generation Arithmetic - Question 12 of 20	
		M00945699	11/13/2020 09:54 AM	11/13/2020 10:43 AM	NG ATB Testing - (Reading, Writing, Arithmetic)	Active	Next-Generation Writing - Question 21 of 25	

Tab Filters: Today's Sessions Only

The Today's Sessions tab filters provide the ability to narrow down the current-day test activity based on the test session status.

Available tab filters:

- **All:** By default, the All tab is selected for searches with a Filter by Test Date of Today Only. All test activity for the current day is displayed.
- **Awaiting Approval:** Test sessions shown under the Awaiting Approval tab indicate a Voucher and/or a Fast Track test administration is waiting to begin. When selecting the **Awaiting Approval** tab, the **multi-action** button will display to the left of the First Name column.
  - The **multi-action** button provides the ability to quickly start test sessions in bulk.
    - **NOTE:** As soon as an Awaiting Approval test session begins, it becomes active and will appear under the Active Status tab.
    - **NOTE:** Ensure all test takers have reached the "STOP – Wait for Approval" message before bulk-approving a test session.
      - There can be a delay for all test takers to appear under Awaiting Approval based on how quickly test takers complete the preregistration and also computer connectivity.
      - Once approved, it's recommended to make sure all test takers were approved and none were inadvertently missed.
- **Active:** Displays only active in-progress test sessions.
  - When selecting the **Active** tab, the **multi-action** button will display to the left of the First Name column.
    - The **multi-action** button provides the ability to quickly stop test sessions in bulk.

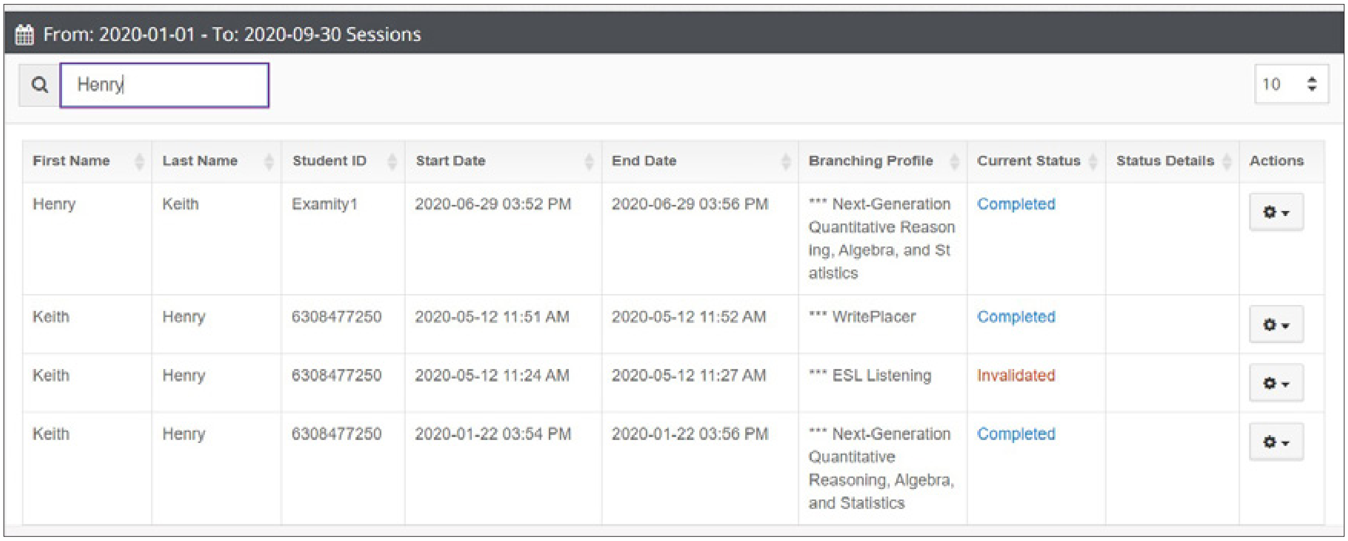
- **Completed:** Displays all test sessions that have been closed and are no longer being administered.

When performing a search for test sessions that occurred in the past, the title of the test session search results will be named according to the Filter by Test Date selection, and the additional tabs for filtering will be suppressed.

Freeform Filter Field

The freeform filter search field, located at the top of the test sessions search results area, provides a way to search for specific records within the search results and display only the records that match. After performing a test session search:

- Click the **Filter** field.
  - Begin typing your search term.
  - The search results will automatically eliminate the records that do not match the search term.


From: 2020-01-01 - To: 2020-09-30 Sessions

Henry

10

First Name	Last Name	Student ID	Start Date	End Date	Branching Profile	Current Status	Status Details	Actions
Henry	Keith	Examity1	2020-06-29 03:52 PM	2020-06-29 03:56 PM	*** Next-Generation Quantitative Reasoning, Algebra, and Statistics	Completed		
Keith	Henry	6308477250	2020-05-12 11:51 AM	2020-05-12 11:52 AM	*** WritePlacer	Completed		
Keith	Henry	6308477250	2020-05-12 11:24 AM	2020-05-12 11:27 AM	*** ESL Listening	Invalidated		
Keith	Henry	6308477250	2020-01-22 03:54 PM	2020-01-22 03:56 PM	*** Next-Generation Quantitative Reasoning, Algebra, and Statistics	Completed		

The following testing activity details are displayed in the test sessions search results area.

- First Name
- Last Name
- Student ID: The test taker's ID assigned by the institution and used to verify their identity when beginning the ACCUPLACER test administration.
- Start Date: The date and timestamp of when the test session began. The column will remain blank until the test session begins.
- End Date: The date and timestamp of when the test session ended. The column will remain blank until the test session is closed.
- Branching Profile: The BP name for the test administration.
- Current Status:
  - Awaiting Approval
  - Active
  - Complete
  - Forced Closed
  - Invalidated
- Status Details: For active sessions, displays the section of the test being administered and the question number the test taker is currently on out of the total number of questions in the exam.
  - The field will be left blank for all other statuses.
- Actions: Clicking the **Action** button will display a drop-down menu of the available actions for the selected test session based on the session's status.

Test Sessions Actions

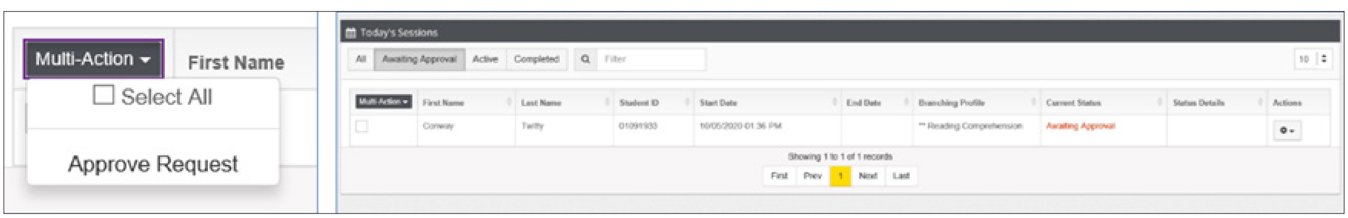
Video Resource: Log in to the ACCUPLACER platform and navigate to **Resources > Resources > "How To" Platform Training Videos > "Test Center Management Module"** to watch a video tutorial on managing test sessions.

The **Action** button displayed in the test sessions search results area allows an administrator to launch test sessions, stop test sessions, invalidate test sessions, and view or send test scores. The available action that can be performed on a test session is dependent on the status of the session.

Available Actions by Test Status:

Awaiting Approval Test Session Actions

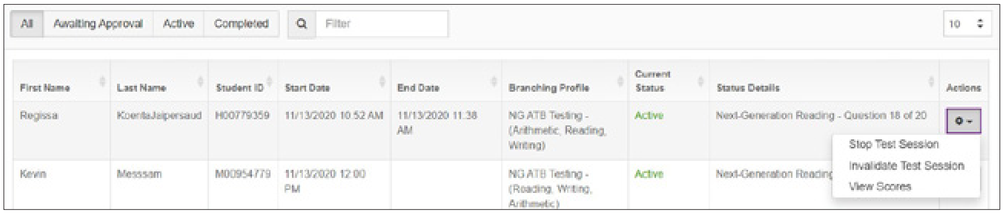
- **Approve Request:** This action begins the test administration for Voucher or Fast Track test administration sessions.
  - From the **All** tab, an individual test session can be approved to begin by clicking the **Action** button and clicking **Approve Request** from the drop-down menu for that specific test.
    - When starting a Fast Track test administration, you will be prompted to select a BP from the Test Center Management section.
  - From the Awaiting Approval tab, multiple test sessions can be approved to begin simultaneously, utilizing the multi-action drop-down option. Individual test sessions can also be approved under the Awaiting Approval tab. To start multiple test sessions at the same time:
    - Click the **multi-action** button to display the drop-down menu.
    - Click the **checkbox** next to Select All.
      - This action bulk-selects all the active test sessions at once.
      - When bulk-approving test sessions for a Fast Track test administration, you will be prompted to select a BP from the Test Center Management section. All test takers to be bulk-approved will be given the same BP during test administration. Fast Track does not allow different BPs to be assigned to different test takers with in the same bulk-approved batch.
    - Click the **Approve Request** text in the drop-down menu to begin the test session for all selected sessions.



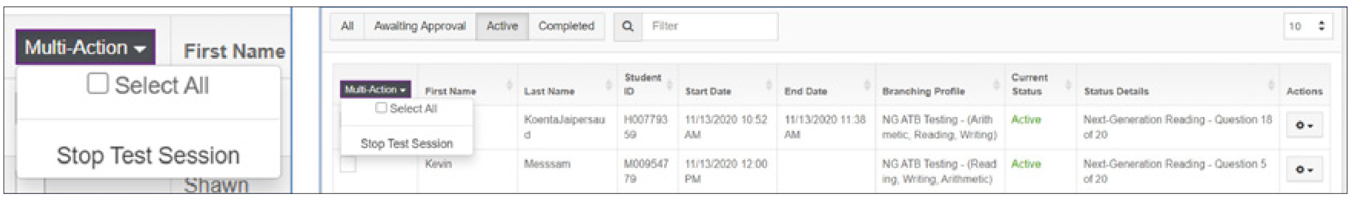
Active Test Session Actions

- **Stop Test Session:** This action will prevent a test taker from being able to continue testing. Upon submitting an answer to the current test question, the test taker will be presented with a message stating that the test session has been suspended and to contact the proctor. The test session remains active and can be resumed by a PRO/PROR under **Administer Test > Manage Test Sessions.**
  - From the All tab, an individual test session can be stopped by clicking the **Action** button for the specific test that needs to be stopped.

    TIP: This functionality works well when a test taker needs a score for one section of the BP and does not need the remainder of the tests in the BP that was assigned.



- From the Active tab, individual test sessions can be stopped, and multiple test sessions can be stopped simultaneously utilizing the multi-action drop-down menu. To stop multiple test sessions at the same time:
  - Click the **multi-action** button to display the drop-down menu.
  - Click the **checkbox** next to Select All.
    - This action bulk-selects all the active test sessions at one time.
  - Click **Stop Test Session** in the drop-down menu.



  - A confirmation pop-up will display. Click the **OK** button to confirm the selected test sessions should be stopped.
    - Selecting **OK** will close the confirmation pop-up and stop all active test sessions.

  IMPORTANT: A stopped test session under the Active tab will now display under the Completed tab and the status will change from Active to Force Closed.

- **Invalidate Test Session:** This action will prevent a test taker from being able to continue the test and will not deliver valid scores. A message will display stating that the test session has been stopped and the test taker will be unable to continue.
- **View Scores:** This action will open the Test Scores window displaying the test name, status, and score. If a test taker is being administered a BP with multiple tests, all test names will be listed along with the status. Only complete tests will display a score.

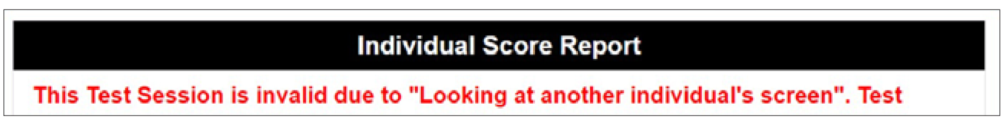
Completed Test Session Actions

- **View/Print ISR:** This will open a new window with the test-taker's Individual Score Report (ISR). The test session's associated test setting will determine what is displayed on the ISR. The ISR can only be viewed or printed. The user cannot rebuild course placements from this screen.
- **Email ISR:** This will open a pop-up asking for an email address and confirmation that the user has the test taker's permission to email the ISR. Upon submitting the form, an email will be sent with a link to the test taker's ISR.
  - **IMPORTANT:** The **View ISR** button/link expires 72 hours after receipt.
- **Invalidate Test Session:** This will prevent a test taker from being able to resume testing and will not deliver valid scores. The Invalidate Test Session pop-up will display, asking for a reason the test session is being invalidated along with additional comments.
  - **WARNING:** The test session cannot be resumed once invalidated.

Force Closed Test Session Actions
The forced closed test session functionality is available to all institutions except those that are a part of the Texas Success Initiative Assessment 2.0 (TSIA2).

- **View/Print ISR:** This will open a new window with the test taker’s ISR. The test session’s associated test setting will determine what is displayed on the ISR. The ISR can only be viewed or printed. The user cannot rebuild course placements from this screen. Test scores will only display for tests that were completed prior to the sessions being force closed.
- **Email ISR:** This will open a pop-up asking for an email address and confirmation that the user has the test taker’s permission to email the ISR. Upon submitting the form, an email will be sent with a link to the test taker’s ISR. Test scores will only display for tests that were completed prior to the sessions being force closed.
    - **IMPORTANT:** The **View ISR** button/link expires 72 hours after receipt.
- **Invalidate Test Session:** This will prevent a test taker from being able to resume testing and will not deliver valid scores. The Invalidate Test Session pop-up will display, asking for a reason the test session is being invalidated along with additional comments.
    - **WARNING:** The test session cannot be resumed once invalidated.

Invalidated Test Session Action
- **View/Print ISR:** This action will open a new window with the test taker’s ISR. The test session’s associated test setting will determine what is displayed on the ISR. The ISR can only be viewed or printed. The user cannot rebuild course placements from this screen. Test scores will only display for tests that were completed prior to the sessions being invalidated. The message “This test session is invalid due to . . . ” along with the reason the session was invalidated will be displayed in red font at the top of the ISR. Any additional comments will display as well.



Summary Dashboard
User Role Access: IA and SM

The Summary Dashboard provides the ability to create graphs of test activity and course placement activity.

Summary Dashboard Access:

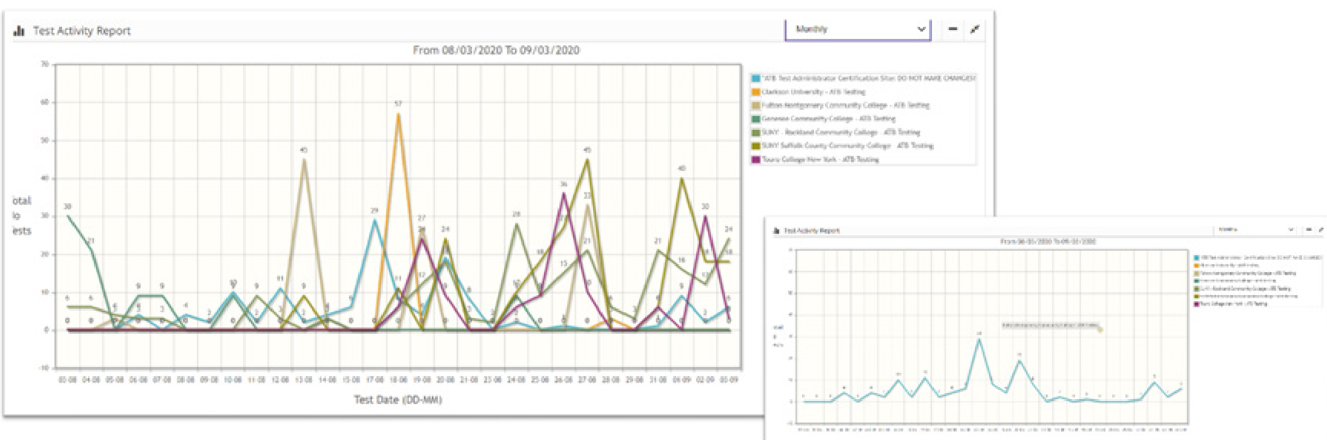
- Click on **Summary Dashboard** under the Dashboard Menu navigation.
- Click on the **-Select One-** field to display the drop-down menu and select either:
    - Test Activity Report
    - ourse Report

- From the weekly drop-down menu, select either:
  - Weekly (default)
  - Monthly

Shown below are sample Test Activity Reports:

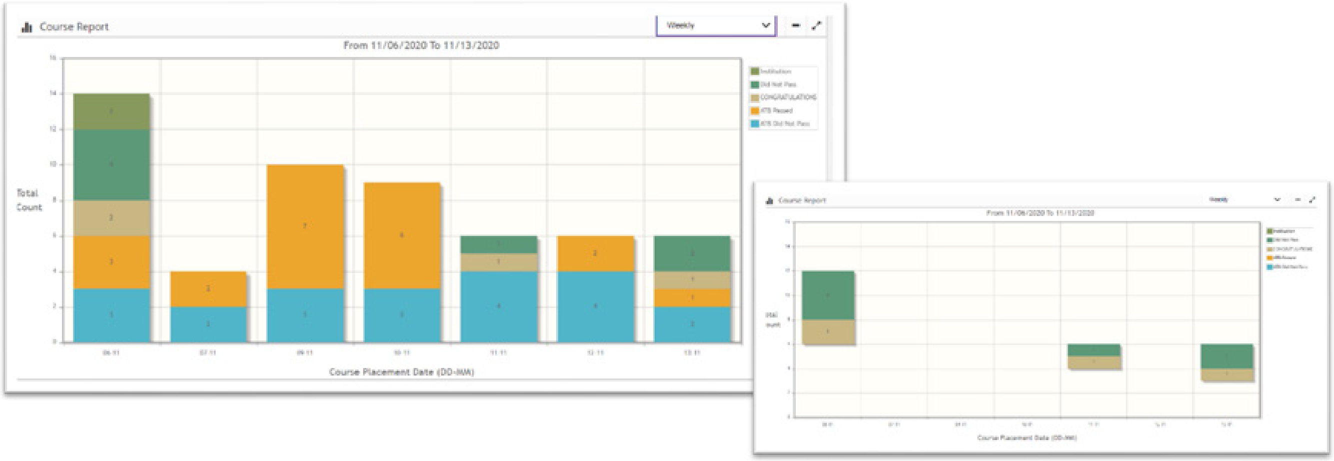
- The IA Test Activity Report will display multiple lines, one for each of the top 10 sites.
- The SM Test Activity Report will display one line showing testing for that site.
  - Graph lines will be colored.
  - In the top row, a legend will map a color to a site.
  - The horizontal axis represents time and the vertical axis represents the number of completed tests.

  IMPORTANT: From the legend, an IA can click on any site name to remove the specific site details from the graph.



Shown below are sample course reports.

- The IA Course Report graph will show the number of placements across all sites. The Course Report displays a bar graph for the top 10 course placements.
- The SM Course Report graph will only show the details from that site.
  - The course names will display at the bottom.



- The vertical line represents the number of students placed into the course.

TIP: This tool can help guide registrars and academics in scheduling based how students are placing.

IMPORTANT: From the legend, clicking on a placement name will remove the specific placement details from the graph.

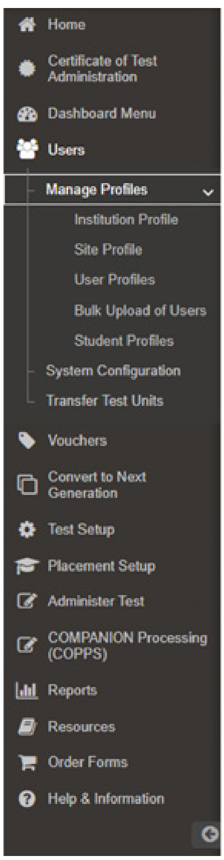
Users

There are 11 types of users in the ACCUPLACER system:

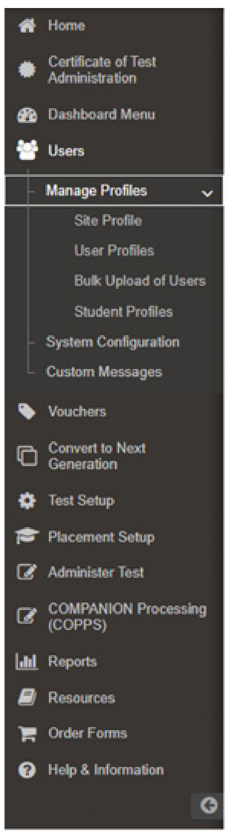
- Institution Administrator (IA)
- Institution Reporter (IR)
- Institution WritePlacer Reporter (IWPR)
- Institution Score Reporter (InstSR)
- Site Manager (SM)
- Site Reporter (SR)
- Site WritePlacer Reporter (SWPR)
- Site Score Reporter (SiteSR)
- Proctor-Reporter (PROR)
- Proctor (PRO)
- Webservice User (WSU)

Depending on your user role, you will have access to certain features of the ACCUPLACER system. Shown below are the menu options for the IA, SM, PROR, and PRO. For a complete list of user roles and permissions, see the User Roles and Permission Levels: **secure-media.collegeboard.org/digitalServices/pdf/accuplacer/accu-user-roles-permission-level.pdf.**

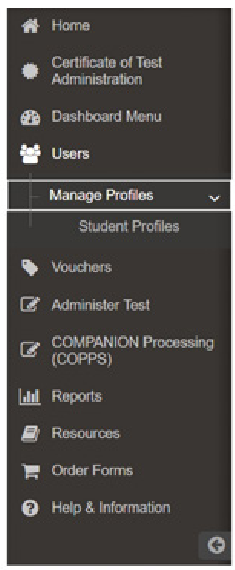
Institution Administrator (IA)



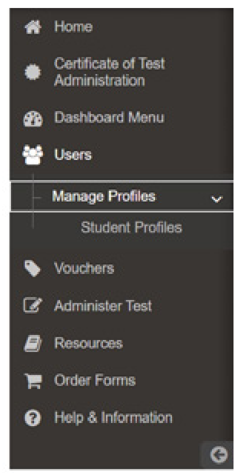
Site Manager (SM)



Proctor-Reporter (PROR)



Proctor (PRO)



Manage Profiles

Institution Profile

User Role Access: IA only

The Institution Profile is where an IA enters general details about the institution, sets institution policies that are passed down to allow or prevent sites (associated with the institution) access to certain features, and includes important institution contact information should the institution need to be reached in an emergency.

- **IMPORTANT:** It is the IA's responsibility to periodically review and update the Institution Profile as necessary.

As an IA, click **Users > Manage Profiles > Institution Profile** to display the Institution Profile section. The Institution Profile is divided into five areas:

- **Institution Details:** Contains details about your institution used internally by ACCUPLACER. Located here are your Institution ID, Hierarchy (Group Name > Institution Name), Level Type Code, Created, and Last Modified fields. This information cannot be edited.

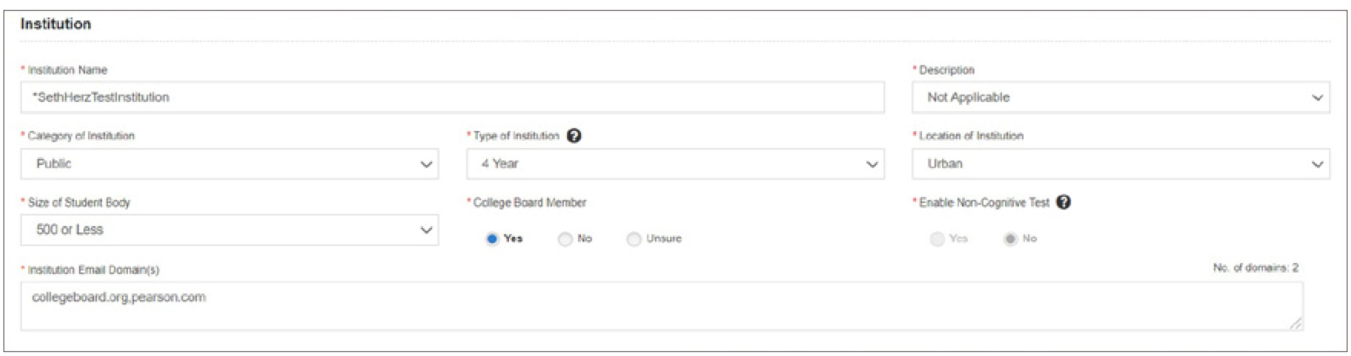
Institution Details

- Please provide the full name of your Institution. Avoid using abbreviations and/or codes.
- Please complete all required fields as indicated by the asterisks (*).
- If you have any questions about how to complete this form, please contact the ACCUPLACER Customer Support Team at 866-607-5223.
- You may not be able to edit some of the Learning Path settings because they have been configured by a College Board administrator and cannot be changed with your current access privileges.

Institution ID 013880	**Hierarchy (Group Name > Institution Name)** CB_GROUP > CB UAT - Institution	
Level Type Code Institution	**Created** Dec 9, 2021 3:56:27 PM	**Last Modified** Dec 17, 2021 12:59:22 PM

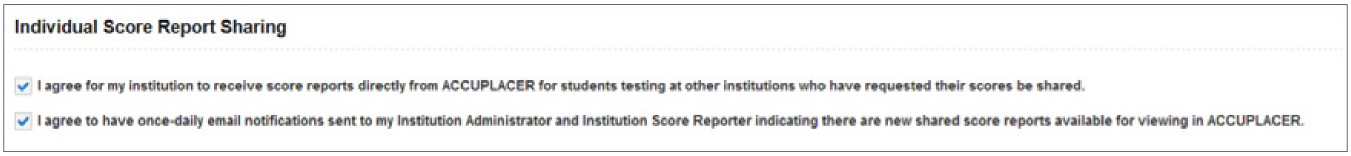
- **Institution:** Contains general details describing your institution's composition. All fields in this section are required and can be edited by an IA at any time.
  - Institution Name: The institution name should not begin with any numbers or special characters
  - Description (four options):
    - Not Applicable
    - HBCU (Historically Black colleges and universities)
    - HIS (Hispanic-serving institutions)
    - Tribal
  - Category of Institution (four options):
    - Public
    - Private
    - Proprietary
    - Other
  - Type of Institution (four options):
    - 2 Year
    - 4 Year
    - High School
    - Other
  - Location of Institution (five options):
    - Urban
    - Rural
    - Suburban

        - Virtual
        - Other
    - Size of Student Body (five options):
        - 500 or Less
        - 501–999
        - 1,000–4,999
        - 5,000–9,999
        - 10,000 or Greater
    - College Board Member (three options):
        - Yes
        - No
        - Unsure
    - Enable Non-Cognitive Test (two options):
        - Yes
        - No
            - This setting, while visible to an IA, can only be enabled by College Board. This setting is typically enabled for schools participating in any special administrations.
        - Institution Email Domain(s): A freeform field that allows institutions to define the permitted email addresses of their users. Doing this enforces that institution-issued email addresses are being used and not personal email addresses. Multiple domains are acceptable with comma separators (e.g., school.edu, school.org).
            - Accepts a maximum of 8,000 characters (including the comma separators).
            - When creating a new user or updating an existing user, the email address specified in the user profile must match at least one of the email domains declared for its institution (e.g., proctorname@school.edu).
            - **TIP:** When creating users, the email addresses need to contain .edu or .org.

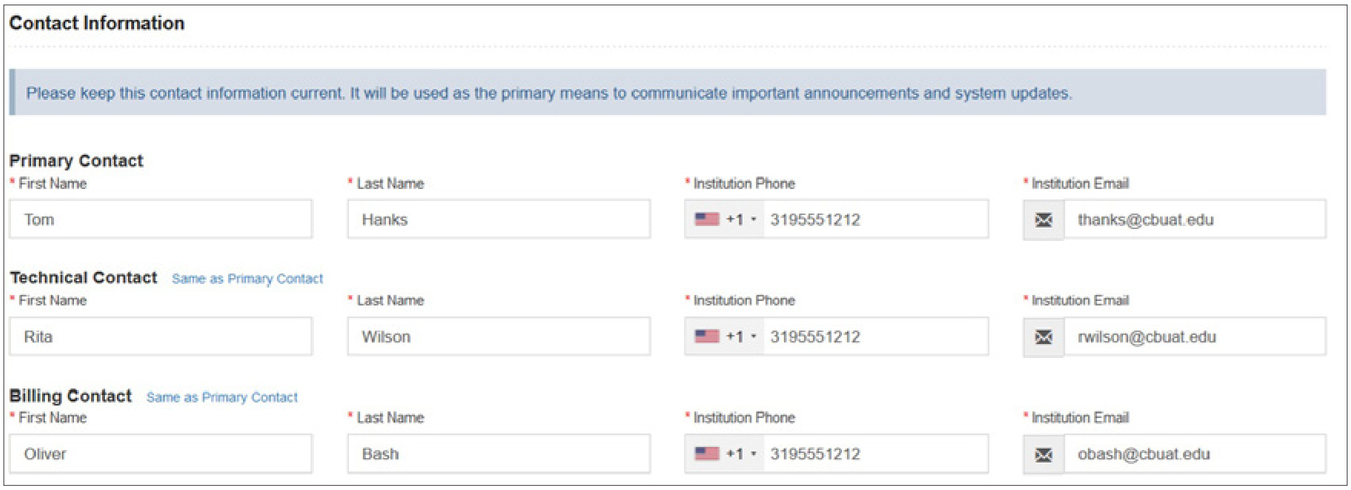


- **Individual Score Report Sharing:** Allows an institution to opt in or opt out from receiving score reports directly from ACCUPLACER for students testing at other institutions who have requested their scores be shared. By default, your institution is opted in to receiving score reports.
    - You may choose to opt in to receive a once-daily courtesy email notification. This email indicates there are new shared score reports available for viewing in ACCUPLACER. Enabling this option lets you focus on other tasks and prevents the need to periodically check to see if your institution has received new score reports.
        - **NOTE:** When enabled, the once-daily courtesy email notification will be sent to the established and assigned individual IA and InstSRroles.

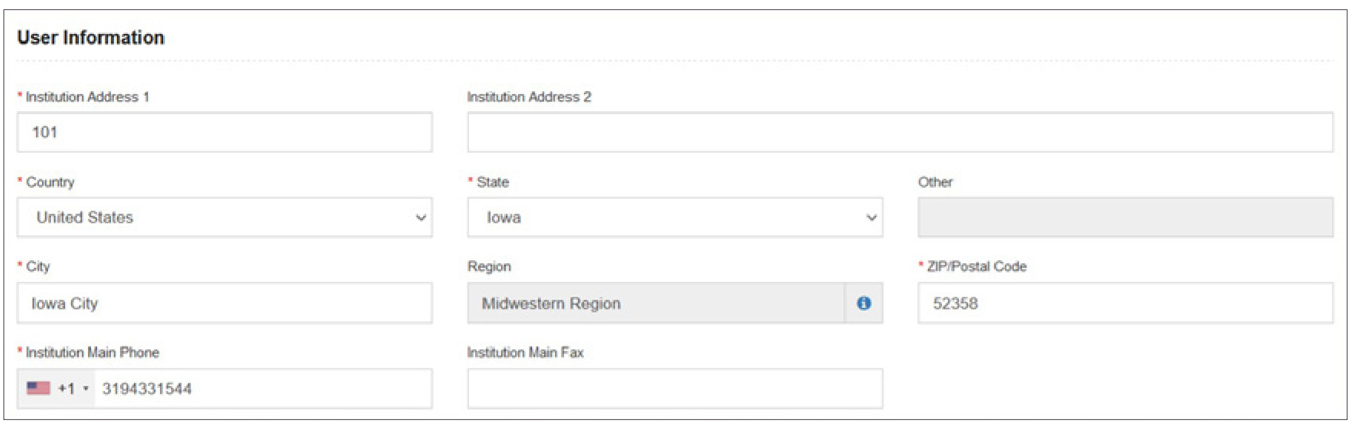
- **TIP:** Score reports are available as soon as they are sent and can be viewed at any time. You do not need to wait for the email notification to view received score reports.



- **Contact Information:** Contains the names, phone numbers, and email addresses for the primary, technical, and billing contacts, should they need to be reached in an emergency.



- **User Information:** Contains the postal address, phone number, and fax number for the institution.



Remote Proctoring

Video Resource: Log in to the ACCUPLACER platform and navigate to **Resources > Resources > "How To" Platform Training Videos** to watch a video tutorial on remote proctoring.

- **Virtual Vendors:** Clicking the **Virtual Vendors** field displays the list of approved remote proctoring vendors and their proctoring offerings for ACCUPLACER.
  - The vendor and proctoring type selected at the institution level is passed down to the site level.
    - As an IA, a virtual vendor can be activated or inactivated at any time by clicking the **toggle** button under the **Status** column.
    - Sites under an institution can only use virtual vendors activated at the institution level.

- An SM can only view the different virtual vendor offerings.
- All available options are activated by default.
- Further information on the vendor can be found by clicking the **icon** under the **Action** column.

Virtual Vendors

Virtual Vendors

Virtual Vendors List

Virtual Vendor Name	Status	Action
Examity®	Active	
Examity® Automated – Examity Review	Active	
Proctortrack Level 4 – ProctorLive	Active	
Proctortrack Level 3 – Proctortrack QA	Active	

- **Other:** Answer the questions, "How did you hear about ACCUPLACER?" by selecting an option from the drop-down menu and click the **checkbox** to provide College Board permission to identify your institution as an ACCUPLACER user.

Other

* How did you hear about ACCUPLACER?

College Board Staff

I give the College Board permission to identify my institution as a user of ACCUPLACER. How will this information be used?

- **NOTE:** If an institution profile has not been updated in a 12-month period, upon logging in to ACCUPLACER an IA will automatically be prompted to review and confirm or update the institution details. Click **Save** to save changes and acknowledge that the current institution details are accurate.

Site Profile

User Role Access: IA and SM

A site is a location affiliated with your institution that administers and proctors tests.

Site Search Results

User Role Access: IA only

As an IA, clicking on **Users > Manage Profiles > Site Profile** opens the Site Search Results section, displaying a list of existing sites along with these site-specific details:

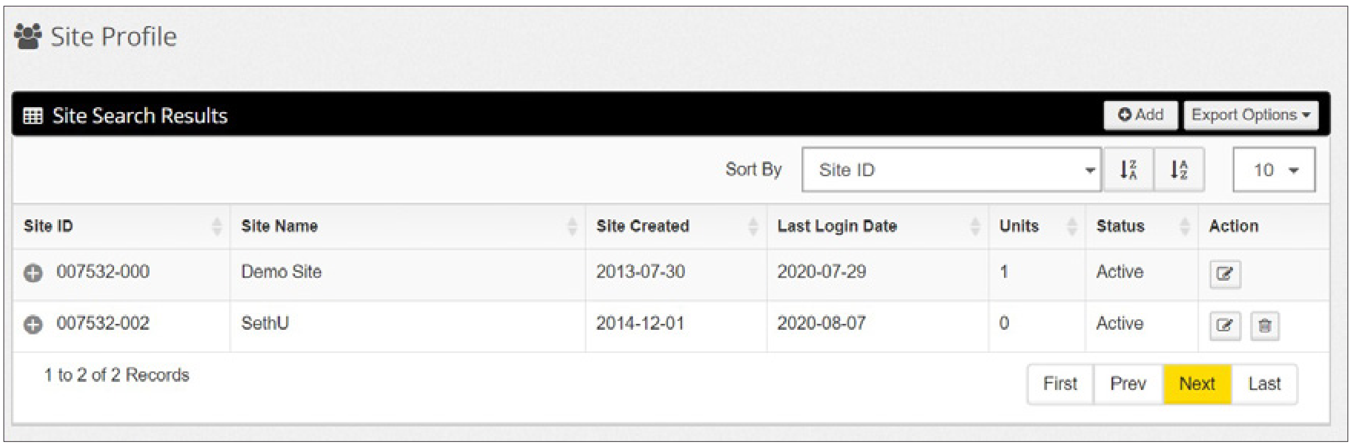
- Site ID: The ID assigned to the site (Institution ID appended with a dash followed by a three-digit code).
- Site Name: The name of the testing site.
  - The site name should not begin with any numbers or special characters.
- Site Created: The date the site was created.
- Last Login Date: Identifies the last login date to the site for the SM level and below.
- Units: The number of units assigned to the site.
- Status: Denotes if the site is active or inactive.
- Action: Provides the ability to edit (click the **pencil icon**) or delete (click the **trashcan icon**) the site.

- **WARNING:** If a site is deleted, it cannot be restored and any student data under that site cannot be retrieved.
- **IMPORTANT:** Should a site need to be deleted, it is recommended to pre-reg the students from the site that will be deleted to another site, if required.

Site Search Results Export Options

The **Export Options** button, located at the top right on the Site Search Results header bar, provides the ability to export a list of all sites in one of four format options available from the drop-down menu:

- Delimited Text
- CSV
- Excel
- XML



Demo Site

The demo site is for faculty to review tests in a proctored environment. As a courtesy, your institution's demo site was created when your ACCUPLACER account was established. Twenty-five complimentary test units were also made available on the demo site at that time. An IA can purchase and transfer more units to the site as needed.

IMPORTANT: Test data from this site are kept separate from actual student data.

Access Your Demo Site

To access the demo site:

- A PRO user role will need to be created by the IA.
- Faculty members are required to review the test in a proctored environment with an ACTA-certified ACCUPLACER proctor.
- Branching Profiles (BPs) that administer a single test are available from the Branching Profile drop-down menu.

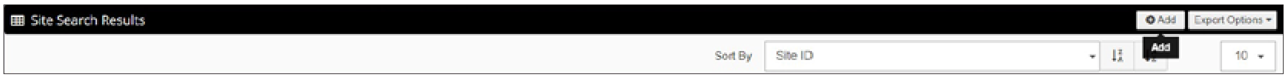
WARNING: Do not use this site to test students.
NOTE: You cannot delete and cannot change the name of the demo site.
TIP: Use your demo site to allow users to learn and familiarize themselves with the platform.

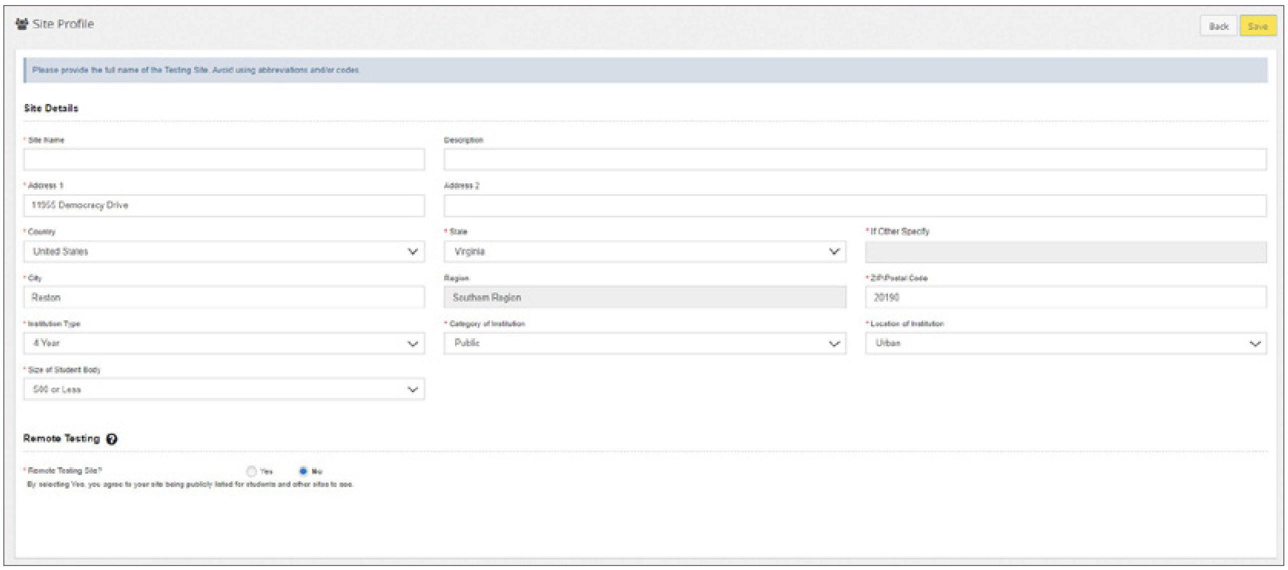
Creating a Testing Site

User Role Access: IA only

To create a testing site:

- Click on **Users > Manage Profiles > Site Profile** to display the Site Search Results section.
- Click the **Add** button in the Site Search Results header bar to display the Site Profile section.





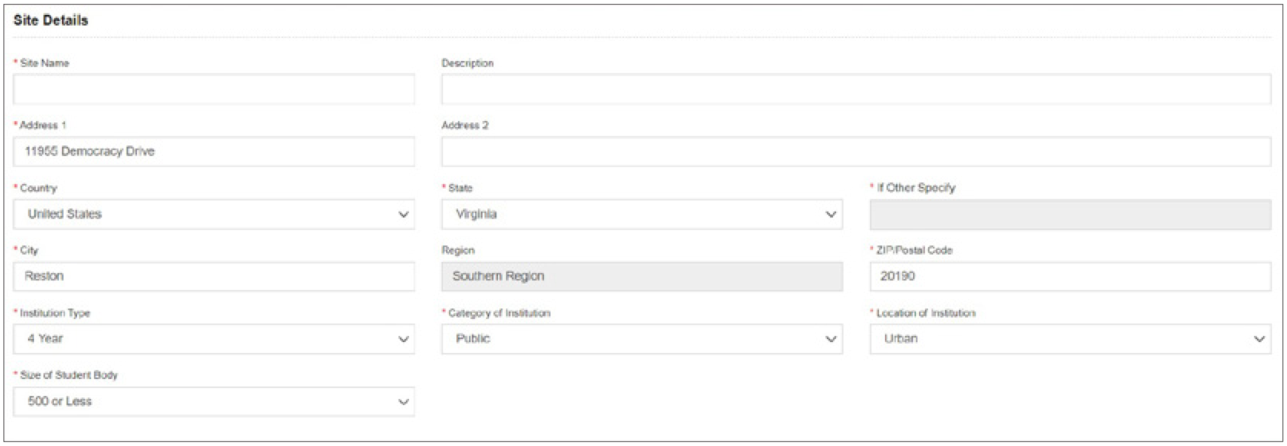
The Site Profile screen is divided into two areas: Site Details and Remote Testing.

Site Profile Details

- **Site Details:** In the Site Details area, all required fields except Site Name will be auto-populated based on the information provided on the Institution Profile page. Complete the Site Details area by providing all required information as noted by a red asterisk (*):
  - Site Name: Enter the site name.
    - As a best practice, it is recommended to enter the full name of the testing site, avoiding the use of abbreviations and/or codes.

      IMPORTANT: The site name should never begin with a special character or number.
  - Description: This is a free-form field describing your site and the community it serves. This field is not required.
  - Review and make any necessary changes to the remaining fields: Address 1, Address 2, Country, State, If Other Specify, City, Zip Postal Code, Institution Type, Category of Institution, Location of Institution, and Size of Student Body

    NOTE: The Region field cannot be updated as it is automatically selected based on the State selection. The If Other Specify field is only editable for international testing locations.



Remote Testing Site

Video Resource: Log in to the ACCUPLACER platform and navigate to **Resources > Resources > "How To" Platform Training Videos** to watch a video tutorial on establishing a Remote Testing Network.

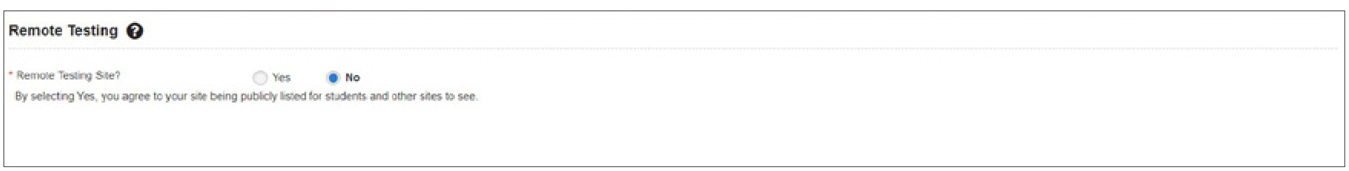
Remote Testing: The Remote Testing area is where a site designates its inclusion in the ACCUPLACER Remote Testing Network, which was designed to facilitate students testing at approved ACCUPLACER testing locations other than their home schools. By selecting **Yes**, you agree to the site being publicly listed and automatically including the site in the Remote Testing Network.

- By default, the Remote Testing Site? option is set to **No**.

  NOTE: A site may opt in or opt out of the network at any time.

  TIP: Before opting in to the Remote Testing Network for the first time:

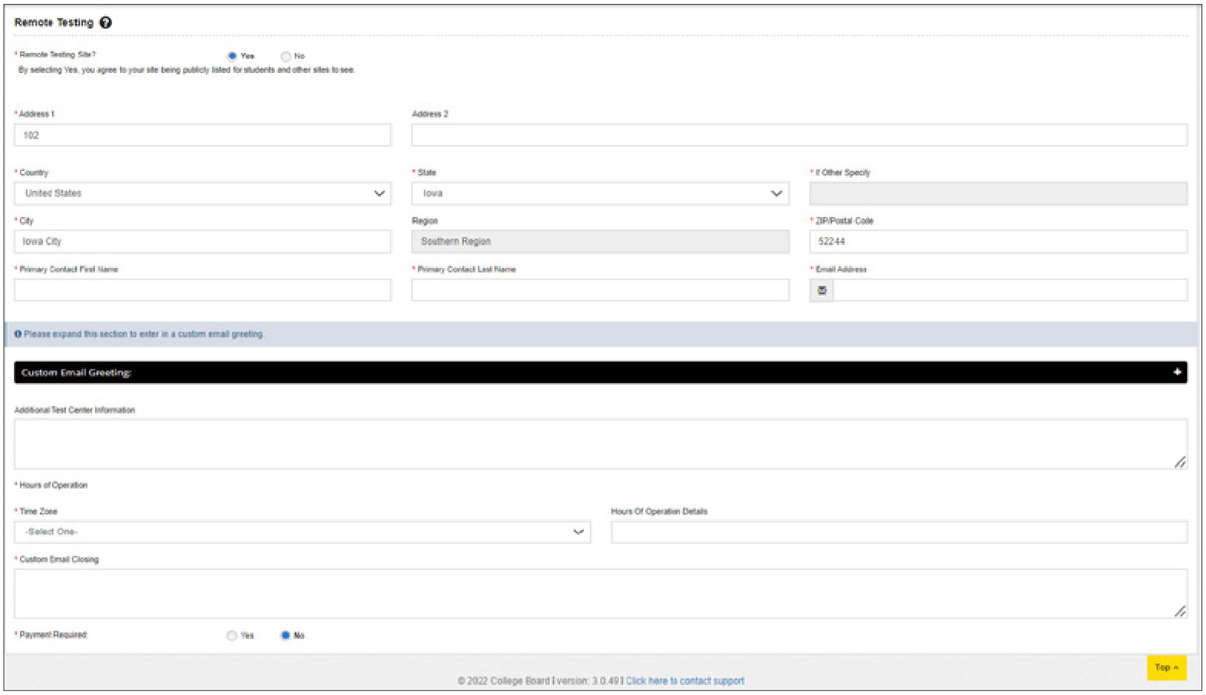
  - Click the **Save** button to save changes made to the Site Details. The last saved version of Site Details will auto-populate the Remote Testing Site fields. Saving changes first saves time by not having to enter the same information multiple times.
    - For example: If you change the saved site address from 123 S Spring St. to 9 N Fern Dr. but do not save your changes, the old 123 S Spring St. address will be used as the Remote Testing Network address.



  TIP: The Remote Testing Network started because schools began requesting a network of other schools willing to help students. ACCUPLACER does not require an institution to be part of the network, but strongly encourages it. Signing up as a remote site does not cost your institution anything, and it is at the institution's discretion when to accept testers who are not their students. The remote proctor list/option is a service ACCUPLACER provides our partner schools.

- Select the **Yes** button to become a part of the ACCUPLACER Remote Testing Network:
  - Automatically includes the site in the Remote Testing Network.
  - Expands the Remote Testing required fields.
    - These fields are where you share your site-specific testing information so that students know how to contact your remote testing site to request testing.
  - Provides authorization for the site to be publicly listed for students and other sites to see.

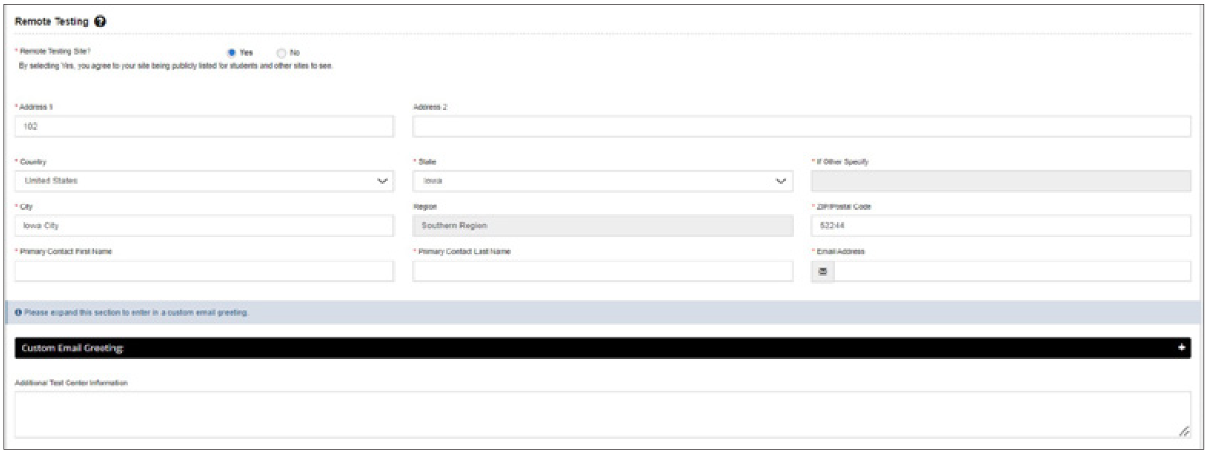
- Allows a remote testing site to register students either by creating new student records or locating existing student records.



The Remote Testing Site area is divided into two parts: Contact Information and Operational Information.

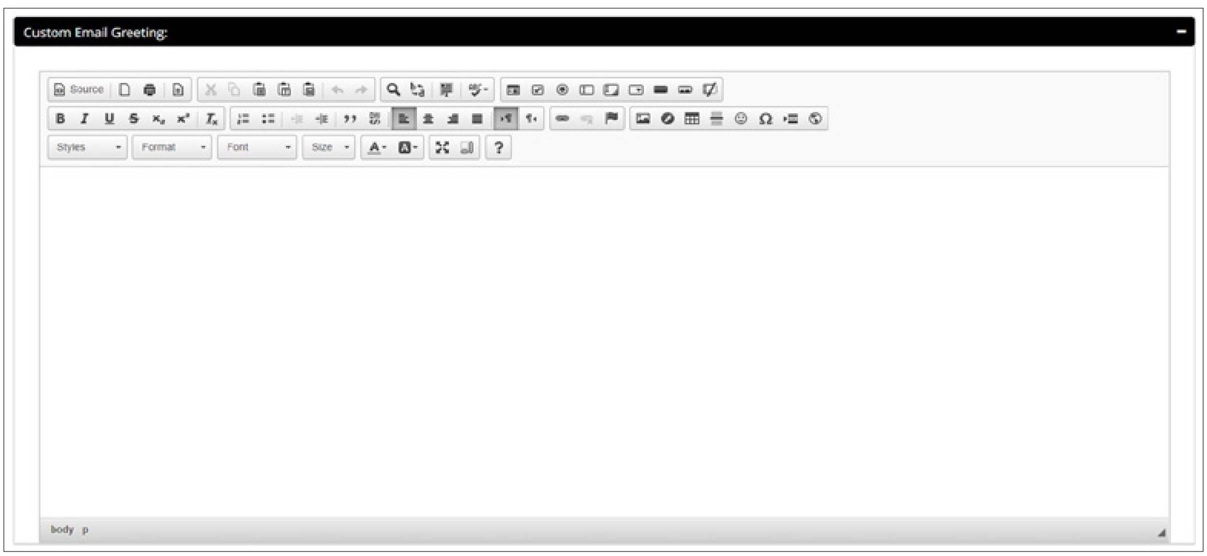
- **Contact Information:**
  - The contact address details will auto-populate with the most recently saved site address on file.
    - Complete the Remote Testing Site Contact section by providing all required information as noted by a red asterisk (*):
  - Review and make any necessary changes to the auto-populated address fields: Address 1, Address 2, Country, State, City, and Zip Postal Code.

    NOTE: The Region field cannot be updated as it is automatically selected based on the State field selection. The If Other Specify field is only editable for international testing locations.
    - Primary Contact First Name: The first name of the testing center's primary point of contact.
    - Primary Contact Last Name: The last name of the testing center's primary point of contact.
    - Email Address: The email address a test taker may use to contact the site.



- Custom Email Greeting: Click the + **(plus)** icon at the end of the Custom Email Greeting header bar.
  - This will open the Custom Email Greeting text editor.

- Enter a greeting you want to appear on the Remote Test Site email that is sent to the student.
  - Take advantage of the CKEditor to add your own format, use your school logo, etc.



- Additional Test Center Information: Enter a message to the student with any additional information about the test center.
  - For example: Directions, information about parking, etc.

- **Operational Information:**
  - The Operational Information area shows the hours of operation and costs associated with testing at your site.

- Complete this area by providing all required information as noted by a red asterisk (*):
  - Time Zone: From the drop-down menu, select the time zone where the test center is located.
  - Hours of Operation Details: Enter the hours the test center is open and any other details you want students to know.
  - Custom Email Closing: Enter a closing message you want to appear on the Remote Test Site email.
  - Payment Required: By default, Payment Required is set to **No**, suppressing the payment fields.
    - When Payment Required is set to **Yes**, the Cost and Payment Method Accepted fields will be displayed.

    - Cost: Enter the amount your test center charges for administering the test(s).
    - Payment Method Accepted: Select the payment methods your test center accepts. Multiple payment methods can be selected. The available options are:
      - Cash
      - Check
      - AMEX
      - Discover
      - Mastercard
      - Visa

  IMPORTANT: When a student tests at a remote testing site using a voucher and completes the assigned BP, 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).

  - Click the **Save** button at the top of the screen to complete the setup.
  - Upon clicking the **Save** button:
    - A confirmation banner will display at the top of the screen confirming the site has been added.
    - Site ID, Hierarchy Level Type Code, Created, and Last Modified Date will be assigned and displayed above the site information.
    - The Virtual Vender menu will display above the Remote Testing section. The virtual vendor availability is passed down from the institution profile and cannot be modified at the site level.

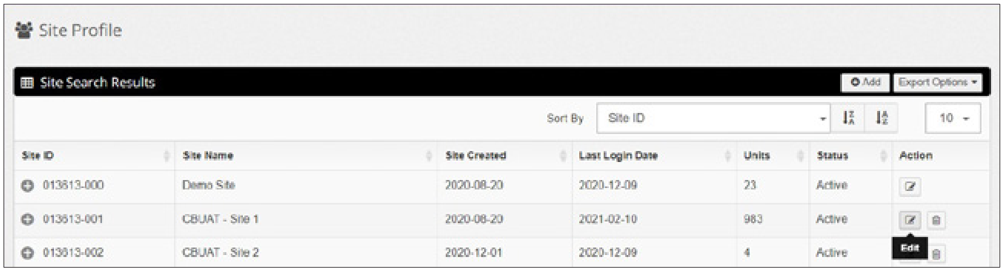
  REMINDER: The SM can opt in or opt out as a designated Remote Testing Site at any time. When opting out, Remote Testing Site? is set to **No**, and all fields are suppressed.

Editing a Site

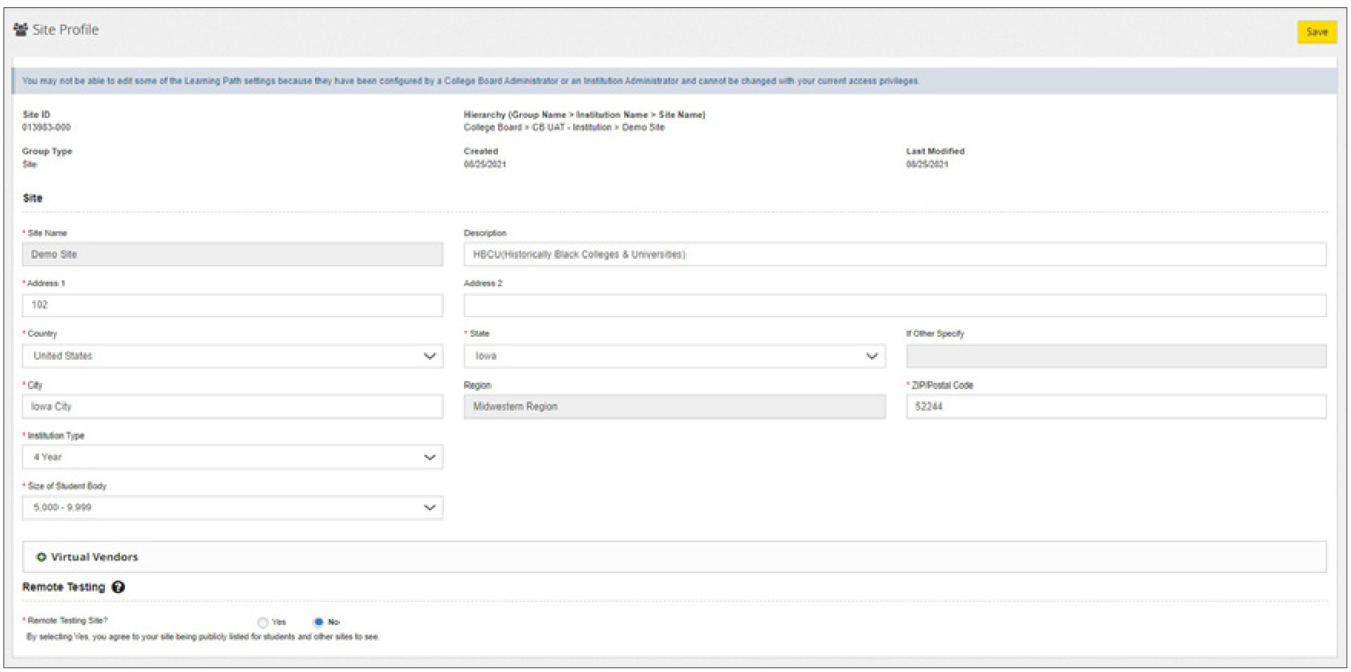
User Role Access: IA and SM

As an IA, clicking on **Site Profile** under the **Users > Manage Profiles** menu displays a list of all the sites set up under your institution profile.

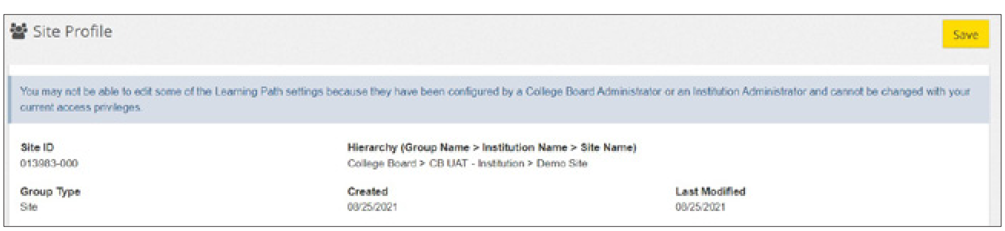
- To edit a site, click the **Edit** icon for the desired site to open the Site Profile section.



As an SM, clicking on **Site Profile** under the **Users > Manage Profiles** menu displays the site profile associated with the SM credential actively logged into the platform.



The Site Profile section is divided into four areas: Site Profile, Site, Virtual Vendors, and Remote Testing.



Site Profile: The Site Profile section contains details about your site used internally by ACCUPLACER. Located here are your Site ID, Hierarchy (Group Name > Institution Name > Site Name), Group Type, Created, and Last Modified fields. This information cannot be edited.

- **Site:** The Site area contains general details describing your site's composition. All fields in this section are required and can be edited by an SM at any time except as noted below. All required information is noted by a red asterisk (*):

- Site Name: The Site Name cannot be edited by an SM.
  - Contact the IA if the name needs to be changed.
  - Like the institution name, a site name should not begin with any numbers or special characters.
- Description: A free-from field describing your site and the community it serves. This field is not required.
- Address 1
- Address 2
- Country
- State
- If Other Specify: An optional field used for international site addresses.
- City
- Region: Based on the state the institution is located. Editing the State selection could cause the Region field to update as well. This section is passed down from the institution profile.
- Zip Postal Code
- Institution Type (four options):
  - 2 Year
  - 4 Year
  - High School
  - Other
- Category of Institution (four options):
  - Public
  - Private
  - Proprietary
  - Other
- Location of Institution (five options):
  - Urban
  - Rural
  - Suburban
  - Virtual
  - Other
- Size of Student Body (five options):
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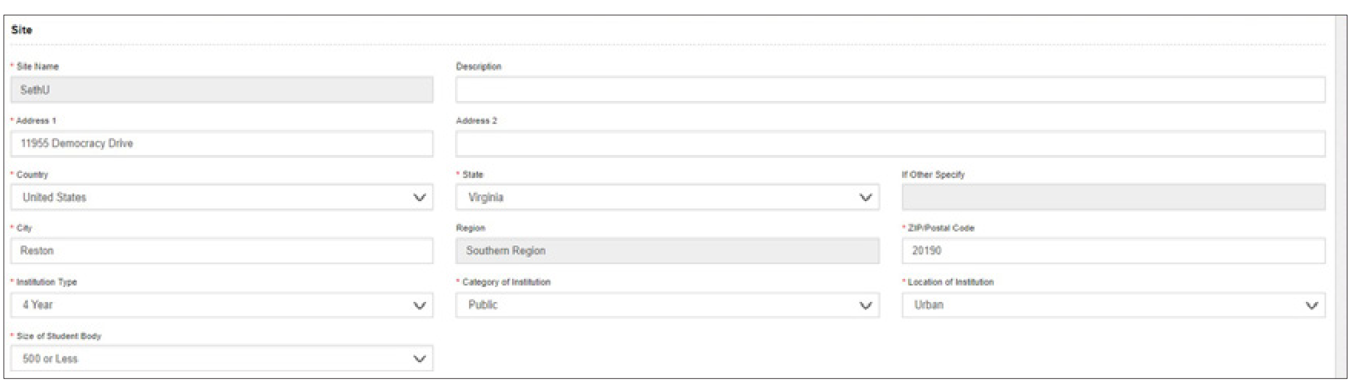
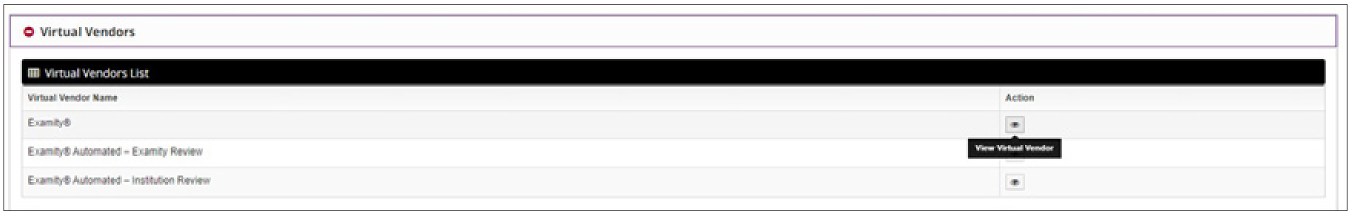
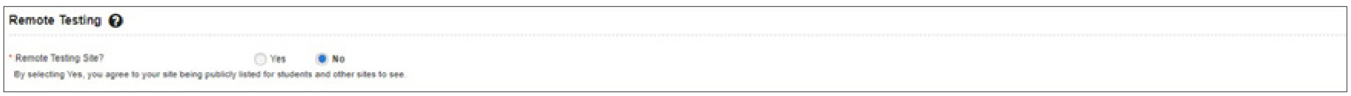
  - 501–999
  - 1,000–4,999
  - 5,000–9,999
  - 10,000 or Greater

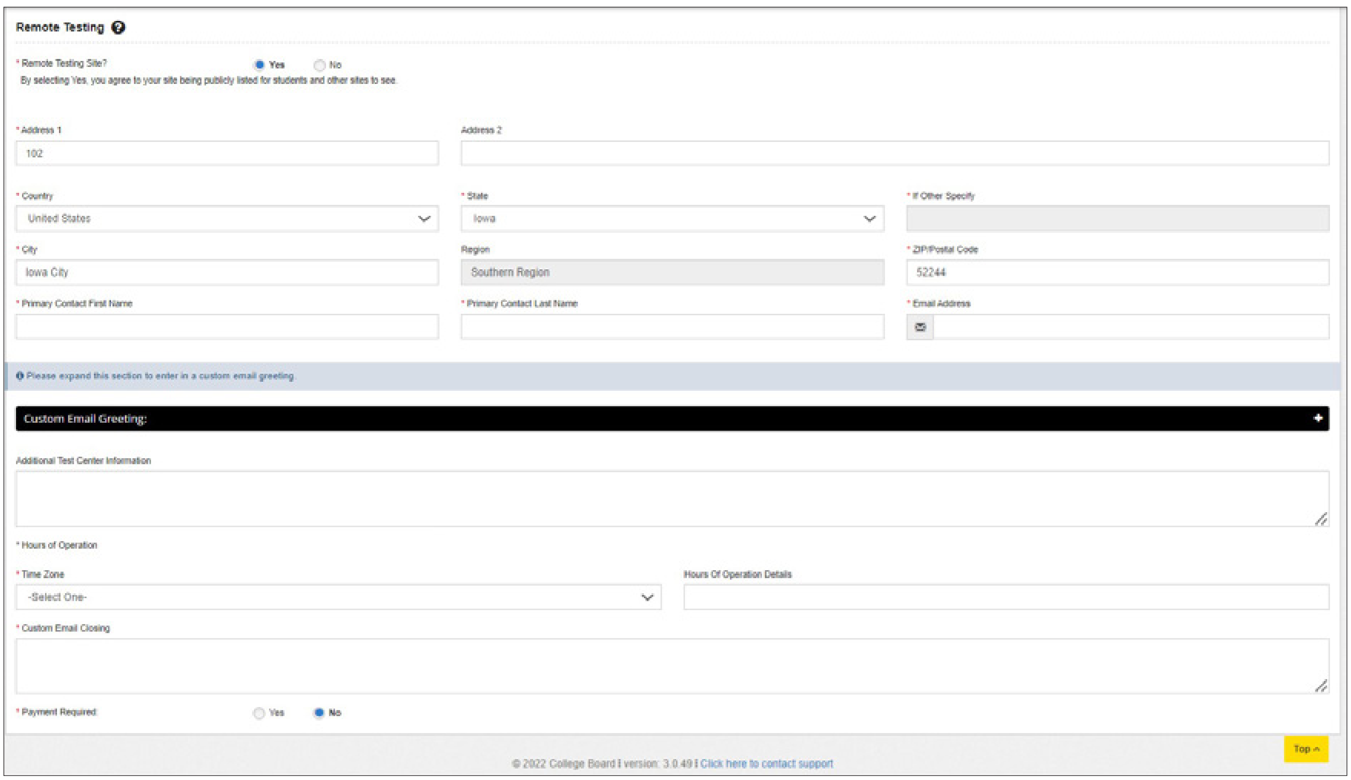


- Virtual Vendor: Displays the approved remote proctoring service providers and approved proctoring options available.
  - This information is passed down from the institution profile.
  - If an option is not available, contact the IA to inquire about activating a service provider.



- The Remote Testing section is where a site may opt in or opt out of being included in the Remote Testing Network.
  - By selecting **Yes**, your site agrees to administer ACCUPLACER to test takers who are unable to test at their home institution.
  - A site may opt in or out at any time.





User Profiles and User Role Management

User Role Access: IA and SM

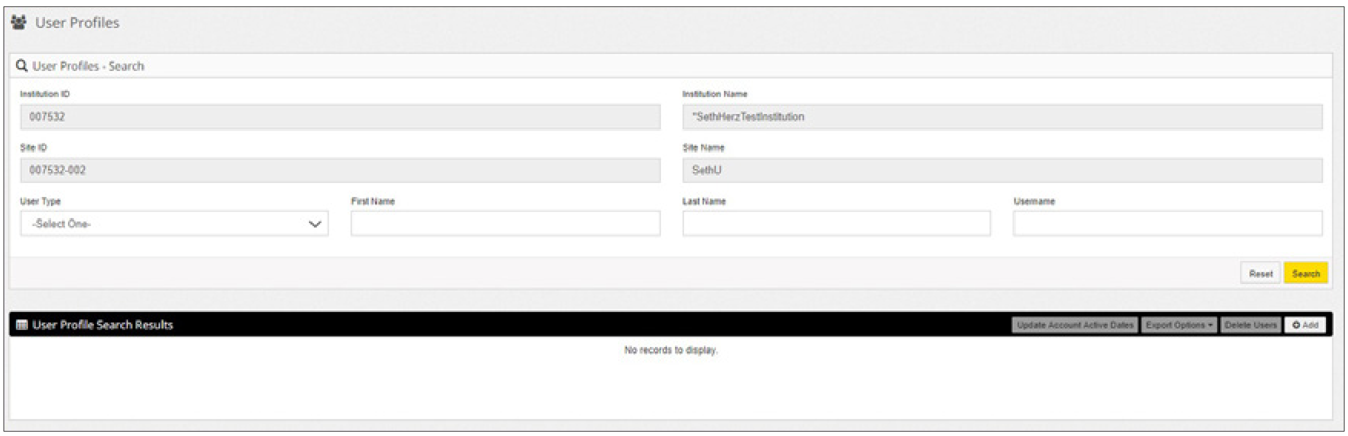
The User Profiles section provides the ability to review user credentials at an institution or individual site level. The User Profiles sections give the IA or SM the ability to create and manage user profile credentials as well as assign a user profile multiple roles across an institution or at a single site using the User Role Management functionality.

- To learn more about User Role Management please see the **December 2020 Enhancements – Platform Highlights** announcement located under the **Resources** menu.
- **VIDEO TUTORIAL:** For detailed information about the User Role Management feature, check out the video demonstrations found within the "**How To" Platform Training Videos** section of the **Resources** menu.
  - **Role Management and Site Switching – Creating a new user account for multiple functions (Dec 2020)**
  - **Role Management and Site Switching – Adding roles or sites to existing accounts (Dec 2020)**

An IA or SM can perform tasks such as creating, modifying, and deleting user profile credentials or roles; extending user profile credential expiration dates; and resetting user password and security questions.

To access the User Profiles section:

- Click on **User Profiles** under the **Users > Manage Profiles** menu.
  - The User Profiles section is divided into two areas: User Profiles - Search and User Profile Search Results.

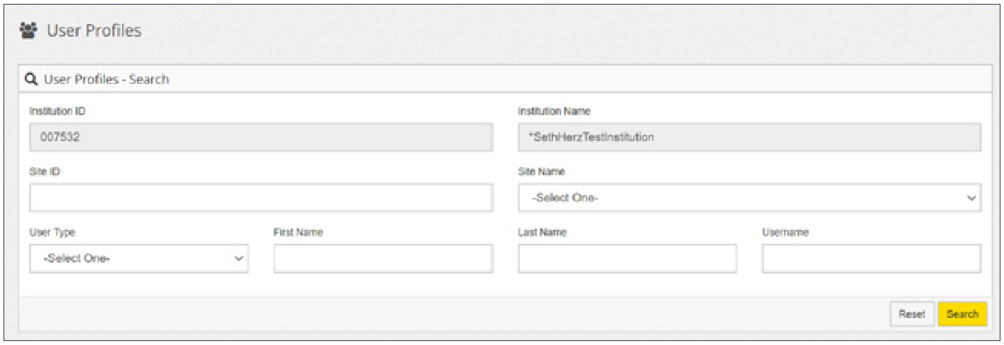


User Profiles - Search

The User Profiles - Search area allows an IA and SM to select specific criteria to narrow down search results for the desired output.

- Search Criteria Options:
  - Institution ID: This field cannot be edited.
  - Institution Name: This field cannot be edited.
  - Site ID:
    - IA: The Site ID is a freeform field. Enter the six-digit Institution ID followed by a dash and the three-digit Site ID (xxxxxx-xxx).
    - SM: Displays the Site ID associated to the SM user role actively being used. This field cannot be edited.
  - Site Name:
    - IA: The Site Name field is a drop-down menu listing all sites associated to your institution. Click in the field and select a site from the list.
      - **IMPORTANT:** As an IA, if using the Site ID or Site Name filters, it is recommended to use them independently of each other. Entering a Site ID and selecting a Site Name that do not match will display no results.
    - SM: Displays the Site Name associated with the SM user role actively being used. This field cannot be edited.
  - User Type: Displays a drop-down menu for filtering the available user roles.

    - IA filter options: Institution Administrator, Institution Reporter, Institution WritePlacer Reporter, Institution Score Reporter, Site Manager, Site Reporter, Site WritePlacer Reporter, Site Score Reporter, Proctor, Proctor-Reporter and Webservice User
    - IA and SM filter options: Site Manager, Site Reporter, Site WritePlacer Reporter, Site Score Reporter, Proctor, Proctor-Reporter and Webservice User
  - First Name: The first name of a user assigned to a user role.
  - Last Name: The last name of a user assigned to a user role.
  - Username: The username assigned to a user role.



User Profile Search Results

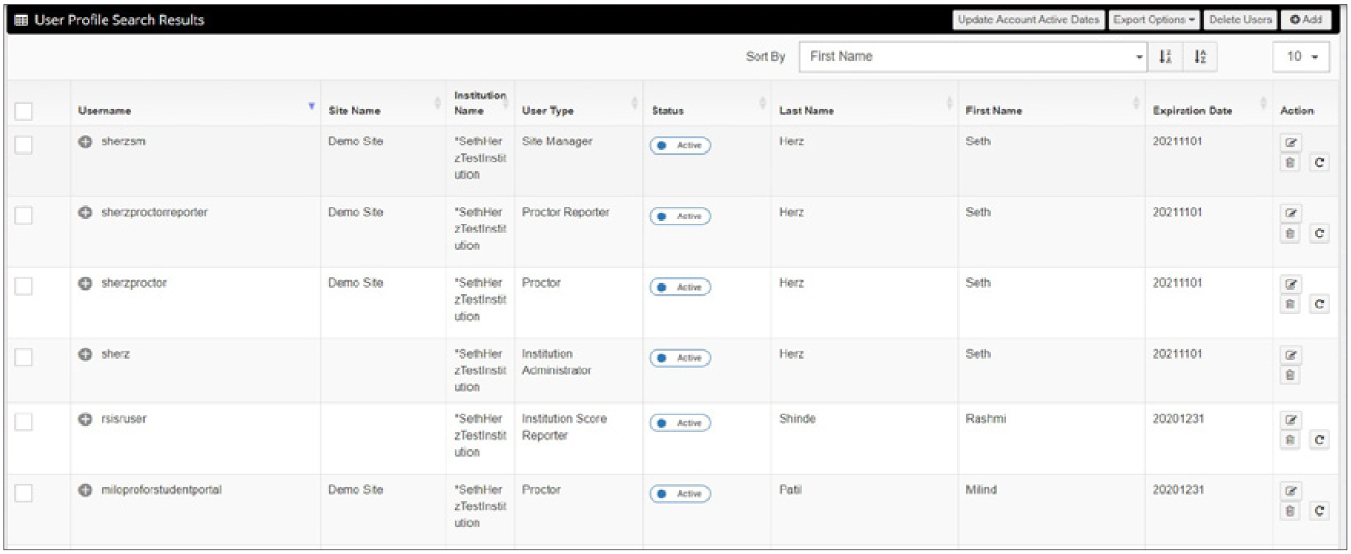
The User Profile Search Results area displays the user role information based on the entered search criteria. Clicking the **Search** button, with no added search criteria:

- IA: Displays all users at the institution level and users from all sites associated with the institution.
- SM: Displays all users from the site associated to the SM user role actively being used.
  - **NOTE:** If a user has multiple user roles assigned, you will see multiple rows for the same username returned in the search criteria. Additionally, if search criteria for a specific **User Type** is selected, only one row for a user will be returned, even if the user has other user roles assigned.

The Search Results area will display the following for each user:

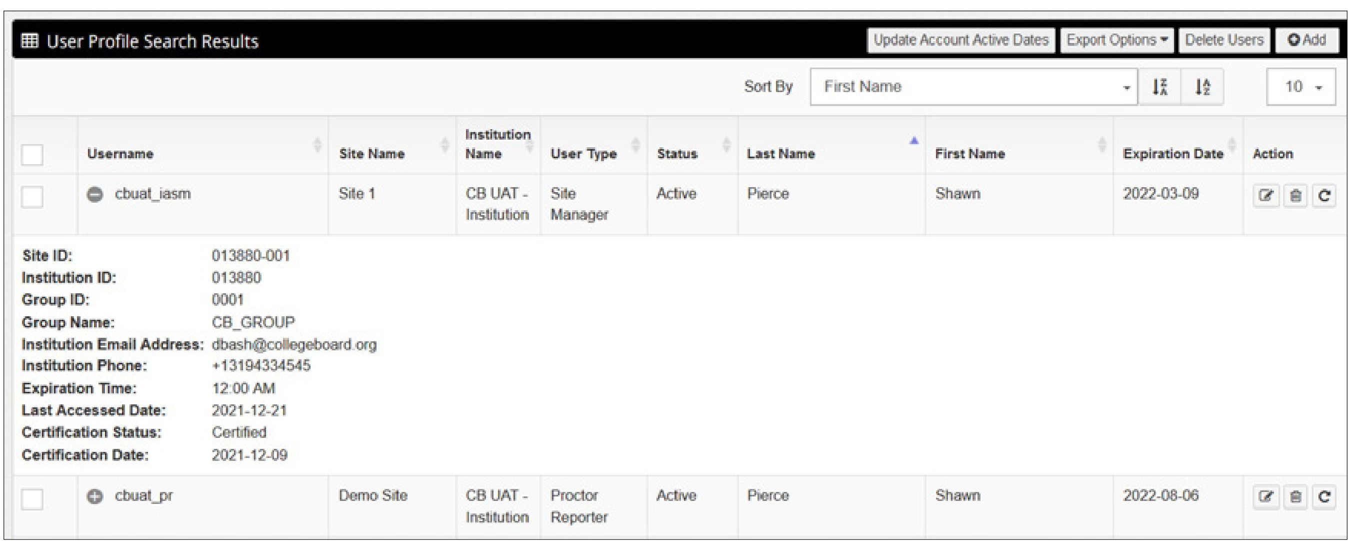
- Username: Displays the username associated to the specific user profile.
- Site Name: Displays the name of the site associated to the specific user profile.
  - **NOTE:** The Site Name field will be blank for IA, IR, IWPR, and ISR since these user types are not associated with any one specific site.
  - **NOTE:** The Site Name field will be blank for a WSU created at the institutional level. The Site Name field will not be blank for a WSU created at the site level.
- Institution Name: Displays the name of the institution associated with the specific user profile.
- User Type: Displays the user role associated with the specific user profile.
- Status: Displays whether the user profile is active or inactive.
  - **NOTE:** An inactive status is not indicative of an expired user profile. An inactive status pauses the ability for an individual to access the ACCUPLACER platform. Only College Board can inactivate a user profile.
  - **NOTE:** If a user profile status is inactive and you have questions, contact ACCUPLACER customer service.
- Last Name: Displays the last name of the individual assigned to the specific user profile.
- First Name: Displays the first name of the individual assigned to the specific user profile.
- Expiration Date: Displays the date the user profile is set to expire. The maximum time a user profile can be valid is one year.

- Action: Displays the **Edit, Delete,** and **Reset Password** icons.
    - **NOTE:** The **Reset Password** icon will not display under Actions for the user type or user role that is actively signed into the platform.



These additional user profile details can be displayed by clicking the + **(plus)** icon next to the username:

- Site ID: The user's assigned Site ID. This field will be left blank for institution level users.
- Institution ID: The user's assigned Institution ID.
- Group ID: The user's assigned Group ID.
- Group Name: The user's assigned Group Name.
- Institution Email Address: The user's institutional email address.
- Institution Phone: The user's institutional phone number.
- Expiration Time: The time of day the user profile is set to expire.
- Last Accessed Date: The date of the last time the user logged in.
- Certification Status: The ACTA certification status for the specific user type or user role.
- Certification Date: The date the user type or user role passed the ACTA.
    - **NOTE:** ACTA certification needs to be renewed annually, one year from the displayed certification date.



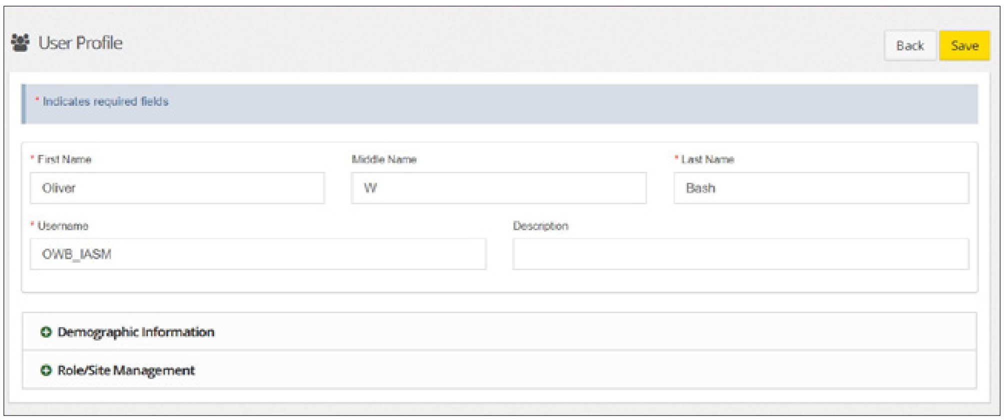
Actionable Icons and Buttons

The action icons and buttons allow an IA and SM to manage user credentials. There are two types: action icons (icons displayed under the Action column in the search results) and action buttons (buttons found in the search results header bar).

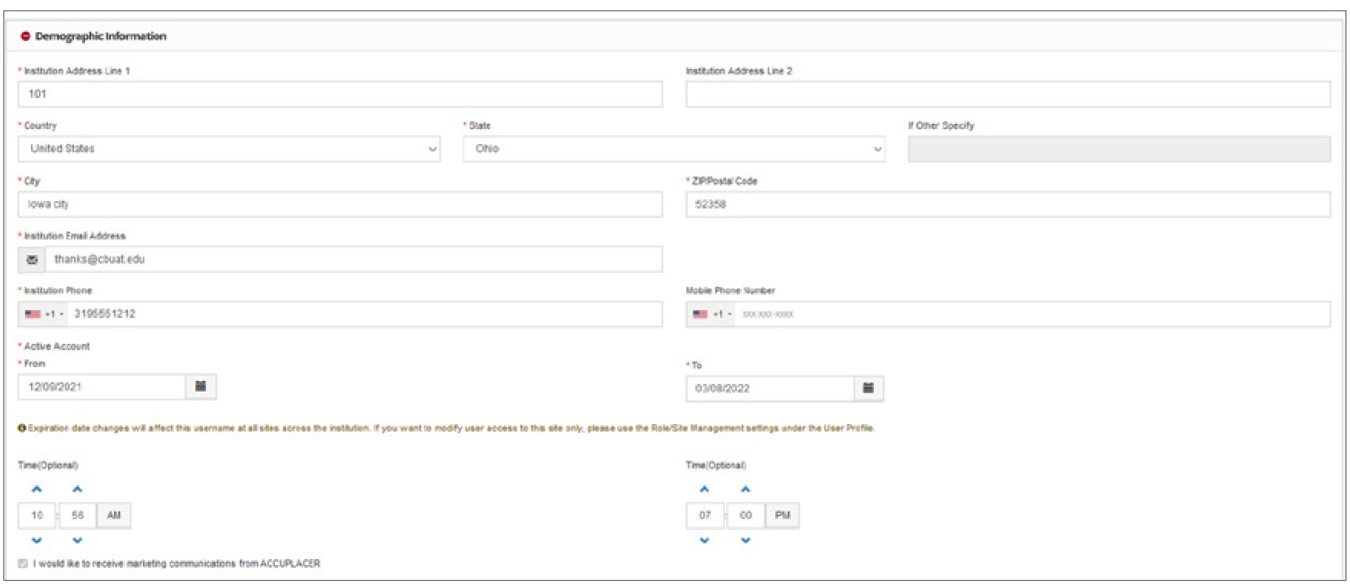
The **Edit, Delete**, and **Reset Password** action icons are available under the Action column in the User Profile Search Results area for each user profile record displayed.

Edit Icon

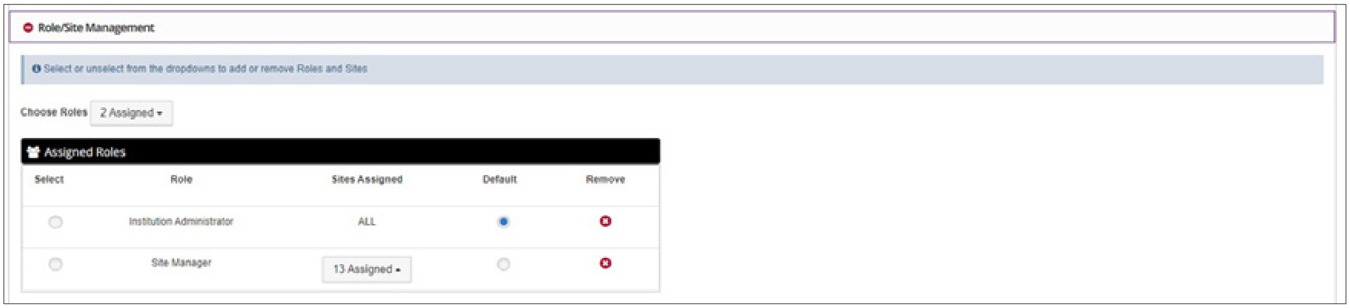
- Edit Icon: Clicking the **Edit** icon opens the User Profile section.
  - Review the User Profile details and update as necessary, being sure to provide all required information as noted by a red asterisk (*).
    - An IA or SM can update the contact name, address, email, and contact number(s) as well as reset the expiration date of the user's login credentials.



  - Click on **Demographic Information** to expand the container to edit a user's institutional contact information and to extend a user's expiration date.



- Click on **Role/Site Management** to expand the container to add or remove user roles and site access.

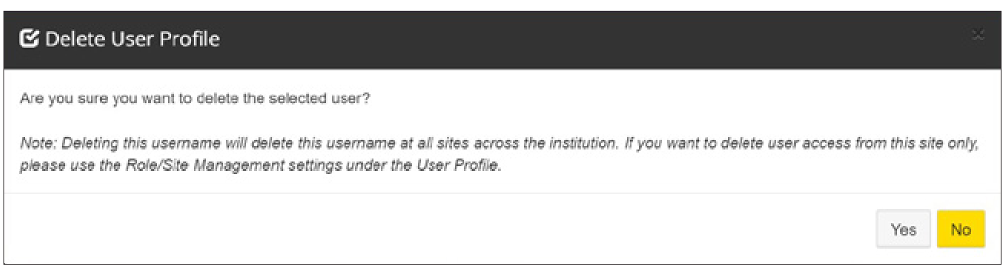


NOTE: When users log in to the platform for the first time after passing the ACTA certification test, they will be prompted to:

- Review and update their user profile information as needed.
- Indicate their preference to receive marketing communications from ACCUPLACER.
- Opt in to receive marketing communications by clicking the **checkbox** next to "I would like to receive marketing communications from ACCUPLACER" and clicking **Save**.

Delete Icon

- Clicking the **Delete** icon will display the Delete User Profile pop-up.
  - Click the **Yes** button to confirm and delete a user profile.
    - As an IA, deleting a user profile will delete the username and role at all sites across the institution. To delete a username and role from a single site, click the **Edit** icon to expand the Role/Site Management settings under the user profile.



    - As an SM, deleting a user profile will delete the username and role at only the site the SM is actively logged in to. If the username is assigned to additional sites and roles under the institution, the username will remain active for those sites.

  - Click the **No** button to not delete the user profile and close the pop-up.

Reset Password Icon

- Clicking the **Reset Password** icon will display the Reset Password pop-up.
  - **IMPORTANT:** The **Reset Password** icon is not available for IA user role credentials. However, if a user is logged in as an IA and has other user roles, the other roles will contain the **Reset Password** action.

  - Clicking **Yes** will send the user an email containing a link to the Answer Security Questions page, allowing the user to reset their password.
    - The user must answer the security questions established when the account was created.
    - Once the responses to the security questions have been validated, the user will be prompted to change the password.
  - If a user is unable to remember the answer to one or more of the security questions, clicking the **checkbox** next to "Reset Security Questions Also?" and then clicking **Yes** will allow the user to update the security questions.

    - An email will be sent to the user containing a link to the Change Password area in the New User Setup section. The user will be prompted to establish a new password and new security questions.
      - **WARNING:** The Reset Password link expires 24 hours after being sent. It is important for the user to reset the password promptly. A new Reset Password email link will need to be sent if the link expires prior to the password being reset.

Available Action Buttons

The User Profile Search Results header bar contains four options:

- Update Account Active Dates
- Export Options
- Delete Users
- Add

These options allow you to quickly create, export, review, modify, and delete user profile details individually or in bulk. By default, Update Account Active Dates, Export Options, and Delete Users are inactive until a user profile search is performed.

Update Account Active Dates

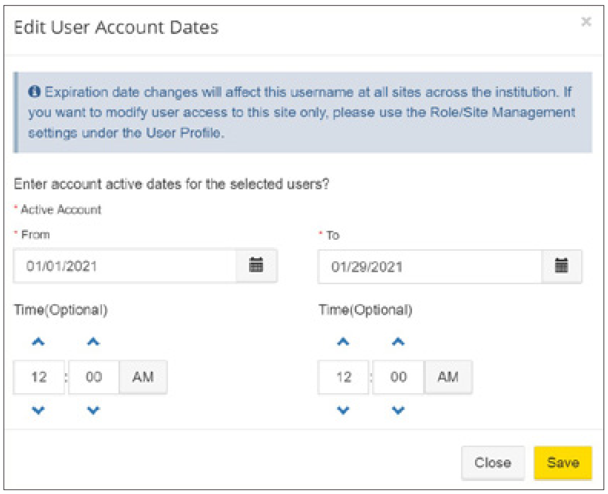
- **Update Account Active Dates Button:** From the User Profile Search Results area, click the **checkbox** to the left of each username that needs the Account Active Date (expiration date) extended.

  TIP: Selecting the **checkbox** to the left of Username in the header row will select all rows displayed in the search results section.

- Click the **Update Account Active Dates** button Update Account Active Dates to display the Edit User Account Dates pop-up screen.

- Update the From and To date fields either by:
  - Clicking the **calendar** icon and selecting the date.
  - Manually entering the dates using the MM/DD/YYYY format.
- The From and To time clocks are optional fields that let you control the exact hour and minute when a user profile will become active and expire.
- Be sure all required information as noted by a red asterisk (*) has been provided and click **Save**.

  WARNING: Expiration date changes will affect all user roles assigned to the selected username(s) at all sites across the institution. To modify user access to only one site, click the **Edit** icon to expand Role/Site Management settings under the User Profile.



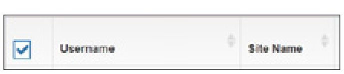
Export Option

- **Export Option Button:** Click the **Export Options** [Export Options] button to export the complete list of user profile search results that were generated based on your search criteria.
  - From the Export Options drop-down menu, select the desired format option to automatically begin the file download:
    - Delimited Text
    - CSV
    - Excel
    - XM

Delete Users

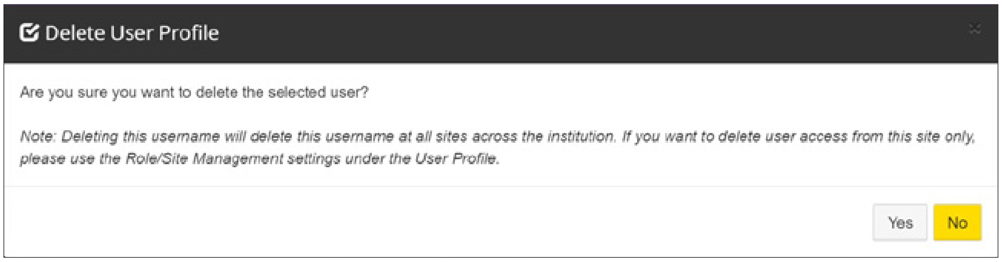
- **Delete Users Button:** The **Delete Users** button [Delete Users] provides the ability to bulk delete multiple user profiles at once. Using this feature can dramatically decrease the time it takes to delete user profiles individually.
  - Click the **checkbox** next to each username to be deleted.

    TIP: Clicking the **checkbox** in the search results header row to the left of the Username column will select all checkboxes in that column, saving you time from having to check each one individually.



  - Click the **Delete Users** button in the User Profile Search Results header bar.
    - When prompted, click the **Yes** button in the Delete Users pop-up screen to confirm the removal of the selected user profiles.

- As an IA, deleting a user profile will delete the username and role at all sites across the institution. To delete a username and role from a single site, click the **Edit** icon to expand the Role/Site Management settings under the User Profile.



- As an SM, deleting a user profile will delete the username and role at only the site the SM is actively logged into. If the username is assigned to additional sites and roles under the institution, the username will remain active for those sites.

TIP: Schedule time in your calendar every three months to clean up and delete unnecessary user profiles.

Add/Creating a User Profile

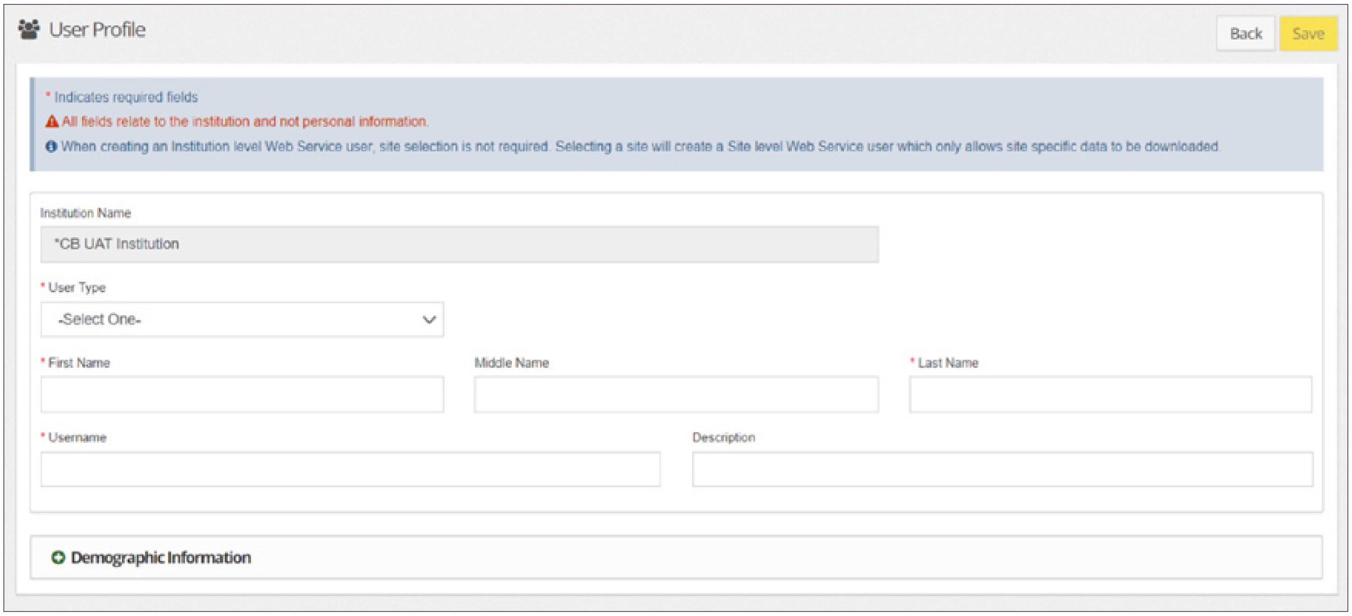
- **Add Button:** The IA and SM user types/roles are the only roles that can create new users.
  - An IA can create a new user at the institution level or at any site associated to the institution.
    - An IA is the only user role that can create IA, IR, IWPR, and InstSR user types since these are institutional roles.
    - An IA can also create SM, SR, SWPR, SiteSR, PRO, PROR, and WSU roles.
  - An SM can only create new users for the specific site managed.
    - A SM can only create SM, SR, SWPR, SiteSR, PRO, PROR, and WSU roles for only their site.

  TIP: When creating a new user profile, if the user needs access to multiple sites across an institution for a single role, as a best practice, the new user account should be created by the IA to allow for the most flexibility when assigning roles and sites to the user's account.

  WARNING Concerning the WSU Role:

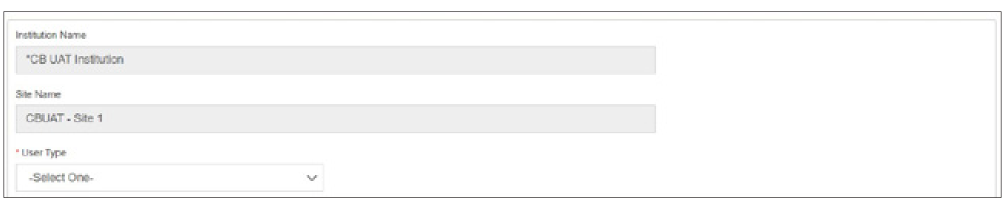
  - If created by an IA, the WSU will have the ability to pull data at the institution level across all sites.
  - If created by an SM, the WSU will only have access to data for the specific site the role was established under.
- **Creating a New User Profile**
  - To create a new user profile account, click the **Add** 

 button to open the User Profile section.

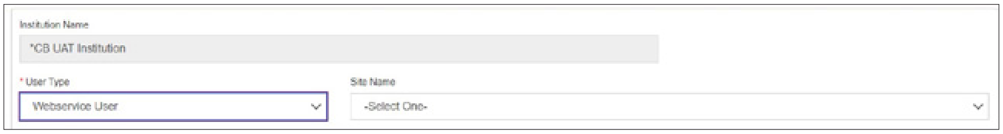


NOTE: The User Profile screenshot above is the IA view. The User Profile section will be slightly different as an SM, as noted below.

- **General User Information**
  - Complete the User Profile section by entering all of the following required information:
    - Institution Name: Displays the institution name the new user will be associated under. The field cannot be edited.
    - Site Name: Displays the site name the new user will be associated under.
      - As an SM:
        - The Site Name field will always display when a new user profile account is being created.
        - The Site Name field cannot be edited by an SM.
        - The Site Name field will default to the site name the SM is logged into when creating the new user profile account.



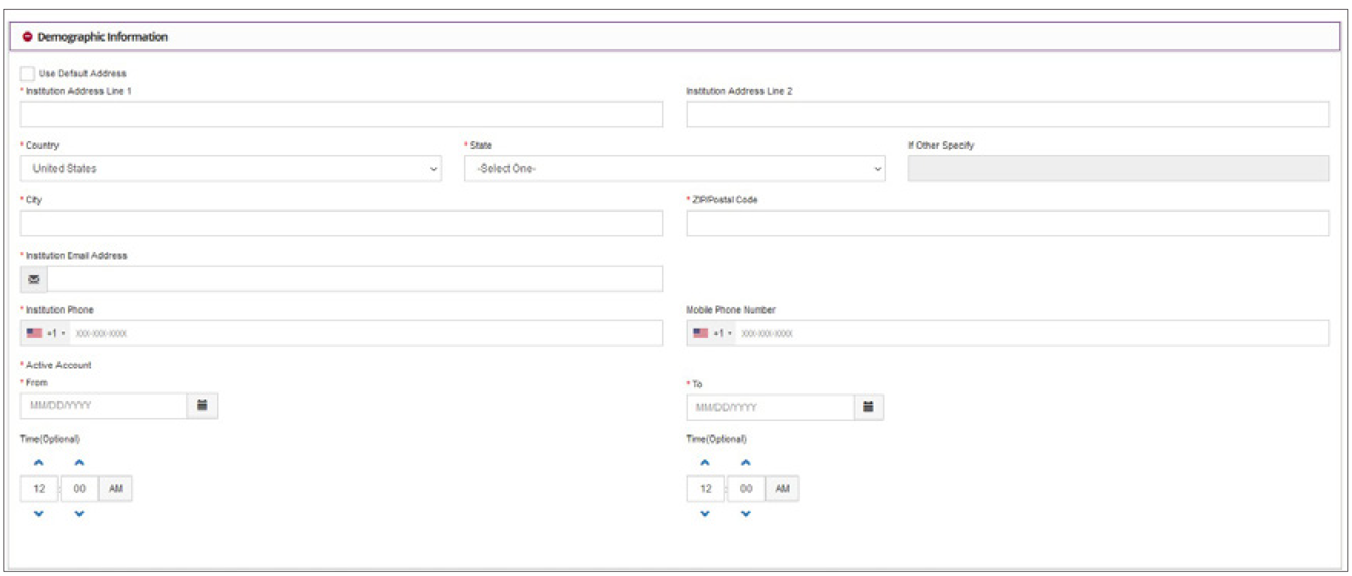
- As an IA:
  - The Site Name field will only display when selecting **User Type: Webservice User**.
    - The Site Name field is optional.
    - Not selecting a Site Name from the drop-down menu creates an Institution WSU role, granting access to all sites under the institution.
    - Selecting a Site Name from the drop-down menu creates a Site-Specific WSU role, granting access only to the specific site selected.



- User Type: Select the role to be created from the drop-down menu.
  - As an SM:
    - Institutional user types are excluded from the list of available user types that can be created.
- First Name: Enter the user's first name.
- Middle Name: Enter the user's middle name (optional).
- Last Name: Enter the user's last name.
- Username: Enter the username to be assigned to this user.

  TIP: Create a username that makes it easy to know the type of user role and the person the user is assigned. A recommended username pattern is a variation of the user's first and last name, followed by an underscore and the user type (e.g., Jane Doe with PROR credentials could have the username janed_pror or jdoe_pror). As an IA or SM, when reviewing reports, you will easily know who the user is and the user's role. It is also helpful for individuals with multiple roles to easily know what user type to use when logging in.
- Description: An optional field used to add additional information.

- **Demographic Information**
  - Click the **Demographic Information** bar to expand the container and continue creating the new user profile.

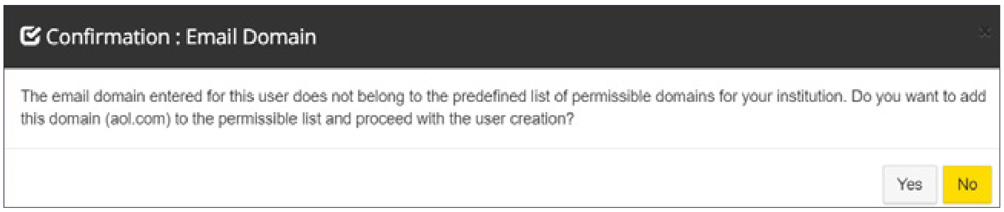


- Use Default Address: Clicking the **checkbox** will auto-populate the address fields with the institution address for institution user types, and the site address for site user types.
- Institution Address Line 1: The institution or site physical address.
- Institution Address Line 2: An optional field for the institution or site physical address if needed.
- Country: The country the institution or site is located in.
- State: The state the institution or site is located in.
- If Other Specify: Used for international address details.

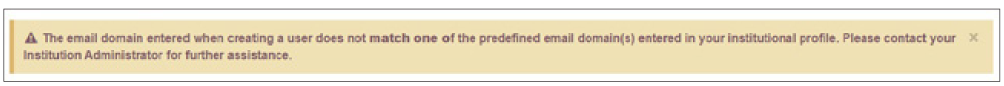
    - City: The city the institution or site is located in.
    - ZIP/Postal Code: The zip code for the institution or site location.
    - Institution Email Address: The user's institutional email address.

      WARNING: When creating a new user, the email address specified must match at least one of the email domains declared for the institution that is set on the Institution Profile page within the Institution Email Domain(s) field.

        - When saving a user profile containing an email domain not provided in the Institution Email Domain(s) field:
            - IA: The Confirmation: Email Domain pop-up will appear. By clicking the **Yes** button, an IA can approve the new email domain and have it added to the Institution Email Domain(s) field automatically without having to navigate to the Institution Profile page.



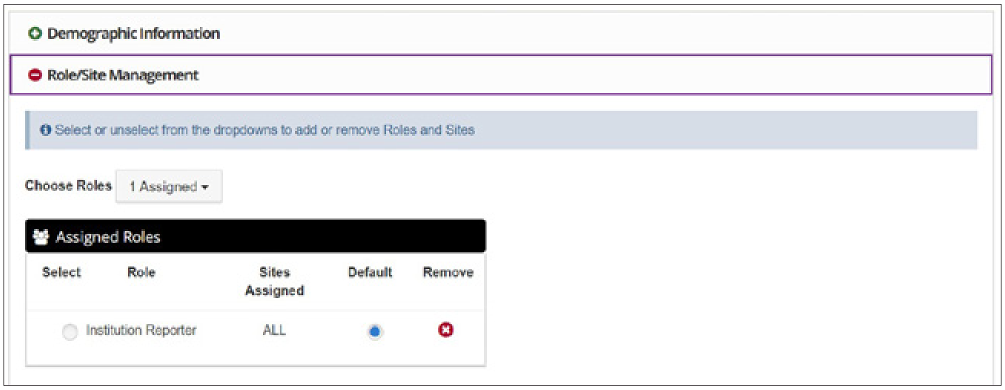
            - SM: A warning message will display. The SM will not be able to move forward with saving the user profile until an IA has added the domain to the Institution Email Domain(s) field, or the SM changes the domain to one that is approved.



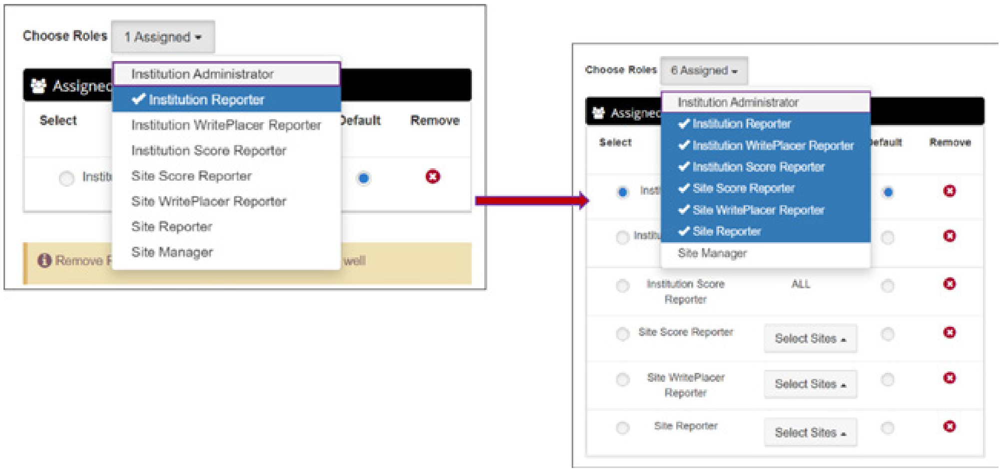
    - Institution Phone: The user's institutional phone number.
    - Mobile Phone Number: An optional field for the user's mobile number.
    - Active Account From: The first day the user role can access the platform.
    - Active Account To: The last day the user role has access to the platform.
        - **NOTE:** The Active Account To date cannot be greater than one year from the Active Account From date.
    - Active Account Time From: The ability to select the time of day the role will become active (optional).
    - Active Account Time To: The ability to select the time of day on the last day the user role will become inactive (optional).

- **Role/Site Management**
    - If additional roles or sites need to be assigned to the new user profile, click the **Role/Site Management** bar to expand the container and continue with the new user profile setup.
        - If no additional roles or sites need to be added to the new user profile, ensure all required information as noted by a red asterisk (*) has been provided, and click **Save** when done.
        - A confirmation message will appear at the top of the screen confirming the user's account was created successfully. The new user will receive an email with a link to complete account setup.

          IMPORTANT: The link provided in the email is only valid for 30 days.



- **Role Combination**
  - Not all roles can be combined and assigned to a single user profile/username.
    - The IA and SM roles cannot be combined with other user roles. Individuals needing to proctor will have login credentials solely for proctoring.
      - A user profile/username can be assigned site roles to multiple sites associated with the institution when created at the institution level (by the IA).
    - The PROR and PRO roles cannot be combined with other user roles. Individuals needing to proctor will have login credentials solely for proctoring.
      - A PROR or PRO user profile/username can be assigned to multiple sites associated with the institution when created at the institution level (by the IA).
    - The WSU role cannot be combined with other user roles. Individuals needing to perform webservice tasks will have login credentials solely for webservices.
      - A WSU profile/username can have access to all data at the institution and site level when created at the institution level (by the IA).
      - A WSU is not required to be ACTA certified.
- **Assigning Roles**
  - To assign additional roles to a user, in the Role/Site Management container:
    - Click the **Choose Roles** drop-down menu to display the list of roles that can be assigned to the user profile.
    - The Assigned Roles section will display the number of roles assigned to a user profile.
    - In the Choose Roles drop-down menu, roles assigned to a user profile will display a checkmark at the beginning of the role name and be highlighted in blue.
    - Add additional roles to the user by clicking on the **role name** in the Choose Roles drop-down list.



NOTE Concerning User Profile Assignments:

- An IA user profile cannot also be assigned IR, IWPR, or InstSR because an IA can perform all the same tasks by default.
- An SM user profile cannot also be assigned SR, SWPR, or SiteSR at the same site because an SM can perform all the same tasks by default.
- An SM user profile could be assigned SR, SWPR, or SiteSR if those roles are not assigned to same sites as the SM role.

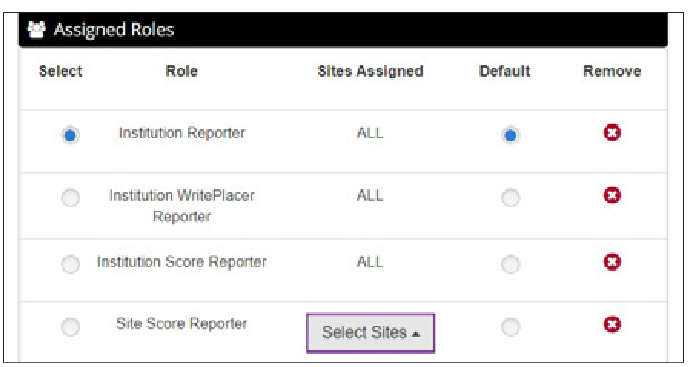
– Remove a role from a user by clicking the **red x** under the Remove column.

WARNING: When removing a role from a user profile/username, the user will no longer have access to the ACCUPLACER platform in that role capacity.

– Click the **Yes** button when prompted to confirm the removal of the role.

– The role will be removed, and additional updates can be made if necessary.

- **Assigning and Removing Sites to a Role**
  - Institution level user roles automatically have access to all sites associated with the institution and do not require sites to be selected for each role.
  - Non-institution level user roles (SM, SWPR, SiteSR, PRO, or PROR) will need to be assigned to the site(s) in which the user will be performing roles.
    - To add one or more sites to a role, click the **Select Sites** button to display the list of available sites to grant access to the selected role. There are three ways to add a site:



– **Select All:** To grant the selected role access to all sites associated with the institution, click **Select All** at the top of the Select Sites drop-down menu.

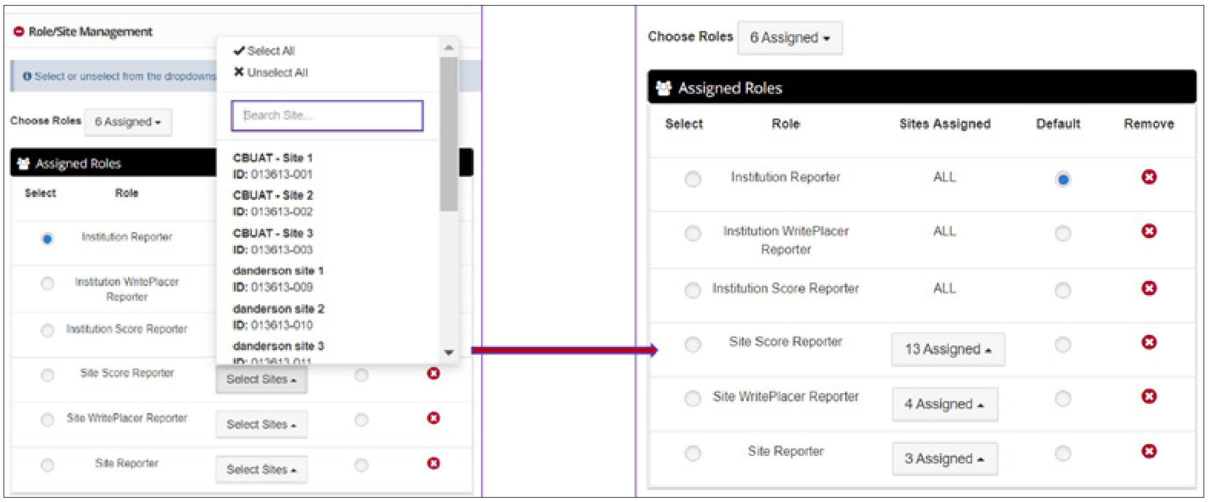
– **Search for a Site:** In the Search Site… field, enter the Site ID to narrow the list of available sites to choose from. Click the **site name** to grant the role access to that site.

- **Scroll the Site List:** Scroll through the list of available sites, selecting the site(s) that access should be granted for the role.

  NOTE: Selected sites appear in the list with a checkmark at the beginning of the site name and are also highlighted in blue.

  IMPORTANT: For roles that require a site selection, at a minimum, one site must be selected to complete the user profile/username setup.

- When a site is selected for a user role, the **Select Site** button is renamed to **Assigned**, and displays the number of sites assigned to the role. Once all desired sites have been added to a role, click the **Assigned** button to close the drop-down menu.
  - Repeat the Select Site process for any additional roles that require a site assignment.



- There are two ways to remove one or more sites from a role:

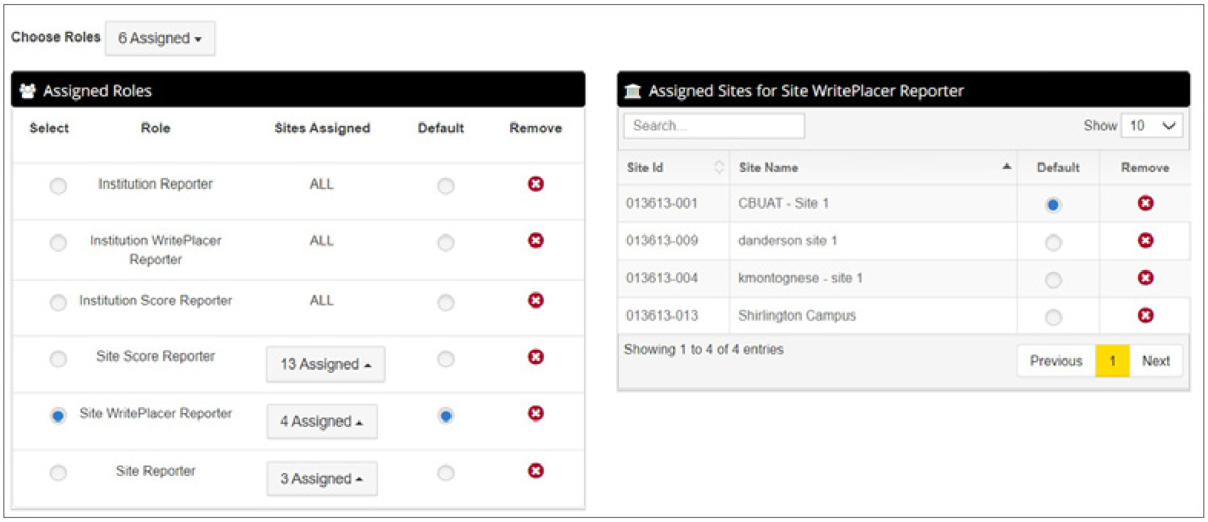
  Option 1: Click the **Assigned** button for the specific role to display the list of available and assigned sites.
  - Click on a selected site name to remove access for the specific role at that site location.
  - To quickly remove all selected sites, click the **Unselect All** option at the top of the site list.
  - Once all desired sites have been removed, click the **Assigned** button once again to close the drop-down menu.

  Option 2: Click the button under the **Select** column next to the role to be removed.
  - The assigned sites for the selected role will display to the right of the Assigned Roles container.
  - Click the **red x** under the Remove column to remove the role access for the selected site.

Default User Login

- User profiles with multiple roles or a single role with access to multiple sites can set the default role, or role and site, for the initial login to the ACCUPLACER platform each time.
  - To set an institution role as the default login:
    - Click the button under the **Default** column for the selected institution role.
  - To set a site role as the default login:
    - Click the button under the **Select** column for the desired site role.

- Assigned Sites for the selected site role will display to the right of the Assigned Roles section.
  - Click the button under the **Default** column for the selected site role.
    - The Default column in the Assigned Sites for the selected site role name will become active.
    - By default, the first site in the list will automatically be selected.
  - To select a different site as the default login, click the button under the **Default** column in the Assigned Site for the selected site role name.



- **Saving a User Profile**
  - When done with the user profile setup, click **Save** at the top of the screen to save the profile, which will then send an email request to the user to complete the new user setup.

Contact Information Update Prompt

- Every six months, users will automatically be prompted to update their contact information. Upon login, they will receive the message: “Your profile has not been updated in the past 6 months. Please provide any updates and click the Save button.”
  - All users will be unable to update their user type.
  - SMs and IAs can edit both username and account activation dates.
  - PRORs, PROs, and SiteSRs will not have access to update Active Account From and Active Account To dates and username fields.

Expiration Date Prompt

- A user’s account will be notified when the account is within 30 days of expiring.
  - All users will get an email reminder 10 days in advance of account expiration.
  - All users can update their expiration date for up to one year, except for PRO and PROR accounts.

    IMPORTANT: PRORs and PROs must contact their IA or SM to extend their account expiration date.

Bulk Upload of Users

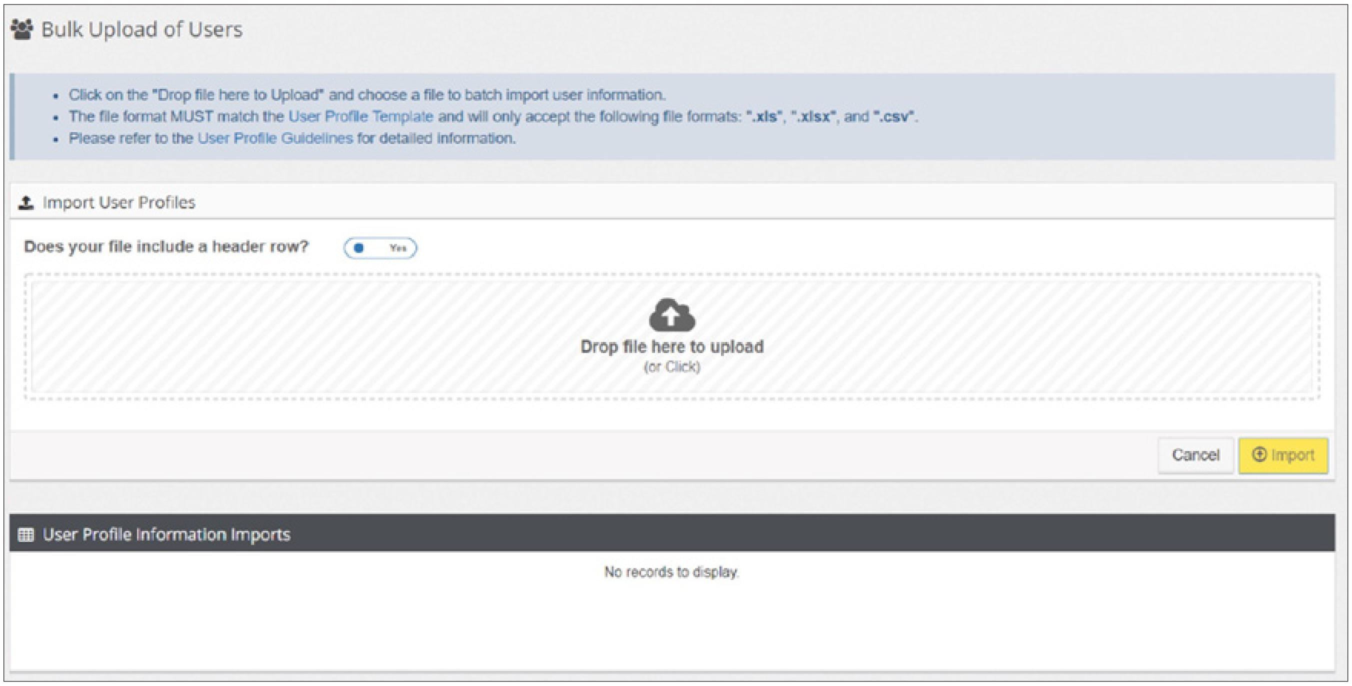
User Role Access: IA and SM

The Bulk Upload of Users functionality allows an IA and SM to batch/bulk upload new user profiles quickly and easily.

The Bulk Upload of Users is intended for the creation of new users at the site level. Because of this, only user types/roles of SM, SR, SiteSR, SWPR, PROR, and PRO can be bulk uploaded.

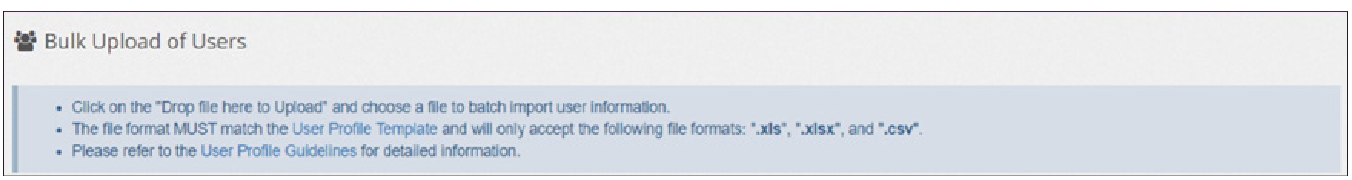
To access the Bulk Upload of Users section:

- Click on **Bulk Upload of Users** under the **Users > Manage Profiles** menu.



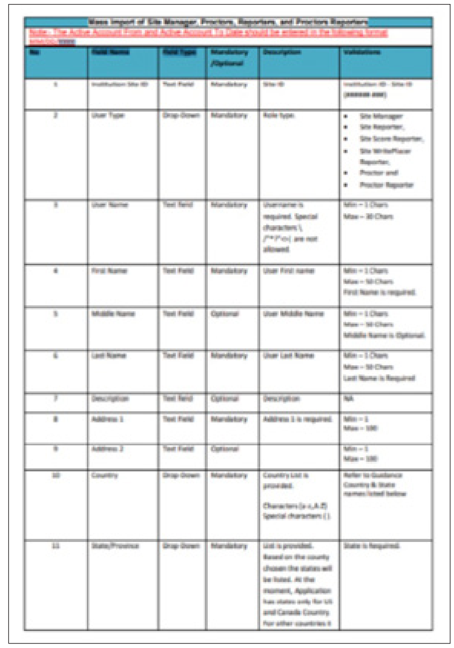
Bulk Upload of Users Guidelines and Template

In the blue information bar at the top of the section are two hyperlinks: **User Profile Guidelines** and **User Profile Template**.



User Profile Guidelines

- Clicking the **User Profile Guidelines** hyperlinked text will open a PDF user guide for the User Profile Template. The User Profile Guidelines:
  - List each field in the template.
  - Indicate the field type (text or drop-down menu).
  - Indicate if the field is mandatory or optional.
  - Provide a brief description of the field.
  - Provide field character limitations.



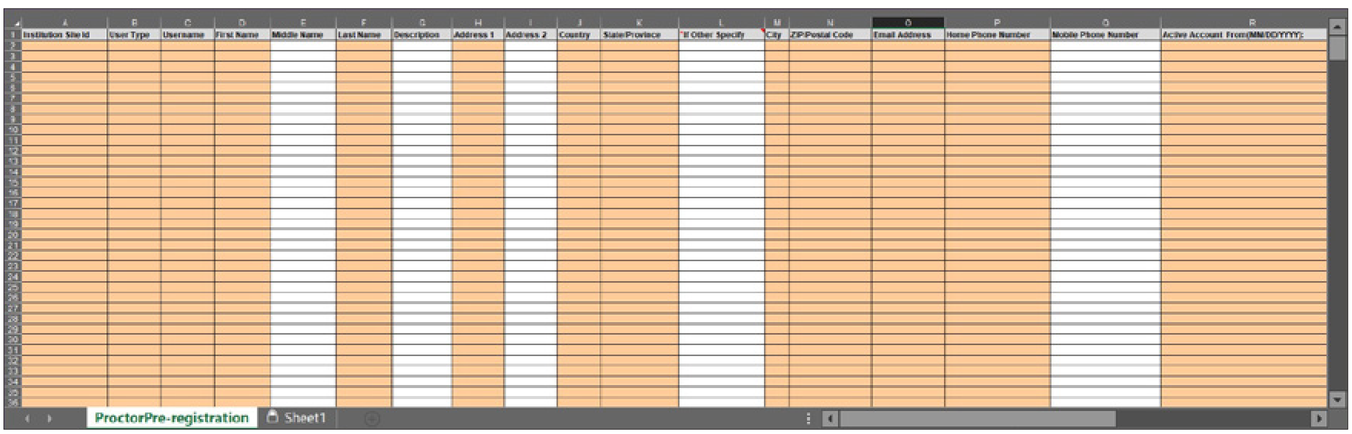
Mass Import of Site Manager, Proctors, Reporters, and Proctors Reporters

Note: The Active Account From and Active Account To Date should be entered in the following format MM/DD/YYYY

No	Field Name	Field Type	Mandatory /Optional	Description	Validations
1	Institution Site ID	Text Field	Mandatory	Site ID	Institution ID - Site ID [illegible]
2	User Type	Drop-Down	Mandatory	Role type.	• Site Manager • Site Reporter, • Site Score Reporter, • Site WritePlacer Reporter, • Proctor and • Proctor Reporter
3	User Name	Text field	Mandatory	Username is required. Special characters \ /*"?<>| are not allowed.	Min – 1 Chars Max – 30 Chars
4	First Name	Text Field	Mandatory	User First name	Min – 1 Chars Max – 50 Chars First Name is required.
5	Middle Name	Text Field	Optional	User Middle Name	Min – 1 Chars Max – 50 Chars Middle Name is Optional.
6	Last Name	Text Field	Mandatory	User Last Name	Min – 1 Chars Max – 50 Chars Last Name is Required
7	Description	Text field	Optional	Description	NA
8	Address 1	Text Field	Mandatory	Address 1 is required.	Min – 1 Max – 100
9	Address 2	Text Field	Optional		Min – 1 Max – 100
10	Country	Drop-Down	Mandatory	Country List is provided. Characters (a-z,A-Z) Special characters ( )	Refer to Guidance Country & State names listed below
11	State/Province	Drop-Down	Mandatory	List is provided. Based on the county chosen the states will be listed. At the moment, Application has states only for US and Canada Country. For other countries it	State is Required.

User Profile Template

- Clicking the **User Profile Template** hyperlinked text will download the Mass_User_Upload_Template in Excel. Once the download is complete, open the file.
  - Each column in the worksheet represents a field in the Edit/Create User screen.
  - The fields highlighted in orange are required fields.
  - New users should be added to the template, referring to the User Profile Guidelines PDF for detailed information about the format and content of each column.



NOTE: The user preregistration template provides additional validation macros for country and state combinations, as well as date of birth information. Date of birth is one column to allow users the ability to easily transfer date of birth from other systems.

- **User Types/Roles Eligible for Bulk Upload**
  - New users who are not currently assigned an institution user type cannot be included in the upload. They will need to be manually created.
  - New users for SM, SR, SiteSR, and SWPR should not be included in the upload if the new user already has a user profile in the platform for any user type/role other than PROR, PRO, WSU, and ISS (only in cases where the ISS user profile was created in conjunction with receiving score reports and opting to receive the once-daily email notifications of new shared score reports received).

    - To modify the existing user profile by adding the new user types to the existing user profile, go to **Users > User Profiles**. Select the user to edit under the **User Profile Search Results/Action/Edit** icon, expanding the Role/Site Management container to make modifications.
  - New users for SM, SR, SSR, and SWPR can be included in the upload if they have an existing user profile in the platform with a user type of PROR, PRO, and WSU.
  - New or existing users to be set up with the user types of PROR and PRO can be included if they do not already have a PROR or PRO user profile established.
  - For users with multiple site-level user types: only create one line (one user type) in the User Profile Template for the individual. Any additional user type will need to be added after the initial upload.
  - A second line can be created for an individual in the User Profile Template only if it is for a PROR or PRO user type.
    - **EXAMPLE:** Rose Nylund needs to be set up as:
      - An SR and PROR for Site 001
      - An SM and PROR for Site 002
      - In the User Profile Template:
        - One line item would be entered for **Rose Nylund** with the role of **Site Manager** for **Site ID 002.**
        - Since Rose will also need to proctor exams, and proctor roles cannot be combined with other roles, a second line item would be entered for **Rose Nylund** with the role of **Proctor-Reporter** for **Site ID 001**.

A	B	C	D	E	F
Institution Site Id	User Type	Username	First Name	Middle Name	Last Name
013613-002	Site Manager	nylundr_sm	Rose		Nylund
013613-001	Proctor Repor	nylundr_pror	Rose		Nylund

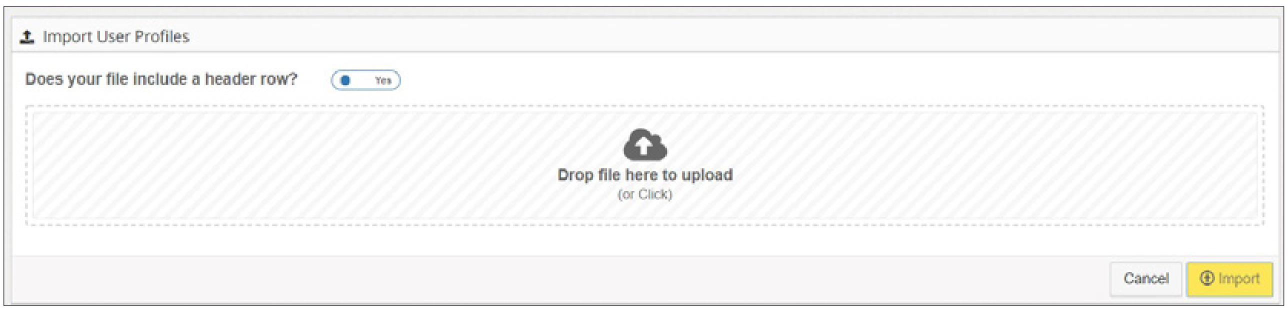
      - Modify user profiles:
        - After the upload has been successfully completed, an IA:
          - Locates Rose's SM user profile, modifies it by adding the **Site Reporter** role for **Site ID 001**, and saves the changes.
          - Locates Rose's PROR user profile, modifies it by adding the **Proctor-Reporter** role for **Site ID 002** and saves the changes.

- **User Profile Template Fields**
  - Complete all required fields in the User Profile Template:
    - Institution Site ID (required)
      - For the Institution Site ID field, use your nine-digit Institution Site ID in the format xxxxxx-xxx.
    - User Type (required)
      - Select from drop-down menu list of options.
    - Username (required)
    - First Name (required)
    - Middle Name
    - Last Name (required)
    - Description
    - Address 1 (required)
    - Address 2
    - Country (required)
      - Select from the drop-down menu list of options.
    - State/Province (required)

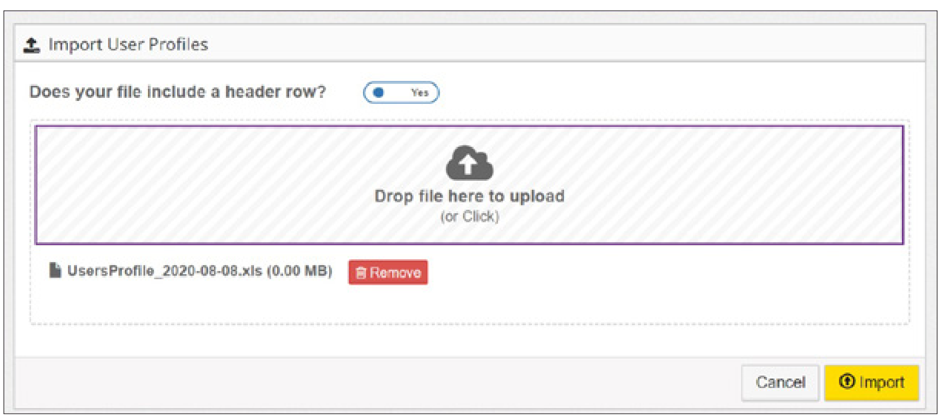
    - Select from the drop-down menu list of options.
  - If Other Specify (required)
    - This section must be completed if a country other than United States or Canada is entered in the Country column.
  - City (required)
  - Zip/Postal Code (required)
  - Email Address (required)

    WARNING: The email domain specified in the upload sheet must match at least one of the email domains declared for its institution set on the Institution Profile page within the Institution Email Domain(s) field.
  - Home Phone Number (required)
  - Mobile Phone Number
  - Active Account—From (MM/DD/YYYY) (required)
  - Active Account—To (MM/DD/YYYY) (required)
    - For Active Account Dates, use the MM/DD/YYYY format.
    - The Active Account To date cannot be greater than one year from the Active Account From date.

- **Save and Upload Template**
  - Once the Excel worksheet has been completed and carefully reviewed, save it as an xls, xlsx, or csv file, noting the saved location.
    - **IMPORTANT:** The file name cannot be greater than 50 characters.
  - Return to the Bulk Upload of Users section in the platform to import the saved file.



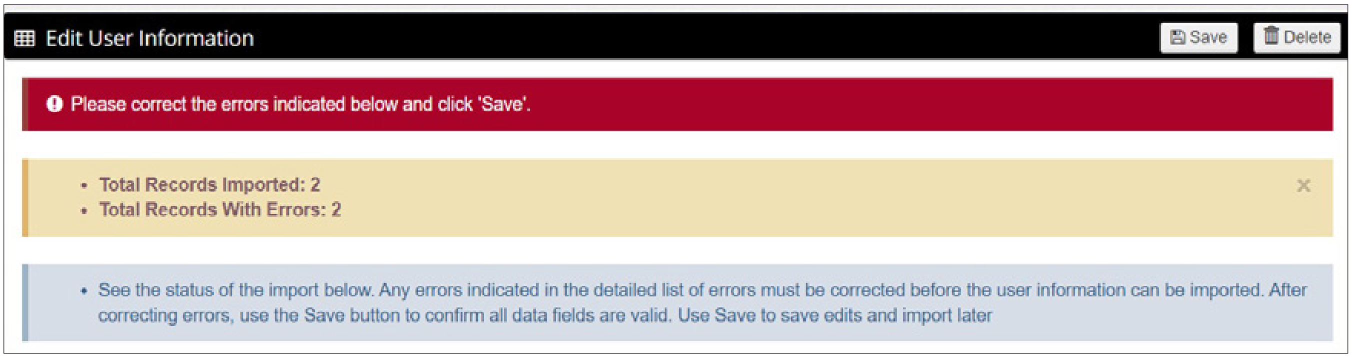
  - To upload the saved Excel file in the Import User Profiles area:
    - Drag and drop the file in the **Drag file here to upload** container.
    - Or, click on **Drag file here to upload** and locate and select the saved file.
      - The file has successfully uploaded and is ready to be imported when the file name, followed by a red **Remove** button, displays below the **Drop file here to upload** container.
  - Click the **Import** button to upload the file.



NOTE: Click the **Remove** button next to the file name to remove it from the upload area.

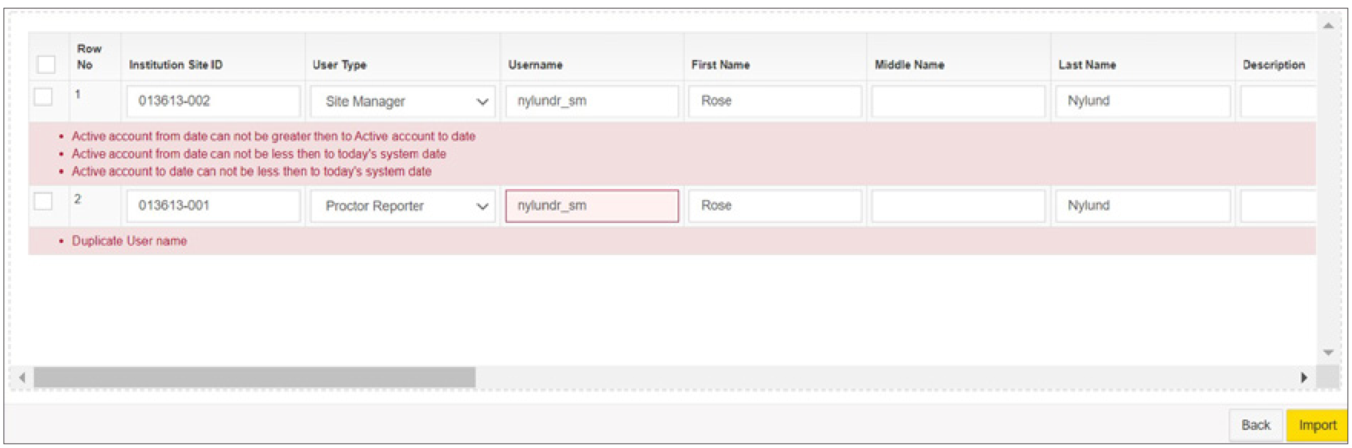
- If the program detects any errors, such as a duplicate username or an invalid format, an error message will display along with the count of total records attempted to be imported, total number of valid records, and total number with errors.

  IMPORTANT: If an error is found in the upload file, no records in the file will be uploaded until the error is fixed, or the record is deleted and an import is attempted again.

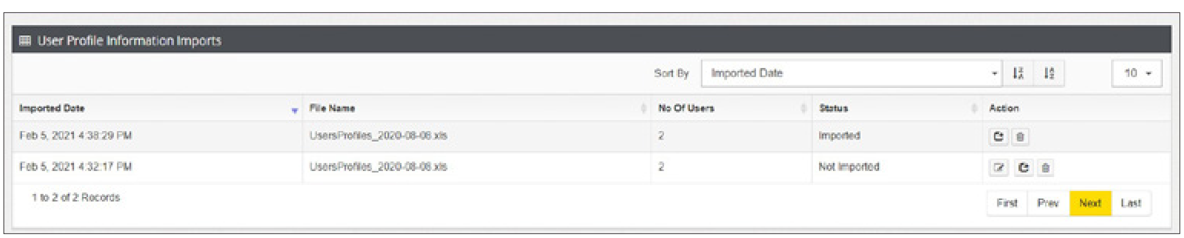


- Fields containing errors found during the upload will be outlined in red with an explanation for the error below the record in question.
- Make the necessary corrections and click **Save** at the end of the row before attempting the import again.

  TIP: Click **Delete** at the end of a record to remove that record from the upload file.



  - If the upload file contains errors but you are unable to make the corrections at that moment, you can leave and come back later.
    - Navigate back to the Bulk Upload of Users section upon returning.
    - In the User Profile Information Imports area, a list of all imports (successful and failed) will be displayed.



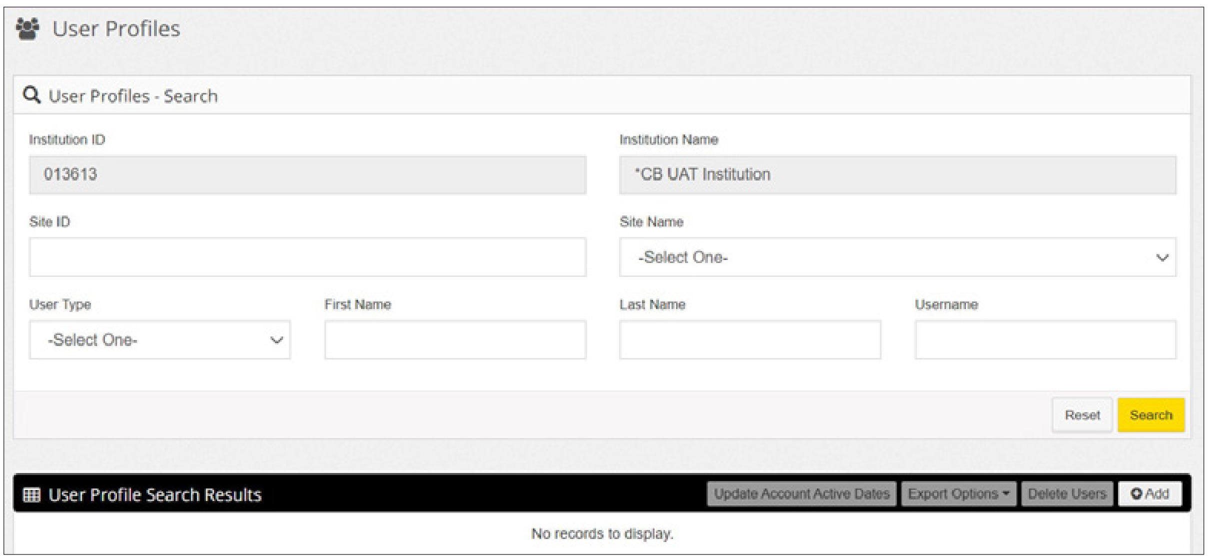
        - In the Action column, click **Edit Import** for files that have pending fixes.
        - The Bulk Upload of Users: Edit User Information section will display, allowing corrections to be made.

          NOTE: In the Action column, next to the **Edit Import** icon, you can export a file by clicking the **Export** icon and you can delete an imported file by clicking the **Delete** icon.

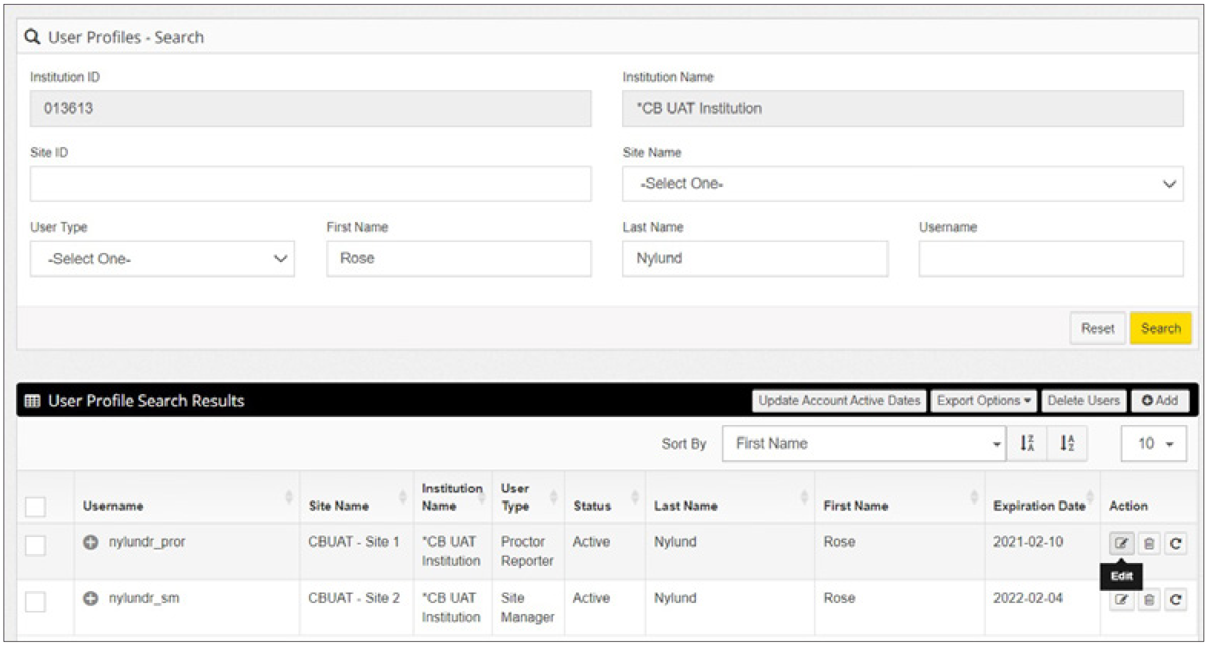
    - Once all errors are corrected, click the **Import** button. When the data have been successfully imported:
        - A confirmation message of a successful import will be displayed.
        - An email will be sent to each user with a link to complete the registration.
        - The new users will now show on the list of users.

Bulk Upload: User Role Management
For user profiles created in the bulk upload file that will be assigned multiple user roles, navigate to the Site/Role Management container under User Profiles to modify the user profiles imported into the platform.

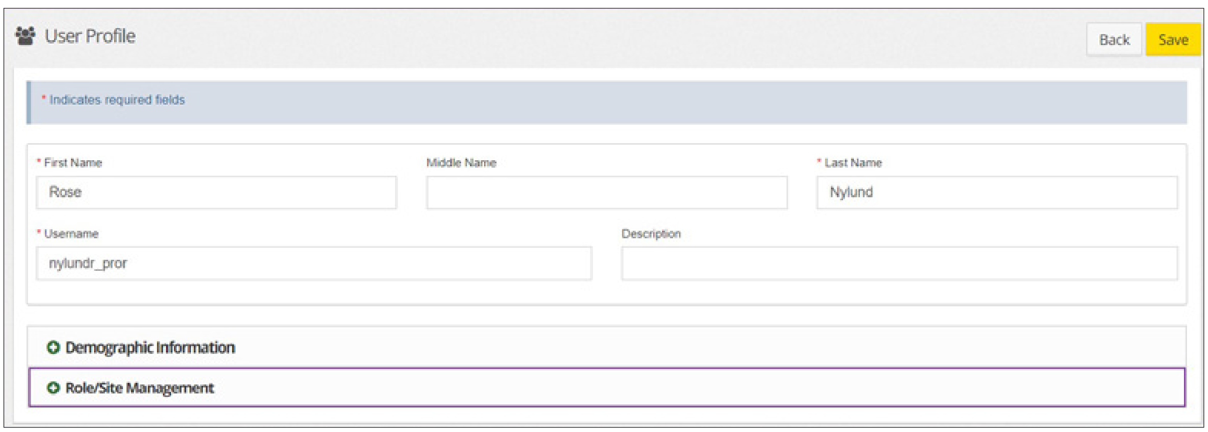
To access the Site/Role Management container:
Click **Users > Manage Profiles > User Profiles** to open the User Profiles section and search for the user profile to be modified.



- **User Profile Search**
    - Perform a search for the user profile to be modified. A search can be performed on:
        - User Type
        - First Name
        - Last Name
        - Username
            - Additionally, an IA can perform a search by Site ID or site name.
            - An SM can only search for users on the site assigned to the user credentials the SM is logged into.
    - Enter one or more of the available search criteria fields and click the **Search** button.
    - User profiles that match the selected search criteria will display in the User Profile Search Results area.
    - Select the desired user profile to be modified by clicking the **Edit** icon for that user profile.

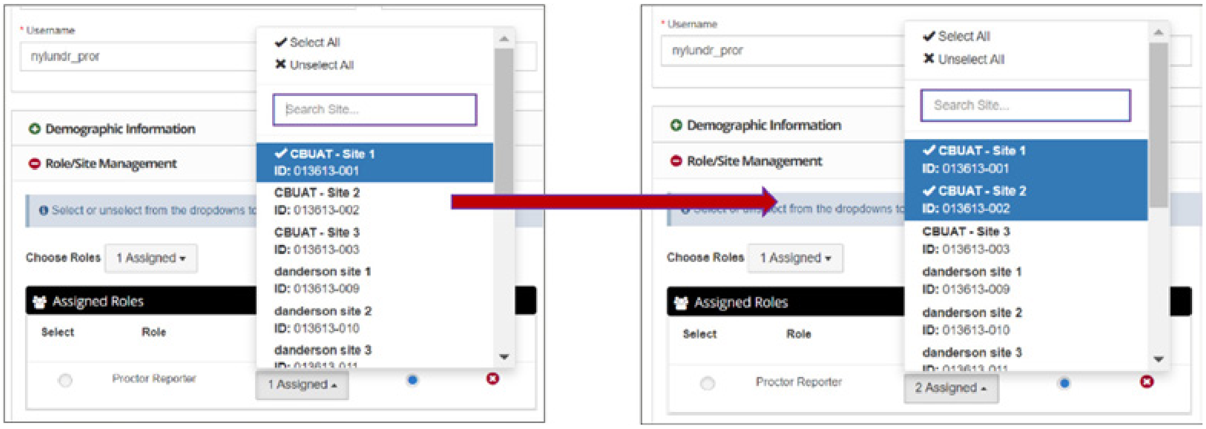


- Click the **Edit** icon to open the selected user profile.
- Click the **Role/Site Management** bar to expand the Role/Site Management container.

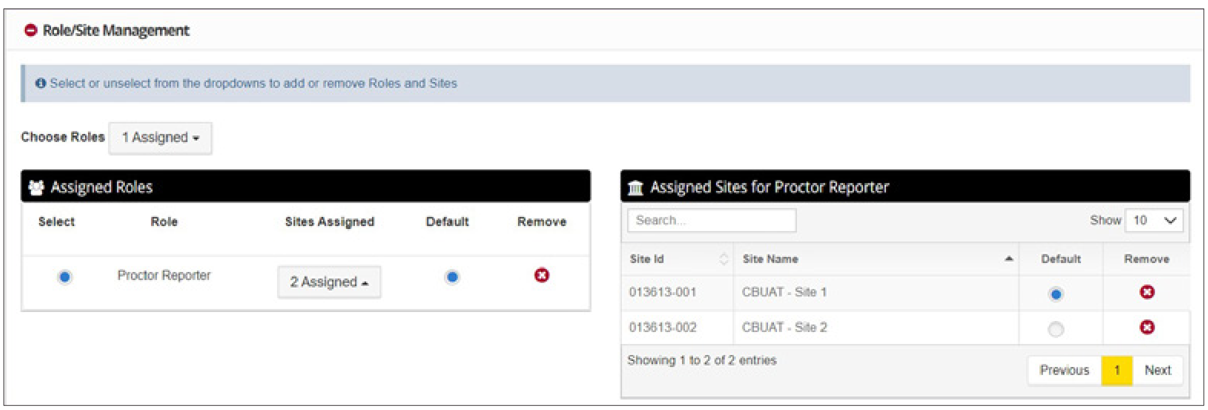


- **Example:** Through the bulk upload process, two user profiles were created for Rose Nylund:
  - A PROR for Site 001
  - An SM for Site 002
- For the PROR user profile role for Site 001, the IA would modify the user profile adding PROR access for Site 002 (since multiple sites for the role are being combined).

  IMPORTANT: The SM for Site 002 could add Rose to the site as a PROR, however, the site profile for 002 would not be combined with the user profile for Site 001, since an SM is limited to managing user profiles only for one site.
- Click the **Assigned** button to display the list of available sites for the role.
- Click a **site name** to add a site.
- When done making all the selections, click the **Assigned** button to close the Assigned Site List drop-down menu.



- To change the default login site, in the Assigned Roles section:
  - Click the button under the **Select** column.
  - Click the button in the **Default** column. The Assigned Sites for the selected site role name will become active.
  - In the Assigned Sites for the selected site role name section, in the **Default** column, click the button associated to the site that should be set as default.
  - Click the **Save** button at the top of the screen.



- This process would be repeated for the SM user profile role for Site 002. The IA would modify the user profile adding SR access for Site 001 (since multiple sites for the role are being combined).

Student Profiles

User Role Access: IA, SM, PROR, and PRO

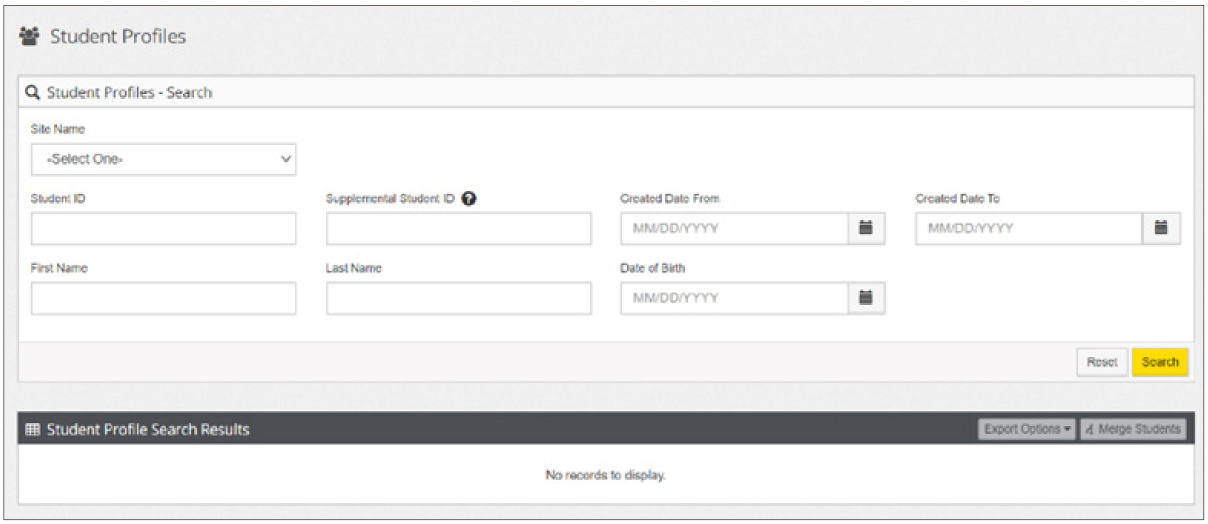
The Student Profiles section allows an IA, SM, PROR, and PRO to search for a student's profile to validate its accuracy. Only an IA or SM can edit the student profile and keep the profile information up to date.

- IAs have access to all student profiles.
- SMs, PRORs, and PROs only have access to the profiles of students who have tested at their site.

To access the Student Profiles section:

- Click on **Student Profiles** under the **Users > Manage Profiles** menu to display the Student Profiles section.

The Students Profiles section is comprised of two areas: Student Profiles - Search and Student Profile Search Results.



Student Profiles - Search

- In the Student Profiles - Search area, enter your search criteria. The available search fields are:
  - Site Name: The name of the site the search results will pull from.
    - IA: The Site Name will display a list of all sites associated to the institution. An IA can choose to select a site or leave it blank to search all sites under the institution.
    - SM, PROR, PRO: The Site Name will default to the site associated to the user role actively logged in. The Site Name field cannot be edited.

  - Student ID
  - Supplemental Student ID
  - Created Date From
  - Created Date To
  - First Name
  - Last Name
  - Date of Birth

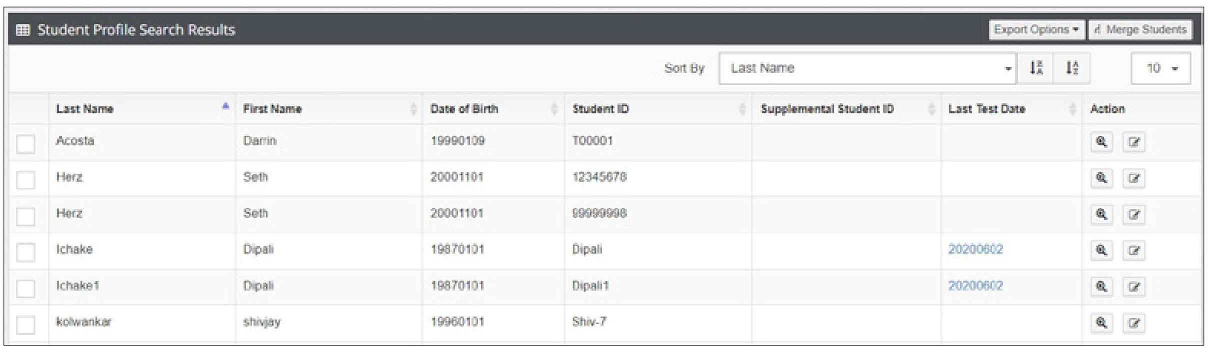
- Click the **Search** button to generate the report.

  TIP: You can bypass entering any search criteria and click the **Search** button to still generate results.

Student Profile Search Results

The Student Profile Search Results area will display the list of all students matching the defined search criteria.

- The Student Profile Search Results will display for each student record:
  - Last Name
  - First Name
  - Date of Birth
  - Student ID
  - Supplemental ID
  - Last Test Date
  - Actions



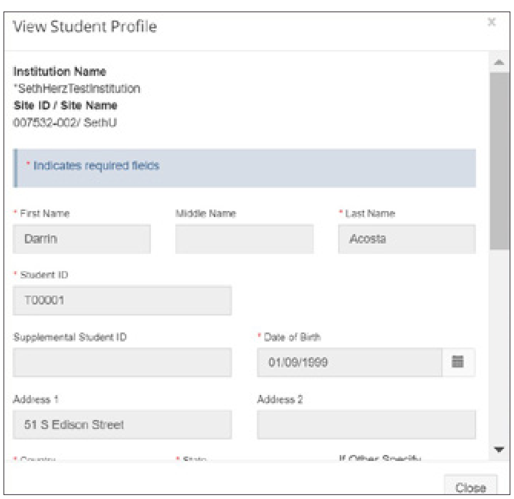
	Last Name	First Name	Date of Birth	Student ID	Supplemental Student ID	Last Test Date	Action
	Acosta	Darrin	19990109	T00001			
	Herz	Seth	20001101	12345678			
	Herz	Seth	20001101	99999998			
	Ichake	Dipali	19870101	Dipali		20200602	
	Ichake1	Dipali	19870101	Dipali1		20200602	
	kolwankar	shivjay	19960101	Shiv-7			

Actionable Action Icons and Buttons

The action icons and buttons allow an IA, SM, PROR, and PRO to manage student profiles. There are two actionable types: Action icons (icons displayed under the Action column in the search results) and Action buttons (buttons found in the search results header bar).

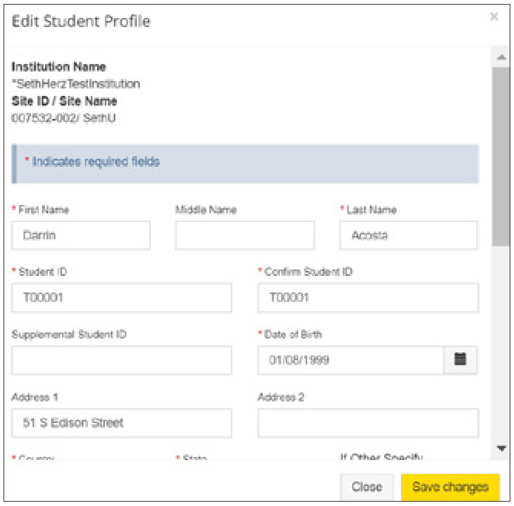
View Icon

- **View Icon:** Click the **View** icon to display the View Student Profile pop-up.



Edit Icon

- **Edit Icon:** Click the **Edit** icon when you need to edit a student's profile information.
  - Clicking the **Edit** icon will display the Edit Student Profile pop-up.
  - The edit functionality is only available to IAs and SMs.



  - Click **Save Changes.**

Export Option Button

- **Export Option:** Clicking the **Export Options** button allows you to export the complete list of the Student Profile Search Results that were generated based on your search criteria.
  - From the Export Options drop-down menu, select the desired format option to automatically begin the file download based on the following menu options:
    - Delimited Text
    - CSV
    - Excel
    - XML

Merge Students Button

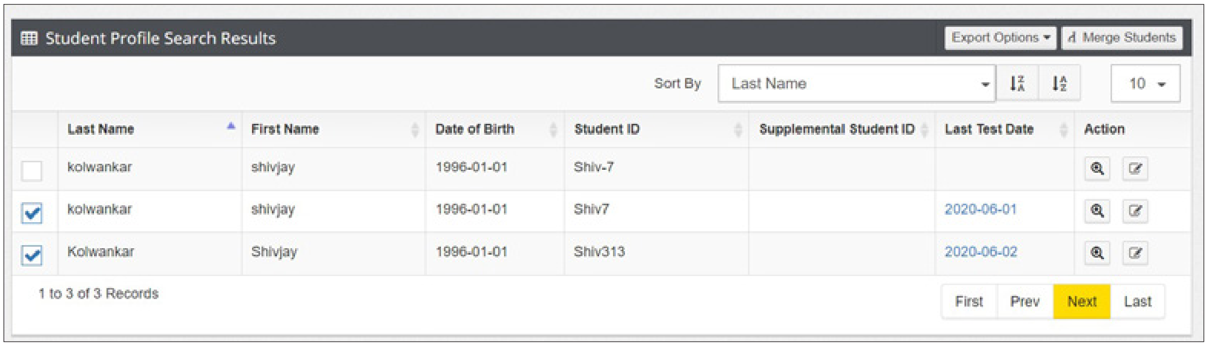
- **Merge Students:** The Merge Student Profile feature is only available to IAs and SMs. If a student has tested more than once using two different Student ID numbers, you can change one Student ID number to match the other one by using the Merge Student Profile feature.
  - To merge two student profiles:
    - The student's Last Name and Date of Birth must be the same.
      - If they are not the same, edit each record so that the Last Name and the Date of Birth are exactly alike in both profiles.

    IMPORTANT: Use caution when merging student profiles because you cannot restore the original profile once it has been merged.

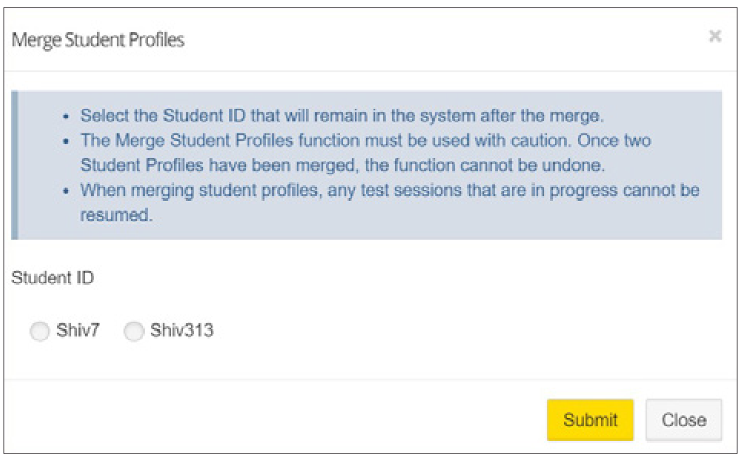
    WARNING: When merging student profiles, test sessions in progress cannot be resumed.

    - In the Student Profile Search Results section:
      - Click the **checkboxes** next to the two records to be merged.
      - Click the **Merge Students** button located in the Student Profile Search Results header bar.

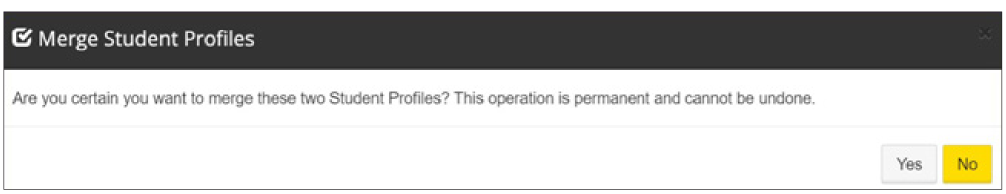
        IMPORTANT: You can only merge two records at a time.



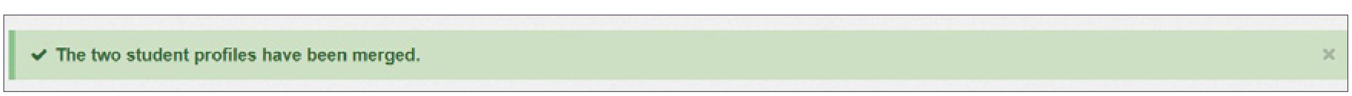
- The Merge Student Profiles pop-up will display.
  - From this screen, select the **Student ID** that will remain in the system after the merge.
    - Click the button next to the correct ID.
    - Click the **Submit** button to begin the merge.



- The Merge Student Profiles confirmation pop-up will be displayed.
  - Click **Yes** to complete the merge.
  - Click **No** to stop the merge.



- Once the merge has been successfully completed, both student profiles will have the same Student ID number.
- The confirmation message "The two student profiles have been merged" will display at the top of the Student Profiles section.



System Configuration

User Role Access: IA, SM, and WSU

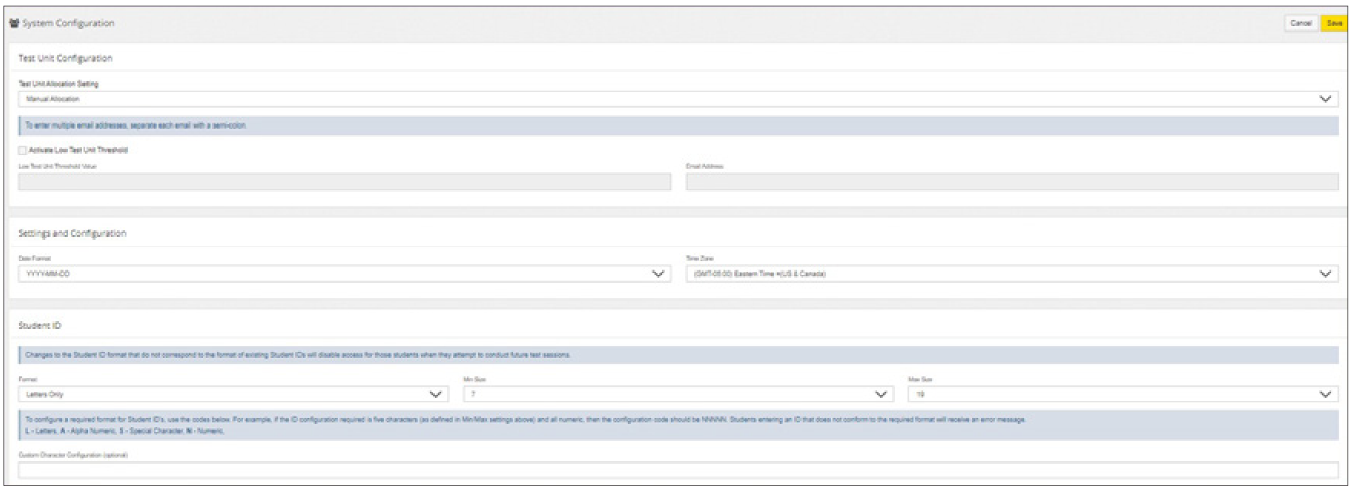
System Configuration is comprised of the following content areas:

- Test Unit Configuration
- Settings and Configuration
- Student ID
- Essay Pending Notification
- Webservice Client Settings

System Configuration enables you to establish various settings in these areas for your institution or site. Settings enabled by the IA filter down to all sites. At the site level, an SM can change some of these settings.

To access the System Configuration section, click **Users > System Configuration.**

IMPORTANT: Available options vary depending on the user type you are actively signed in with.



Test Unit Configuration

User Role Access: IA and SM

The Test Unit Configuration section provides the IA an opportunity to configure how test units will be allocated across all sites associated with the institution, as well as receive an email notification alert when the available unit amount reaches a specified threshold. Configuring these settings can potentially keep one site or multiple sites from running out of units during a test administration. The available fields and options are:

Test Unit Allocation Setting

- **Test Unit Allocation Setting:** Establishes how test units are allocated across all sites under an institution. This setting is only available to be set by an IA. An SM can only see what was set by their IA.
- From the drop-down menu, select one of two options:
  - **Manual Allocation:** The IA must manually transfer the test units to the testing sites. If the site's test unit balance goes below zero, students will not be able to test at that site. In this case, an error message will display.
  - **Auto Allocation:** The test units are transferred automatically from the institution's account to a testing site when the test unit balance goes below zero. If the institution's test unit balance goes below zero, an error message will display.

NOTE: The Test Unit Allocation Setting is set to Manual Allocation by default.

Test Unit Configuration Hierarchy

The Test Unit Configuration selection made by the IA is automatically inherited by all sites under the institution.

- The Test Unit Allocation Setting established by the IA cannot be altered at the site level by an SM.
- As an SM, in place of the Test Unit Allocation, you will see a message in the blue header bar indicating if Auto Allocation has been enabled at the institution level. You will see one of these two messages.
  - "The Institution Administrator has not configured this site for Auto Allocation. This means that when the value of test units at this site is at or below zero, you can no longer continue to administer tests until an Institution Administrator has either allocated more test units to this site or changed the setting to Auto Allocation."
  - "The Institution Administrator has configured this site for Auto Allocation. This means that even if the value of test units at this site is at or below zero, you can continue to administer tests because units will be deducted directly from the pool of units available at the institution level."

Activate Low Test Units Threshold

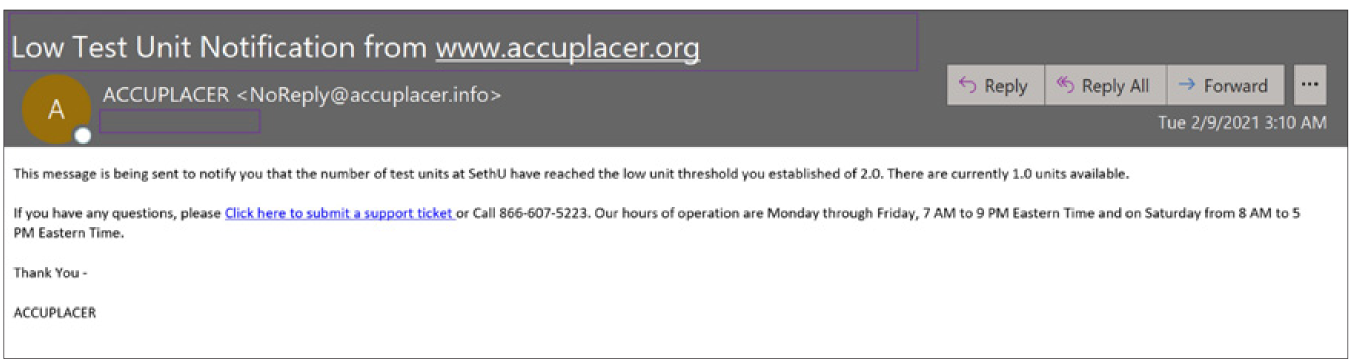
- **Activate Low Test Units Threshold:** To ensure a test administration is not interrupted due to a zero-unit balance, enable the Activate Low Test Unit Threshold option by clicking the **checkbox** next to Activate Low Test Units Threshold. This activates the Low Test Unit Threshold Notification Alert email. Once checked, complete the following:
  - **Low Test Unit Threshold Value:** Enter the number of units in your account that will trigger the Low Test Unit Threshold Notification Alert email.
  - **Email Address:** Enter the email address of the recipient to be notified of the low balance.

  NOTE: To enter multiple email addresses, separate each email with a semicolon.

  IMPORTANT: The email address specified must match the email domain(s) configured on the Institution Profile page.

  WARNING: The email notification will be sent daily until the test unit balance is greater than the threshold.

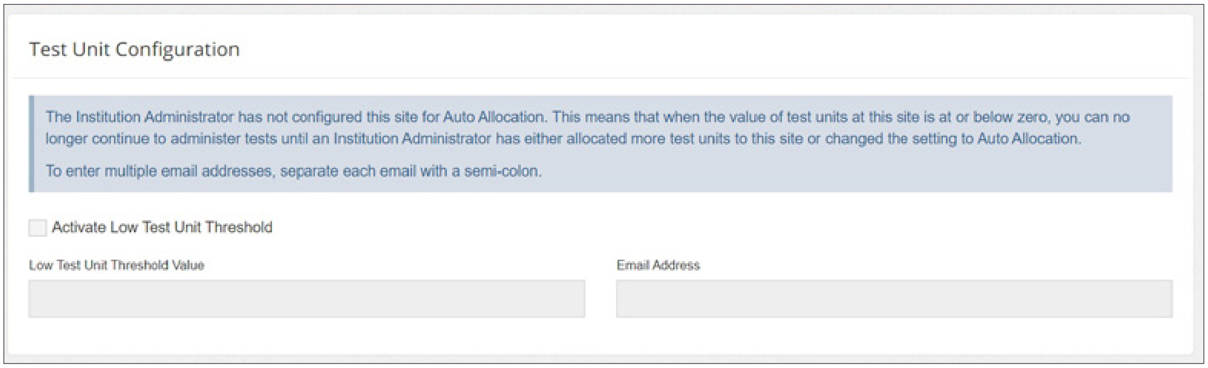
Low Test Unit Threshold Configuration Hierarchy



- The Activate Low Test Units Threshold settings established by the IA will be inherited by all sites.
- An SM can override the Activate Low Test Units Threshold, Low Test Unit Threshold Value, and Email Address selections.

  IMPORTANT: If the IA has opted not to activate the Activate Low Test Units Threshold option, the SM can still choose to activate this option.

  - Clicking the **checkbox** next to Activate Low Test Units Threshold will activate the options and allow the Low Test Unit Threshold Value and Email Address fields to be editable.



Negative Test Unit Balance

- In the event an institution's or site's unit balance becomes negative, a curtesy email notification will be sent to the IA and billing contact list for the institution to alert them of the negative balance.

  From: ACCUPLACER <NoReply@accuplacer.info>
  Sent: Tuesday, May 31, 2022 10:08 AM
  To: Last, Frist <flast@collegeboard.org>
  Subject: [EXTERNAL] Negative Unit Notification from ACCUPLACER
  This message is being sent to notify you that the number of test units at Your Site Name (xxxxxx-xxx) has a negative balance. Please purchase and/or transfer test units as soon as possible so you can continue to test students.

  If you have any questions, please **Click here to submit a support ticket** or Call 866-607-5223. Our hours of operation are Monday through Friday, 7 AM to 9 PM Eastern Time and on Saturday from 8 AM to 5 PM Eastern Time.

  Thank You –
  ACCUPLACER

  - The email notification will be sent daily until the balance is no longer negative.

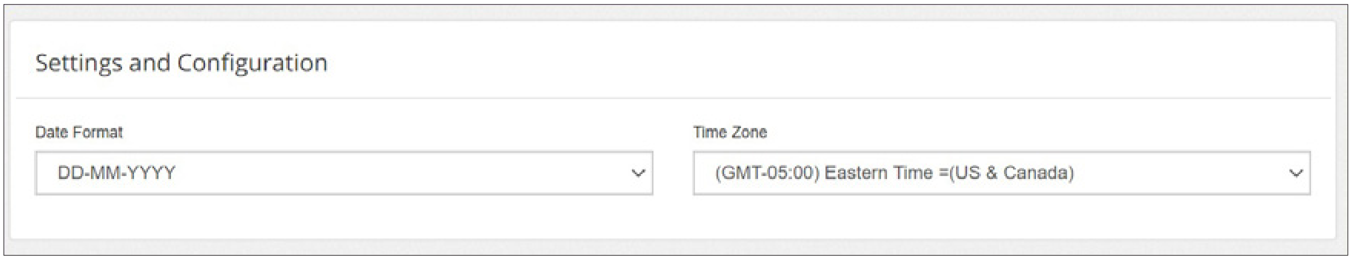
Settings and Configuration

User Role Access: IA and SM

The Settings and Configuration area provides the IA and SM the ability to configure the date format to be used across the ACCUPLACER platform and the time zone for their specific location.

- **Date Format:**
  - Click the **Date Format** drop-down menu to display a list of format options.
  - Select the desired format by clicking on it in the menu list:
    - DD-MM-YYYY
    - DD/MM/YYYY
    - DDMMYYYY
    - MM-DD-YYYY
    - MM/DD/YYYY
    - MMDDYYYY
    - YYYY-MM-DD
    - YYYY/MM/DD
    - YYYYMMDD
  - The selected format will display in the Date Format field as confirmation.

- **Time Zone:**
  - The time zone of the institution or test site is determined here.
  - All the time values will be expressed according to the time zone setting selected.
  - It is particularly important to set the correct time zone for your location, as an incorrect selection could cause reports to run at incorrect times and user credentials to activate or deactivate unexpectedly.
  - To select your time zone:
    - Click the **Time Zone** drop-down menu to display a list of time zone options.
    - Select the appropriate time zone by clicking on it in the menu.
    - The time zone selected will display in the Time Zone field as confirmation.



Student ID

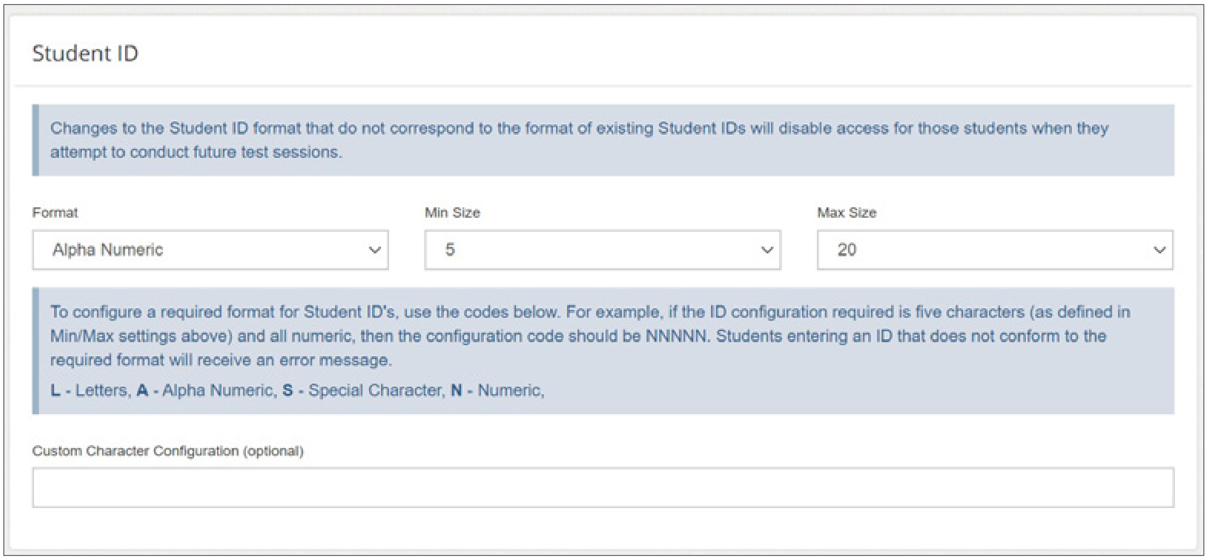
User Role Access: IA and SM

In the Student ID section, the IA sets character length and limitations allowed for the Student ID field. Student IDs entered by students during the test administration are validated against this format. Students who enter an ID number that does not match the specified format will receive an error message.

Format, Min Size, Max Size, and Custom Character Configuration are the configuration options:

- **Format:** From the Format drop-down menu, select one of the five format options that align with your established Student ID format:
  - Alphanumeric (default value, no special characters)
  - Allow special characters as part of alphanumeric setting (no character limitations)
  - Letters only
  - Numbers only
  - No constraints (no character limitations)
- **Min Size:** The Min Size field determines the minimum length of the student's ID number. From the drop-down menu, select one of the 15 available options.
  - The range is from 5 to 20.
  - The default value is 5.
- **Max Size:** The Max Size field determines the maximum length of the student's ID number. From the drop-down menu, select one of the 15 available options.
  - The range is from 5 to 20.
  - The default value is 20.
- **Custom Character Configuration (optional):** The Custom Character Configuration field is used to configure a defined format or pattern of the Student ID by specifying what type of character is required to be in each character field. Use the available codes to enter the Student ID pattern:
  - L – Letters
  - A – Alphanumeric
  - S – Special character
  - N – Numeric

- **Example:** If the ID configuration required is five characters (as defined in min/max settings) and all numeric (as defined in the format setting), then NNNNN would be entered in the Custom Character Configuration field.



Essay Pending Notification

User Role Access: SM only

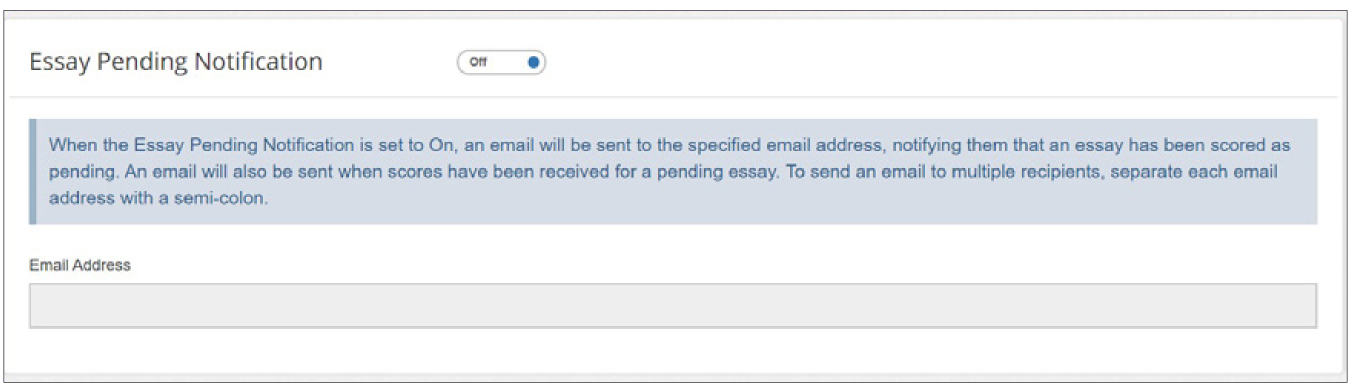
The Essay Pending Notification sends an email pending essay scoring. By default, the Essay Pending Notification is set to **Off**. To set the Essay Pending Notification to **On**:

- Click the **Off** toggle button.
- The toggle button will flip to **On** and be activated.
- When **On**, the Email Address field becomes active and is required to receive the notifications.

  NOTE: Multiple users can be notified by adding multiple email addresses separated by semicolons.

When the Essay Pending Notification is set to **On**:

- An email will be sent to the specified email address stating that an essay has been scored as pending.
- An email will also be sent when scores have been received for a pending essay.

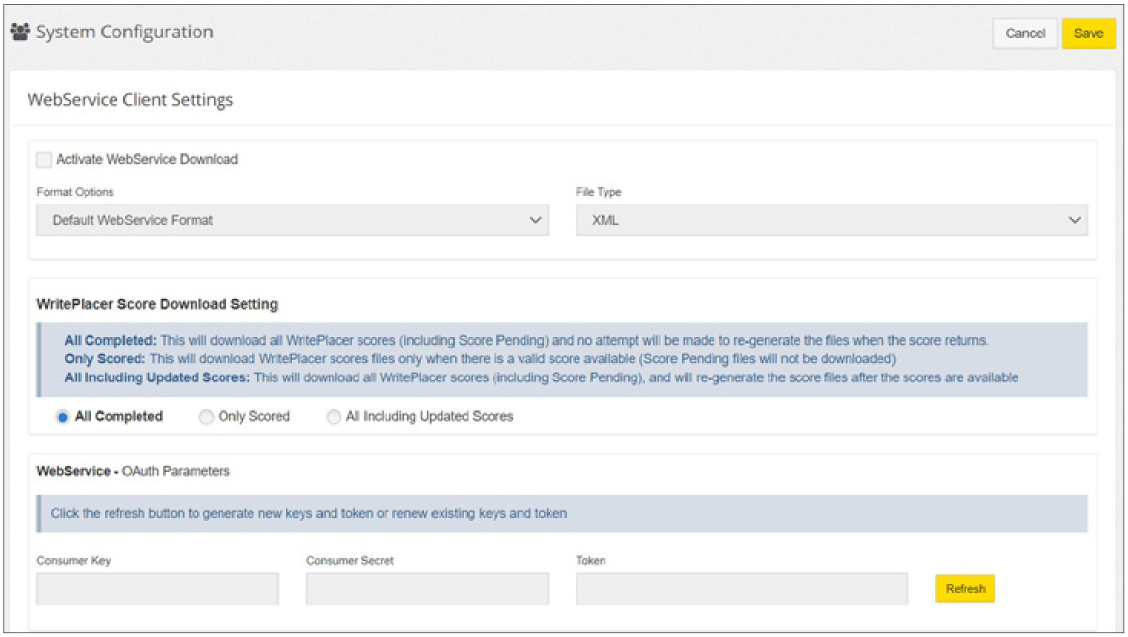


WebService Client Settings

User Role Access:

- Existing WebService Client Users as of December 20, 2020 can access the WebService Client Settings with an IA, SM, and WSU role.
- New WebService Client Users as of December 21, 2020 can only access the WebService Client Settings with a WSU role.

Video Resource: Log in to the ACCUPLACER platform and navigate to **Resources > Resources > "How To" Platform Training Videos** to watch a video tutorial on setting up and configuring the WebService Client.



The WebService Client Settings area is comprised of three parts: Activate WebService Download, WritePlacer Score Download Setting, and WebService - Oauth Parameters.

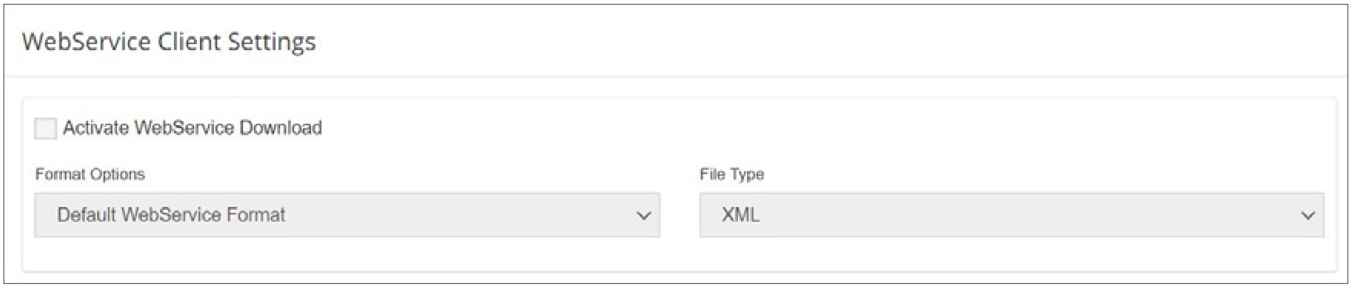
- Selections made by the IA are not inherited by any site under the institution. An institution's WebService settings are independent of a site's WebService settings.
- The WebService Client Settings are specific to the institution and each individual site.
- Refer to the WebService Client guides located in the **Resource** section of the platform for more detailed information.

Activate WebService Download

- Activate WebService Download lets the IA or SM activate the WebService Download option and select the format and file type that integrates best with established systems.
  - Click the **checkbox** next to Activate WebService Download to enable this feature.

    NOTE: The Format Options and File Type fields are not editable until the **Activate WebService Download** option is selected.
  - Click the **Format Options** drop-down menu and choose one of the four available format options to receive the data:
    - Default WebService Format (default)
    - Default WebService Format with Academic Factors
    - Default WebService Format with TSIA 2 Proficiency Levels (Texas only)
    - Fast Reporting Format
  - Click the **File Type** drop-down menu and choose one of the four file types you want for the downloaded file:

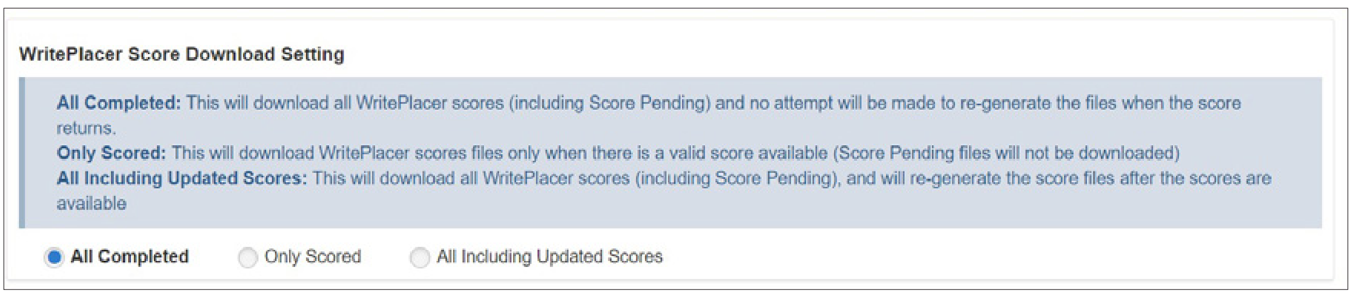
- XML (default)
- Comma Delimited
- Pipe Delimited
- Semicolon Delimited



WritePlacer Score Download Setting

The WritePlacer Score Download Setting area will dictate how WritePlacer exam scores are included in the WebService download file. Select one of the three options by clicking the button next to the desired choice:

- **All Completed:** This will download all WritePlacer scores (including Score Pending) and no attempt will be made to re-generate the files when the score returns.
- **Only Scored:** This will download WritePlacer score files only when there is a valid score available (Score Pending files will not be downloaded).
- **All Including Updated Scores:** This will download all WritePlacer scores (including Score Pending), and will re-generate the score files after the scores are available.

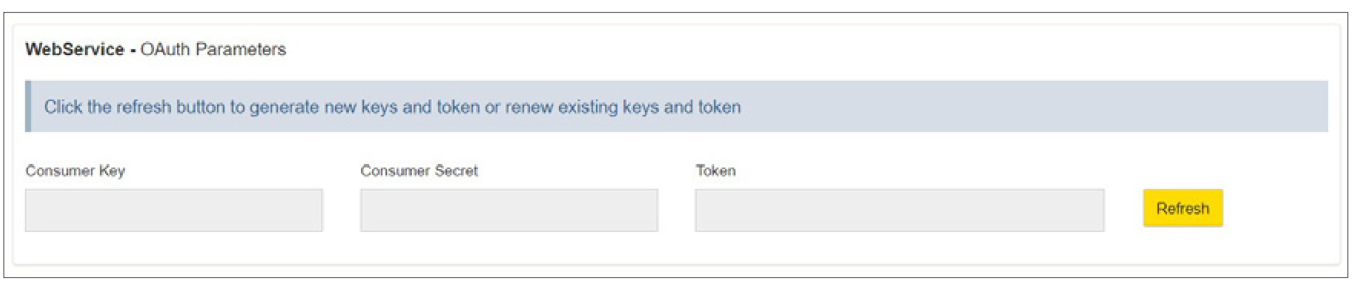


WebService – Oauth Parameters

The WebService – OAuth Parameters generates the institution's or site's unique Consumer Key, Consumer Secret, and Token used in setting up the WebService Client.

- To generate the unique codes, click **Refresh**.

  NOTE: Clicking the **Refresh** button as an IA does not cause sites under the institution to inherit the unique codes displayed.



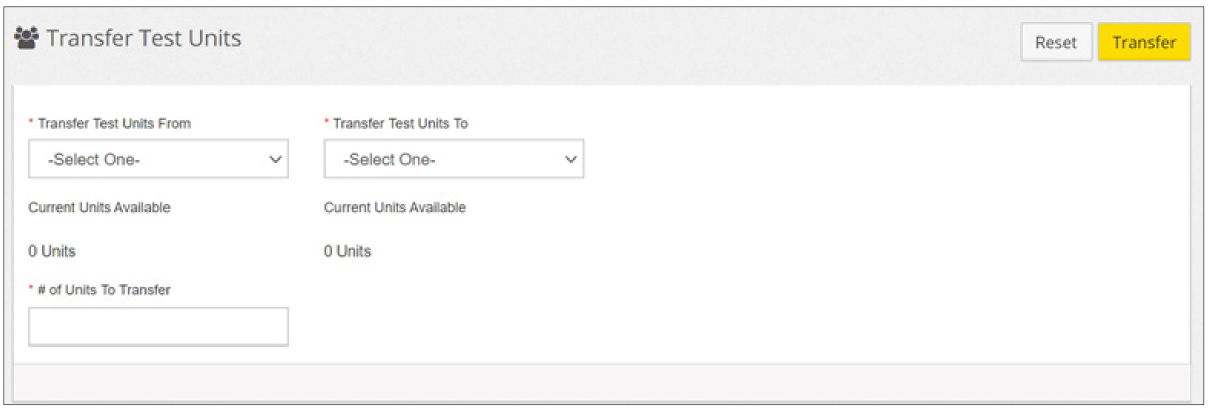
Transfer Test Units

User Role Access: IA only

The IA can transfer test units from the institution account to a site account, or from site to site.

- Click **Transfer Test Units** under the Users menu to display the Transfer Test Units section.
- To transfer units:
  - Click the **Transfer Test Units From** drop-down menu and select the institution or site you want to deduct units from.
  - Click the **Transfer Test Units To** drop-down menu and select the institution or site you want to deposit units into.

    NOTE: When an institution or site is selected from the **Transfer Test Units From** and **Transfer Test Units To** drop-down menus, the Current Units Available for the selected institution or site will display below the Units From and Units To fields.
- In the **# of Units To Transfer** field, enter the number of units to be transferred.
- Click the **Transfer** button at the top of the Transfer Test Units section to complete the transaction request.



- The Confirmation: Transfer Test Units pop-up will display.
- Click **Yes** to complete the transfer.

- An confirmation will display once the transfer has completed.

IMPORTANT: An error message will display if attempting to transfer more units than are available. “The # of Test Units you are trying to transfer is more than you have available.”

Custom Messages

User Access Role: SM only

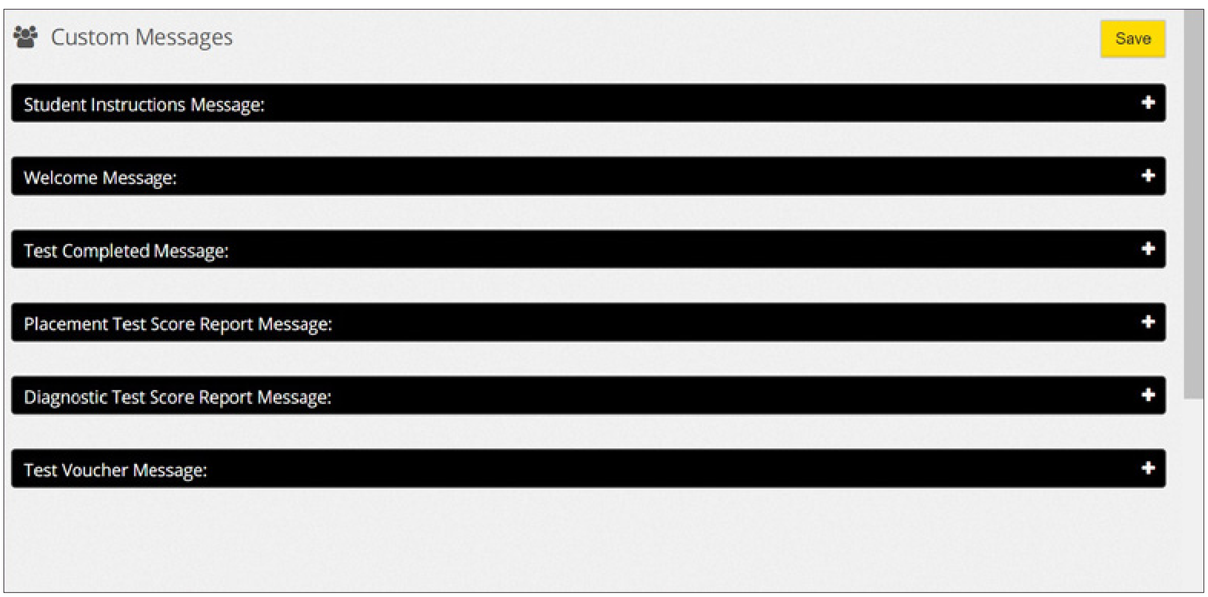
Video Resource: Log in to the ACCUPLACER platform and navigate to **Resources > Resources > "How To" Platform Training Videos** to watch a video tutorial on creating custom messages.

A custom message provides an individual site a way to share information that is specific only to that site. There are six types of custom messages that can be created: Student Instructions Message, Welcome Message, Test Completed Message, Placement Test Score Report Message, Diagnostic Test Score Report Message, and Test Voucher Message. To create a custom message:

- Click **Custom Messages** under the **Users** menu to display the Custom Messages section.
- Click the + **(plus)** icon next to the message you want to create, and the message area will open.
- Type your custom message in each of the text boxes.
- Click **Preview**, located at the bottom of each message window, to see how your message will display during testing.
- Click **Save** at the top of the Custom Messages section.

  IMPORTANT: For these messages to appear, **Custom Message** must be set to **Yes** in **Test Setup > Test Settings > Score Report Settings**.

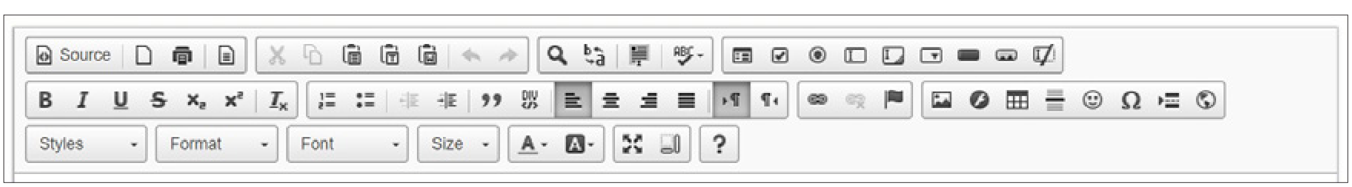
  WARNING: All custom messages have a max character length of 8,000 characters.



CKEditor toolbar

At the top of each message, the CKEditor toolbar is displayed.

- For descriptions of each of the icons available in the editor, see the Quick Reference guide at **docs-old.ckeditor.com/CKEditor_3.x/Users_Guide/Quick_Reference.**



Student Instructions Message

The Student Instructions Message displays as a pop-up on the Student Information screen. You can provide students with additional information about completing the Student Information screen with this message.

- The default Student Instructions message is:
  - "On the Student Information screen and those that follow, you will be asked to provide your personal information. Please complete all mandatory fields indicated by a red asterisk (*)."
- The SM can edit, delete, or add a site-specific message.
  - Click the **Preview** button to see how your custom message will display during testing.
  - Click the **Save** button to save any changes.
    - If changes have been made to the default Student Instructions Message, the default messaging can be restored at any time by clicking the **Restore to Default** button.

  WARNING: This message cannot be suppressed. It will always display with the default message, your custom messaging, or it will be blank if saved with no text in the message area.

Welcome Message

The Welcome Message displays at the beginning of testing where you can give students more information about the purpose of testing.

- The default Welcome Message is:
  - "Welcome to ACCUPLACER!

    You are about to take ACCUPLACER tests. The purpose of these tests is to help determine your level of skill in one or more academic areas. The scores you receive will be used to assist in determining the most appropriate courses for you at this time.

    ACCUPLACER multiple-choice tests are adaptive, which means you must answer each question as it is presented to you before you can continue to the next question. You cannot skip a question or go back to a previous question to change your answer.

    It's very important that you do your best on these tests.

    The Proctor is not permitted to help you with any test questions. However, if you need anything else during the test, please inform the Proctor."
- The SM can edit, delete, or add a site-specific message.
  - Click the **Preview** button to see how your custom message will display during testing.
  - Click the **Save** button to save any changes.
    - If changes have been made to the default Welcome Message, the default messaging can be restored at any time by clicking on the **Restore to Default** button.

  WARNING: This message cannot be suppressed. It will always display with the default message, your custom messaging, or it will be blank if saved with no text in the message area.

Test Completed Message

The Test Completed Message displays at the end of a testing session.

- There is no default message.
  WARNING: This message cannot be suppressed. It will always display as a blank screen or with your custom messaging.

Placement Test Score Report Message

The Placement Test Score Report Message displays on the Individual Score Report (ISR) in the Message from the Institution section.

- There is no default message.

  IMPORTANT: In **Test Setup > Test Settings > Score Report Settings >** ISR Printout Options — Placement Messages the **Placement Messages Print on ISR** should be set to **Yes** to enable the Placement Test Score Report Message to be seen on the ISR.

Diagnostic Test Score Report Message (Available for TSIA2 Only)

The Diagnostic Test Score Report Message is only available for institutions that are a part of the Texas Success Initiative Assessment 2.0 (TSIA2). The Diagnostic Test Score Report Message displays on the ISR in the Message from the Institution section.

- There is no default message.

  IMPORTANT: In **Test Setup > Test Settings > Score Report Settings,** the **Display Custom Diagnostic Results Message on the ISR** should be set to **Yes** to enable the Diagnostic Test Score Report Message to be seen on the ISR.

Test Voucher Message

The Test Voucher Message prints on the student voucher in the Message from the Institution section.

- There is no default message.

  IMPORTANT: The title, Message from the Institution, will display on the voucher even when there is no custom message.

Vouchers

Voucher Overview

User Role Access: IA, SM, PRO and PROR

There are multiple components that contribute to the voucher creation and managing process:

- **Student Pre-registration**
  - Create and upload test taker details for test administration.
- **Generate Vouchers**
  - Select and generate voucher details for each test taker.
- **Manage Vouchers**
  - Reissue and report on voucher activity.

Video Resource: Log in to the ACCUPLACER platform and navigate to **Resources > Resources > "How To" Platform Training Videos** to watch video tutorials on creating, generating, and managing vouchers.

Student Pre-registration

User Role Access: SM, PROR, and PRO

Video Resource: Log in to the ACCUPLACER platform and navigate to **Resources > Resources > "How To" Platform Training Videos** to watch a video tutorial on the student pre-registration process.

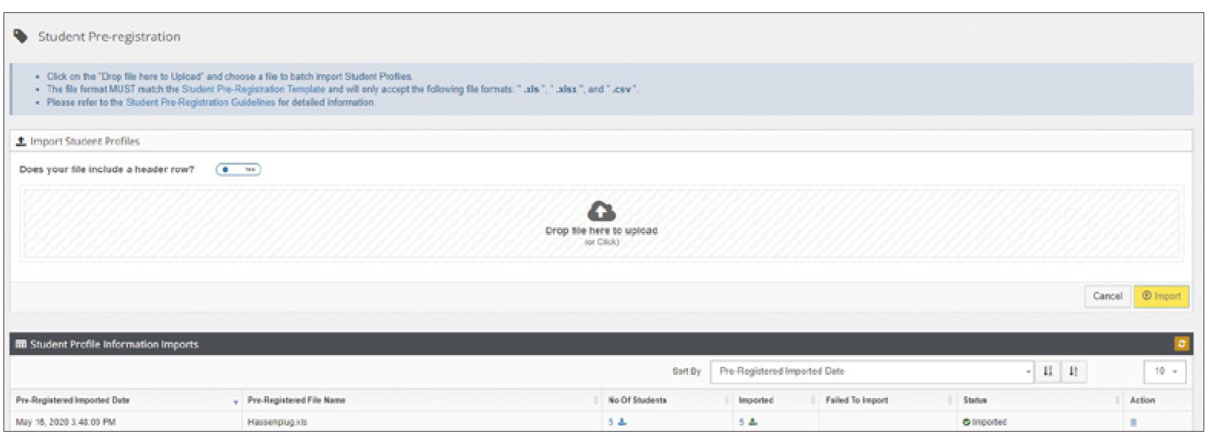
The ACCUPLACER platform supports the pre-registration of students who will be taking ACCUPLACER tests. This feature:

- Ensures that all relevant student information (i.e., student ID, last name, birth date) is entered correctly.
- Eliminates errors caused by typos or transposed characters when students self-register.
- Saves time on test day.

The ACCUPLACER platform also supports the pre-registration of students via an API. See the Student Pre-registration API - Overview and **Student Pre-registration API Developer Guide**, located on the ACCUPLACER platform under **Resources > Resources > Options for Data Transfer: To the Platform**.

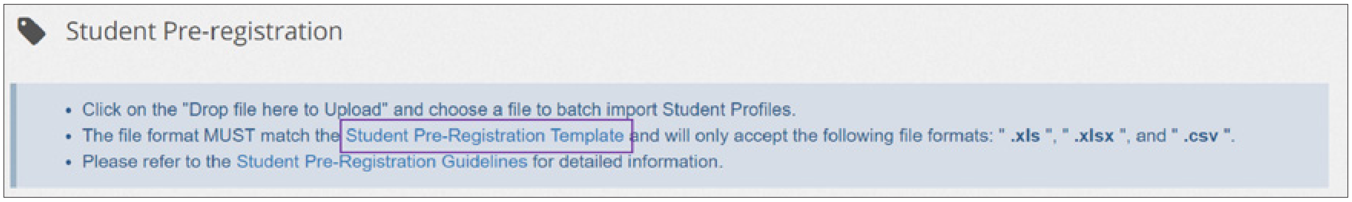
To pre-register test takers:

- Click on **Student Pre-registration** under the Vouchers menu and the Student Pre-registration section will display.
- The Student Pre-registration section is comprised of three areas: Student Pre-registration Instructions, Import Student Profiles, and Student Profile Information Imports.



Student Pre-registration Instructions:

- In the pre-registration instructions, click the **Student Pre-registration Template** hyperlinked text to download a blank copy of the template in Excel format.

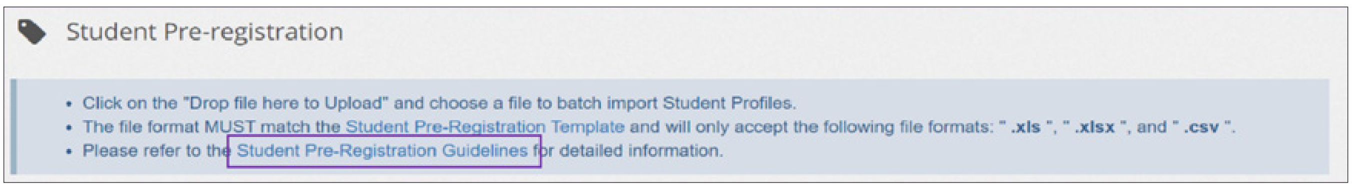


- When the download is complete, click on the downloaded file to display the student pre-registration Excel file.
- Complete the student pre-registration file by entering student data on the template.

  IMPORTANT: No more than 2,000 records can be included in a single pre-registration file.

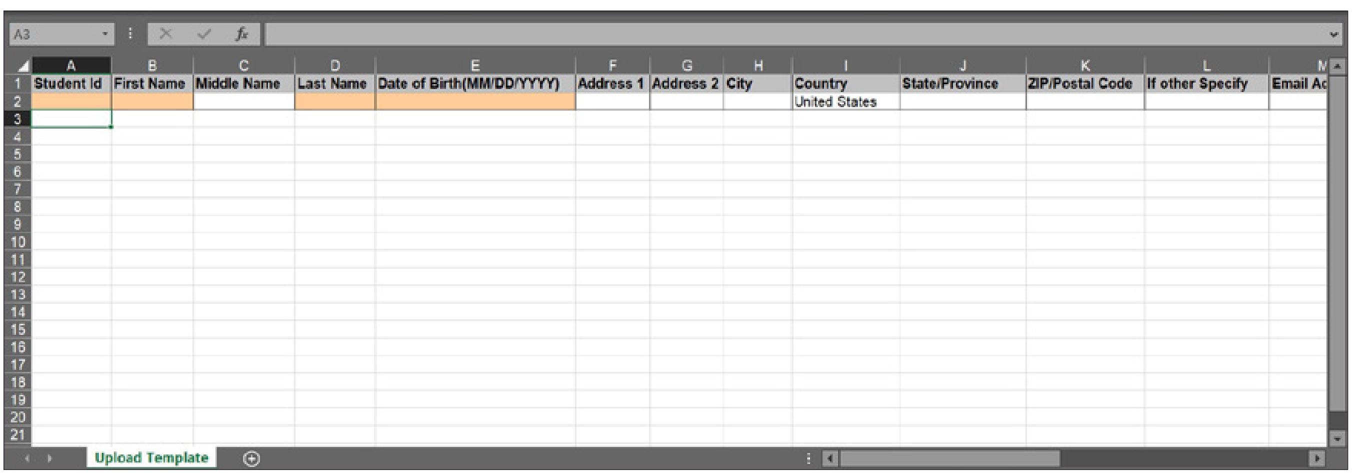
  - Fields highlighted in orange (Student ID, First Name, Last Name, and Date of Birth) are required.
  - Drop-down menus are provided for Country, State, and Self-Description.

  REFERENCE MATERIALS: Refer to the **Student Pre-registration Guidelines** link for information concerning codes that should be used in your import file.



  NOTE: This spreadsheet contains all the fields on the Student Information screen.

  - Any entry on this spreadsheet is shown on the Student Information screen when a student begins testing.
  - At the beginning of testing, students can edit all fields except for Student ID, Last Name, and Date of Birth.



- Complete the Student Pre-registration file by entering the student data on the template:
  - Student ID (required)
  - First Name (required)
  - Middle Name
  - Last Name (required)

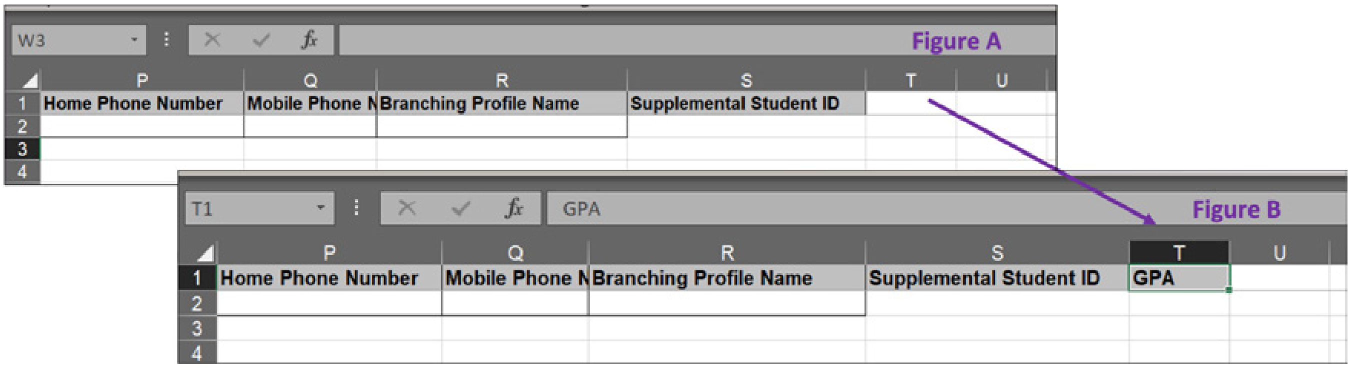
- Date of Birth (MM/DD/YYYY) (required)
- Address 1
- Address 2
- City
- Country
  - Select from the available choices in the drop-down menu. United States is the default selection.
- State/Province
  - Select from the available choices in the drop-down menu.
- ZIP/Postal Code
- If Other Specify (should remain blank when the Country selected is United States)
- Email Address
  - Though this field is optional, as a best practice, it is recommended to have a test taker's email address in their profile because an email address is required to receive a remote network voucher, a virtual voucher, and an electronic copy of an Individual Score Report (ISR).
- Gender
- Self-Description
  - Select from the available choices in the drop-down menu.
- Home Phone Number
- Mobile Phone Number
- Branching Profile Name: If choosing to populate this field:
  - Enter the name of the Branching Profile (BP) exactly as it appears in the platform.

    WARNING: This field is case sensitive.
  - There is no restriction to how many different BPs are included in a single upload file.
  - An upload file can contain a single BP, multiple BPs, no BP (blank field) or any combination of each.
- Supplemental Student ID
- **User-Defined Field** (optional): A user-defined field (e.g., GPA) can also be included in the pre-registration file.
  - The user-defined field must be defined in the application before using this option.
  - To include a user-defined field in the upload file:
    - In the first available field in the header row (row 1) of the pre-registration file, enter the name of the user-defined field exactly as it was established in the platform.

      WARNING: If the column header in the pre-registration file is not an exact match to the name in the platform, an error will occur during the upload.

      NOTE: An IA or SM can validate the exact naming convention of a user-defined field by clicking on the **User Defined Fields** section located under the **Placement Setup** menu. The Field Label column contains the exact name.

      IMPORTANT: When entering a user-defined field that has been inherited, the asterisk(s) (*) should not be included as part of the naming convention.



Above is the student pre-registration template before and after adding a user-defined field.

- Enter the values accordingly.
  - User-defined fields can be either decimal numbers, whole numbers, or text.

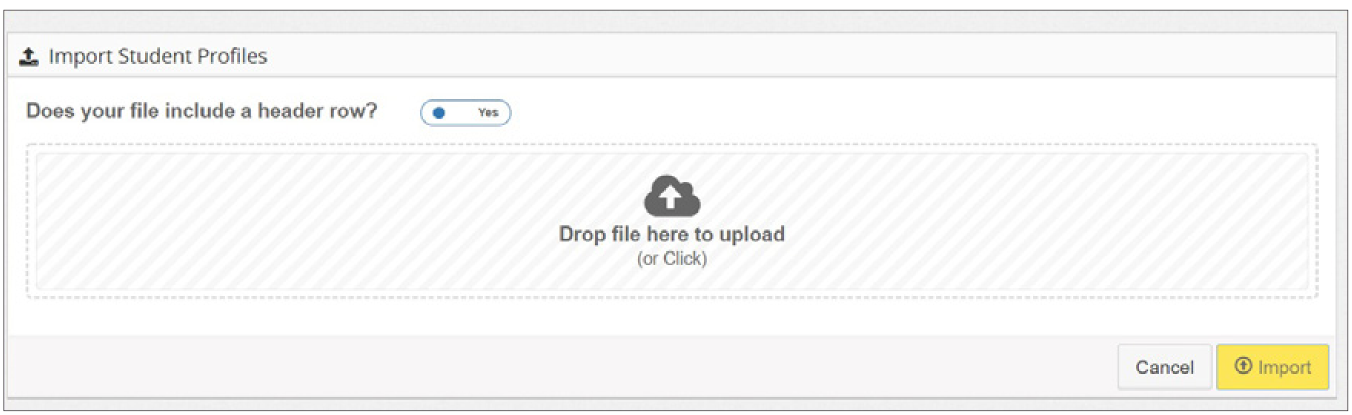
  NOTE: Students can supplement required fields as part of their profile information when they log in to take the test.
- Once the Excel worksheet has been completed and carefully reviewed, save it as an xls, xlsx, or csv file on your computer.

  TIP: When saving the pre-registration Excel file, it is recommended to use a unique name that makes it easy to discern the purpose of the pre-registration file (e.g., PreReg_Spring2021_Math_Placement). This name will appear in the platform upon upload.

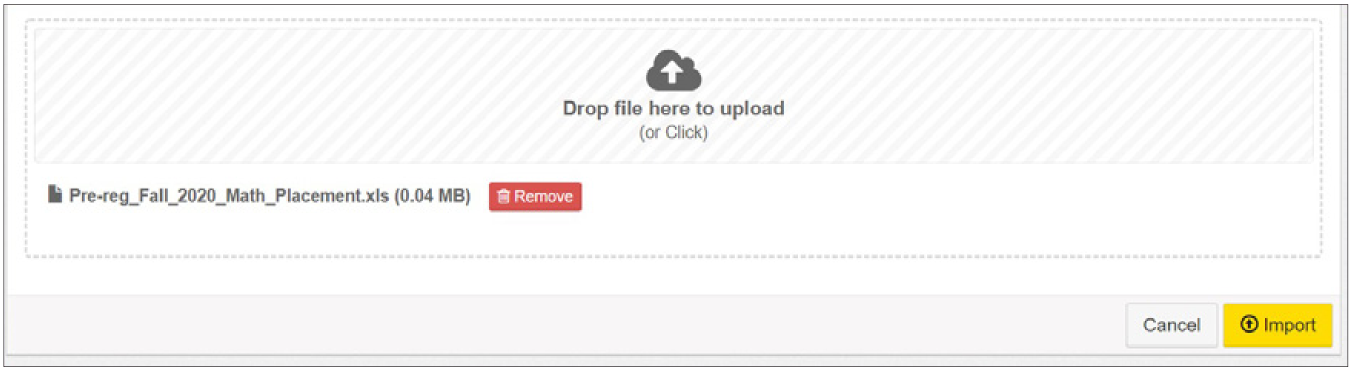
Import Student Profiles

- To upload the saved student pre-registration file, you can either:
  - Drag and drop the saved file in the **Drop file here to upload box.**
  - Click anywhere in the **Drop file here to upload box** to open your computer's directory to locate and select the saved file.

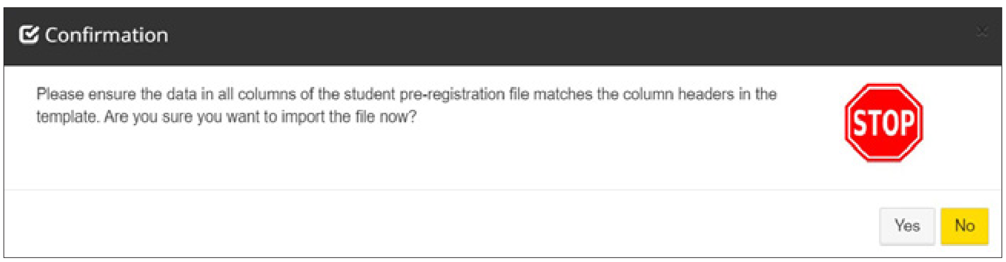
  NOTE: Only one pre-registration file can be uploaded at a time.



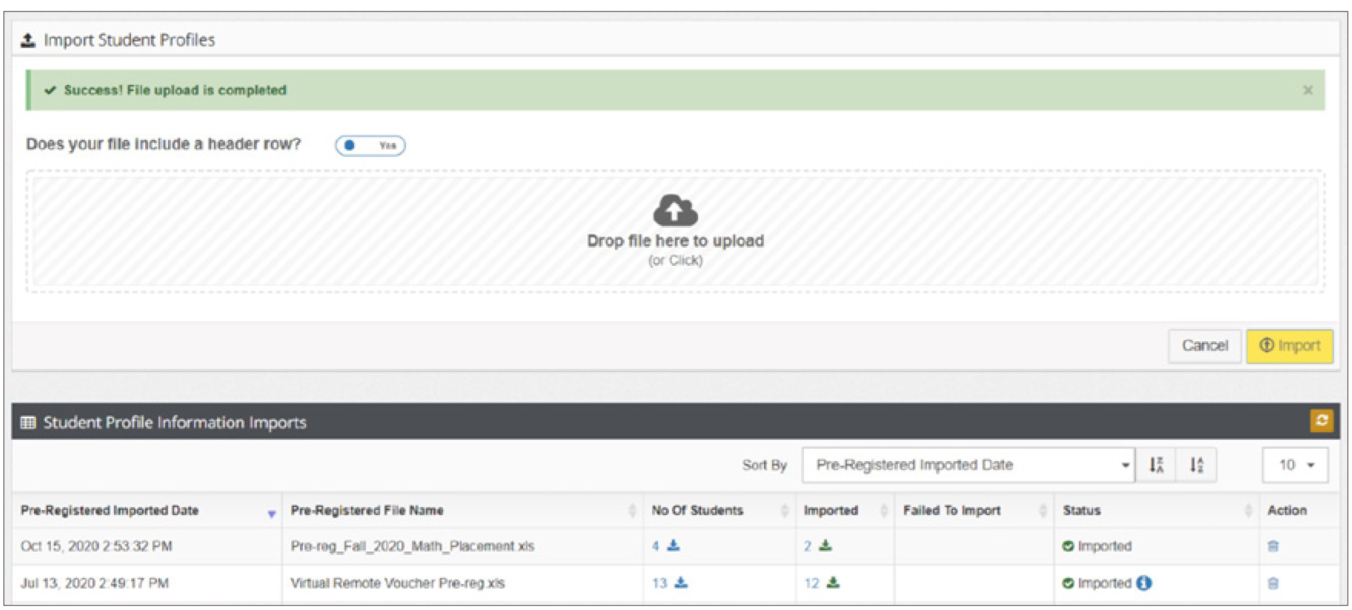
- Once the pre-registration file has been uploaded, the name of the file will display below the **Drop file here to upload box** with a red **Remove** button to the right of the file name.
  - If an incorrect file was uploaded, click the **Remove** button. This will remove the file from the upload container and allow a new file to be uploaded.



- Click the **Import** button to import the pre-registration data to the ACCUPLACER platform.
- The Confirmation pop-up will display.



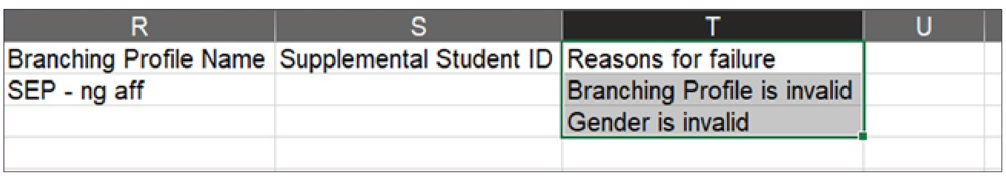
- Confirm the pre-registration file columns are correct, then click **Yes**.
  - A confirmation message will appear at the top of the Import Student Files container, confirming a successful import.
  - The name of the imported file is now included on the list of Student Profile Information Imports.



Student Profile Information Imports

The Student Profile Information Imports area provides important details about the imported file.

- **Pre-Registered Imported Date:** Displays the date the file was imported into the platform.
- **Pre-Registered File Name:** Displays the name of the file that was imported into the platform.
- **No of Students:** Displays the total number of records in the imported file.
  - Clicking the **Download** icon to the right of the displayed number will generate a copy of the original student pre-registration upload file.
    - Click the **Download** icon and when prompted,  click the **Download** button to display the file.
- **Imported:** Displays the number of student records that were successfully imported.
  - Clicking the **Download** icon to the right of the displayed number will generate a student pre-registration file containing only the records that imported successfully.
    - Click the **Download** icon and when prompted,  click the **Download** button to display the file.
- **Failed to Import:** Displays the number of student records that were unable to be imported.
  - Clicking the **Download** icon to the right of the displayed number will generate a student pre-registration file containing only the records that failed to import.
    - Click the **Download** icon and when prompted,  click the **Download** button to display the file.
  - The Failed to Import download file will contain a new column titled **Reasons for Failure**.
    - Review the failure reason provided and make the appropriate correction(s).



R	S	T	U
Branching Profile Name	Supplemental Student ID	Reasons for failure	
SEP - ng aff		Branching Profile is invalid	
		Gender is invalid	

  - When complete, save the corrected file and repeat the upload process with the corrected file.
- **Status:** Displays the status of the imported file:
  - Import in Progress
  - Imported (all records imported successfully)
  - Partially Imported (some records failed import)
  - Failed to Import (all records failed import)
- **Action:** The Action column will allow you to delete the imported file from the list.

  WARNING: Deleting an uploaded file from the Student Pre-registration section will also delete it from the Generate Vouchers section. The deleted file will no longer appear as an option to select from the Load Pre-registered Student Records drop-down menu.

  TIP: The Student Profile Information Imports area can quickly be refreshed by clicking the **Refresh** icon in the Student Profile Information Imports header bar. This is useful when importing a large pre-registration file that is showing a status of “Import in Progress.”

Generate Vouchers

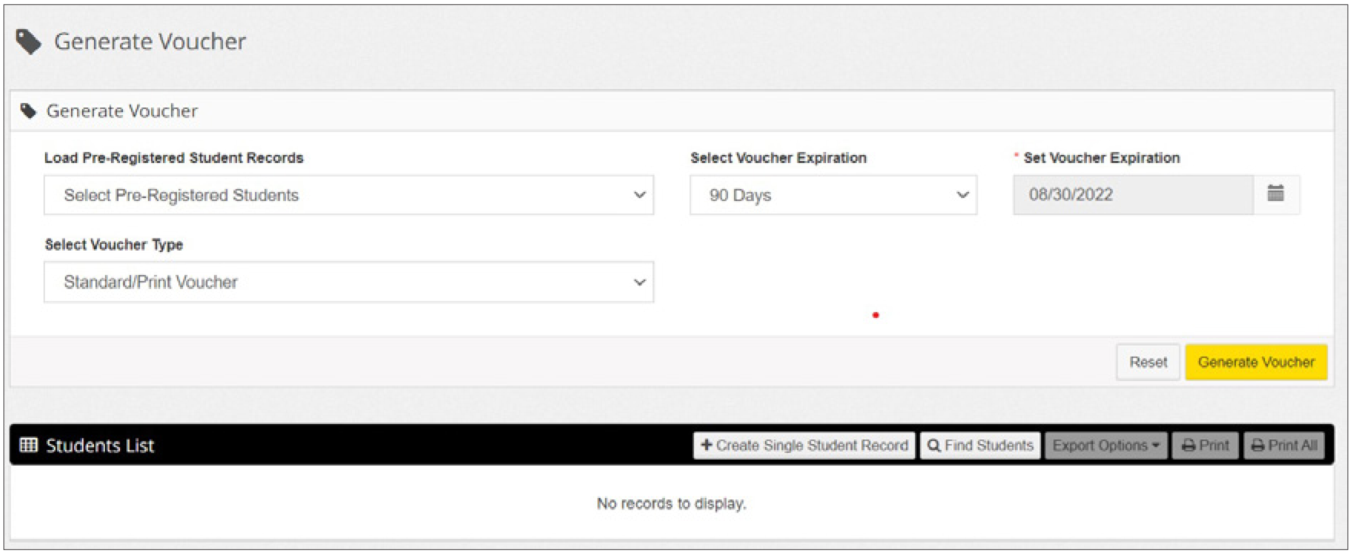
User Role Access: SM, PROR, and PRO

Video Resource: Log in to the ACCUPLACER platform and navigate to **Resources > Resources > "How To" Platform Training Videos** to watch a video tutorial on generating and managing vouchers.

The Generate Vouchers section is comprised of two main areas: Generate Voucher and Students List. Vouchers can be generated from an imported pre-registration file or by using the Create Single Student Record or Find Students options. Once a pre-registration file has been successfully uploaded and imported, the test taker vouchers can be generated.

To access the Generate Vouchers section:

- Click **Generate Vouchers** under the **Vouchers** menu and the Generate Voucher section will display.



NOTE: Only the student pre-registration files uploaded after the deployment of this feature will be displayed in the Load Pre-registered Student Records drop-down.

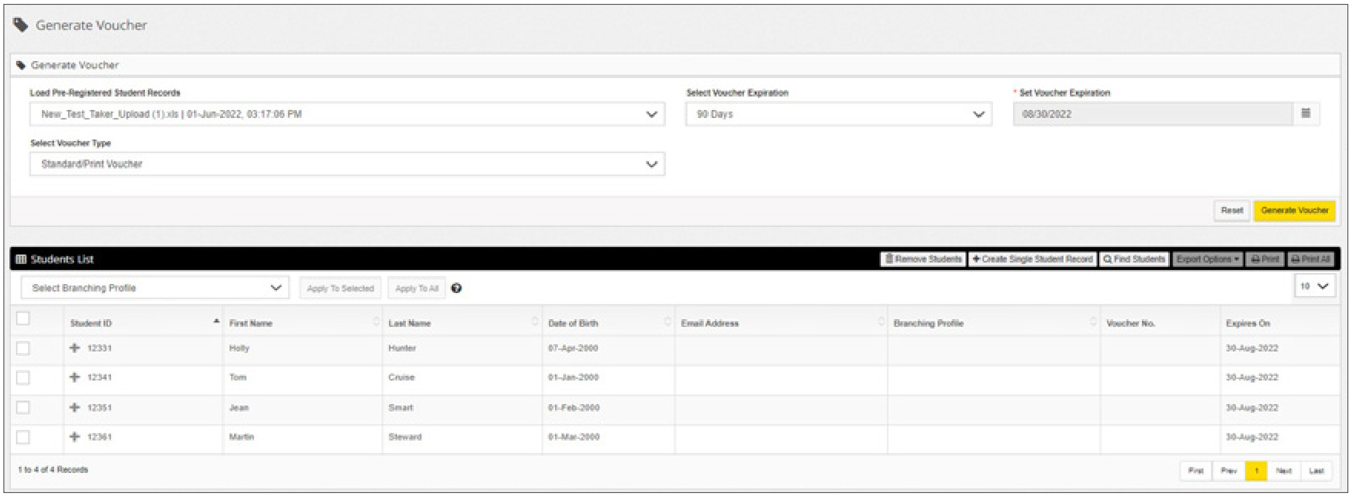
Generate Voucher

Load Pre-registered Student Records

- Click the **Load Pre-registered Student Records** field to display the drop-down menu of available imported student pre-registration files.
- Begin typing the pre-registration file name in the **Load Pre-registered Student Records** field or scroll through the drop-down list and select the pre-registration file to be used for generating vouchers.

  NOTE: The imported pre-registration files are listed chronologically from newest to oldest.

  IMPORTANT: The student pre-registration files that are removed/deleted in the Student Pre-registration section will no longer be available for selection in the **Load Pre-registered Student Records** drop-down menu.
- Select the pre-registration file by clicking on the file name.
  - The selected file name will display in the **Load Pre-registered Student Records** field.
- The student records in the selected pre-registration file will display in the Students List area.



+Create Single Student Record

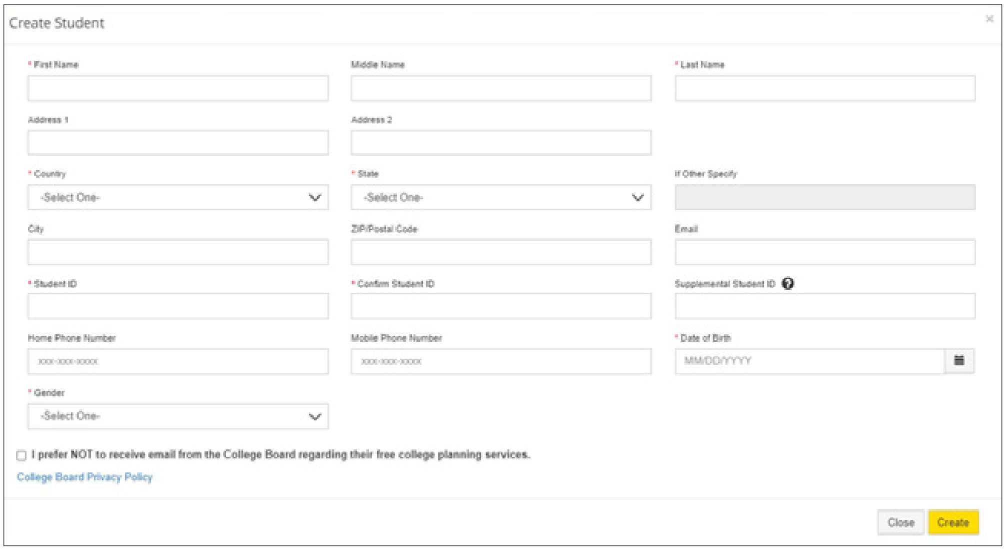
The **+Create Single Student Record** button in the Students List header bar provides the ability to:

- Quickly generate a voucher for a single student.
- Add a single student record to the list of test takers from the selected pre-registration file in the **Load Pre-registered Student Records** field in the Students List area for voucher creation.

In the Students List header bar:

- Click the **+Create Single Student Record** button.
  - The Create Student pop-up will display.
- Enter the student information in the Create Student pop-up:
  - First Name (required)
  - Middle Name
  - Last Name (required)
  - Address 1
  - Address 2
  - Country (required)
  - State (required)
  - If Other Specify
  - City
  - ZIP/Postal Code
  - Email
  - Student ID (required)
  - Confirm Student ID (required)
  - Supplemental Student ID
  - Home Phone Number
  - Mobile Phone Number
  - Date of Birth MM/DD/YYYY (required)
  - Gender

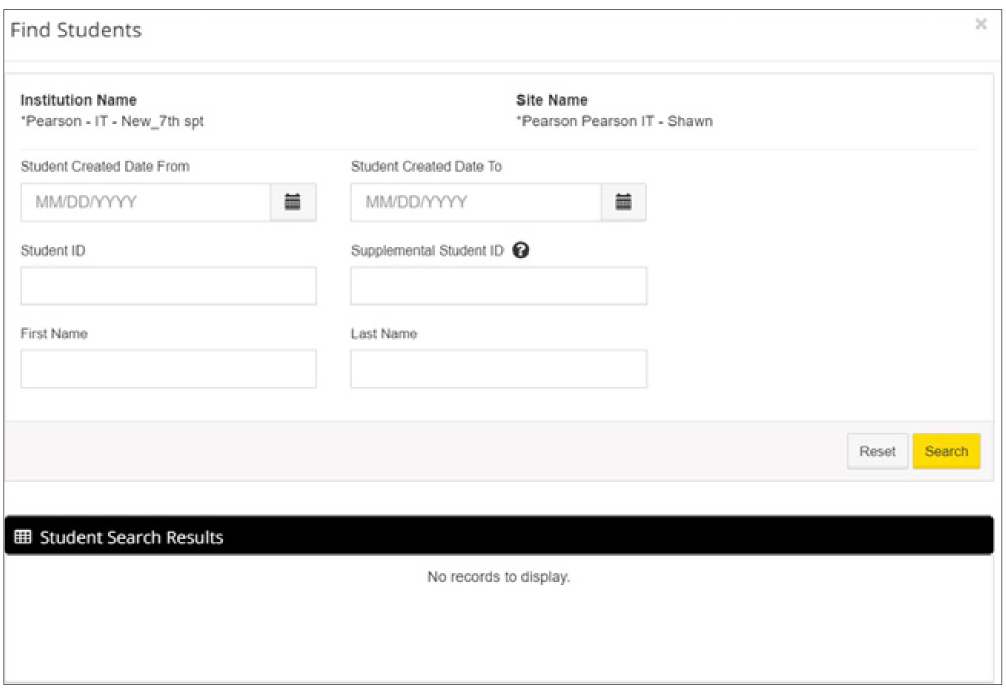
- Click the **Create** button when completed.
  - The Create Student pop-up will close.
  - The new student record will display in the Students List area.



Find Students

The Find Students option is another way to generate a voucher for a single student or to add a single student record to the selected pre-registration file. To use this option:

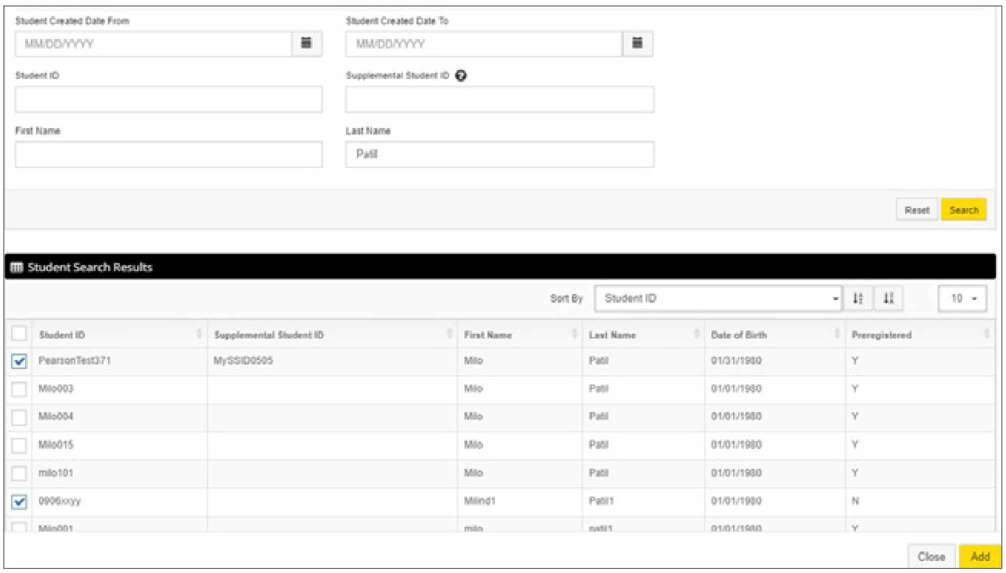
- Click the **Find Students** button in the Students List header bar to display the Find Students pop-up.



- Search for a student by entering search criteria in the available fields:
  - Student Created Date From (enter a date range to search for a student using the MM/DD/YYYY format)
  - Student Created Date To (enter a date range to search for a student using the MM/DD/YYYY format)

- Student ID
- Supplemental Student ID
- First Name
- Last Name

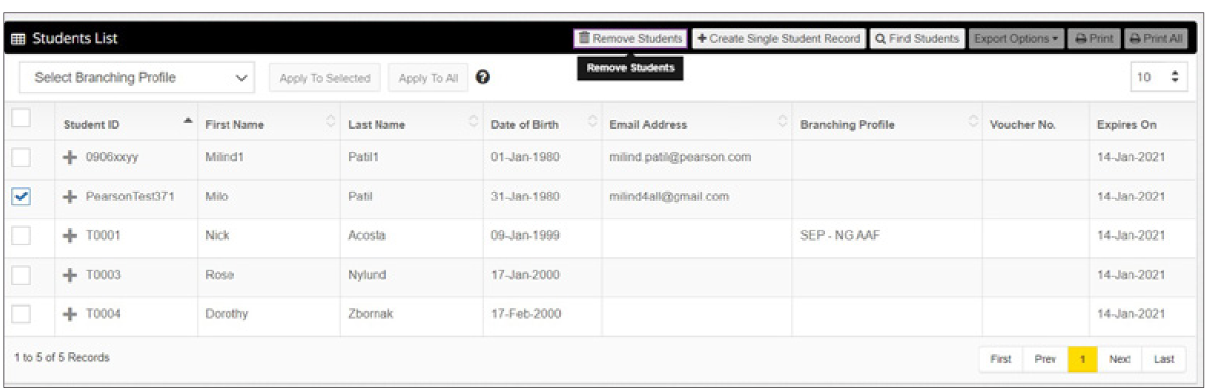
- Click the **Search** button to display the student records that match the search criteria in the Student Search Results area.
- Click the **checkbox** next to the student record to be added.
  - More than one student record can be selected at a time.
- Click the **Add** button to close the Find Students pop-up and add the selected student records to the Students List area.



Remove Students

The Remove Students option allows for a student record to be easily removed from the Students List. To remove a student record:

- Click the **checkbox** next to the student record that does not require a voucher.
  - Multiple student records can be removed at once.
- Click the **Remove Students** button found in the Students List header bar.

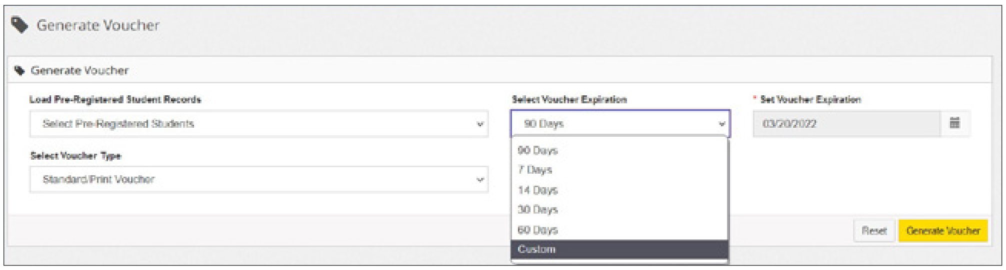


- The Remove Student(s) confirmation pop-up will display.
  - When prompted, “Are you sure you want to remove the selected student(s) from student list?” click **Yes**.
- The Students List will refresh with the selected student records removed.

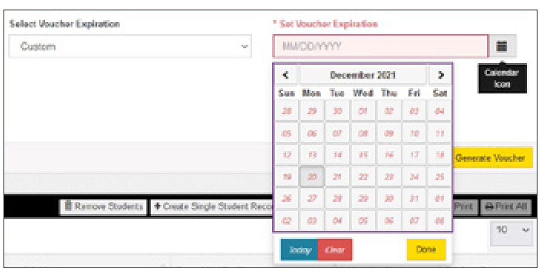
Select Voucher Expiration Date

Once the Students List is finalized, determine how long a voucher should remain active by setting the expiration date. In the Generate Voucher area:

- Click the **Select Voucher Expiration** field to display the drop-down menu list of available options:
    - 90 Days (default)
    - 7 Days
    - 14 Days
    - 30 Days
    - 60 Days
    - Custom
- To select an expiration period different from the 90 Days default, click on the desired number of days until expiration.



- When selecting **Custom** from the Select Voucher Expiration drop-down menu, an expiration date will need to be manually entered in the **Set Voucher Expiration** field.
    - **WARNING:** The Set Voucher Expiration date cannot be:
        - The same date as the voucher creation date (e.g., a voucher created October 10 cannot have an expiration date of October 10).
        - Greater than 90 days from date of voucher creation.



NOTE: The Expires On column in the Students List area will automatically update to an expiration date based on the selection.

Select Voucher Type

The voucher type determines how and where ACCUPLACER will be administered to a test taker. There are three types of vouchers that can be generated:

- **Standard/Print Voucher:** Used for testing individuals who attend or will attend your institution at your institution's testing center.
- **Remote Network:** Used for testing individuals who attend or will attend your institution but are unable to test at your institution's testing center due to extenuating circumstances (e.g., student proximity to testing center).
    - This type of voucher allows a test taker to test at another institution that administers ACCUPLACER and is a part of the ACCUPLACER Remote Testing Network that agrees to test individuals outside of their institution.

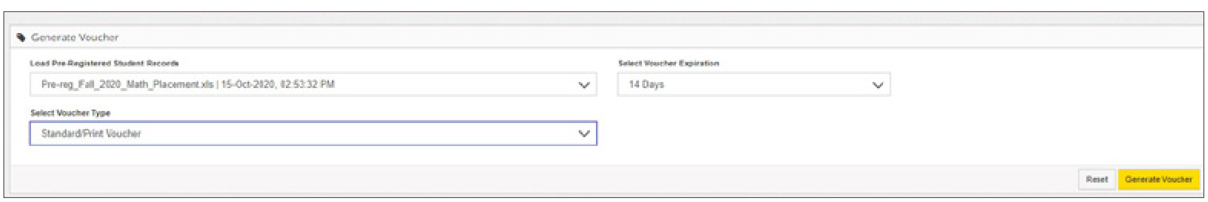
- When a Remote Network voucher is created, an email is sent to:
  - The email address of the person who created the voucher.
  - The email address specified in the Remote Site area of the Site Profile section.
  - The test taker, assuming the test taker has a valid email address in the Student Profile.
    - **NOTE:** For privacy purposes, the email address of the person who created the voucher and the specified Remote Site email address will be listed in the BCC line of the email.
- When a test taker using a Remote Network voucher completes the assigned BP:
  - An email will be sent to the person who created the voucher as soon as the test taker has completed the assigned BP.
  - The email will notify the originator that the voucher that was created has been used, and that test results are available for the completed test(s).

- **Virtual Voucher:** Allows a test taker to test remotely (e.g., at home) using an approved ACCUPLACER virtual vendor (i.e., remote proctoring vendor).
  - When a virtual voucher is created, an email is sent to:
    - The email address of the person who created the voucher.
    - The virtual vendor selected to administer the exam.
    - The test taker, assuming the test taker has a valid email address in the Student Profile.
      - **NOTE:** For privacy purposes, the email address of the person who created the voucher and the virtual vendor email address will be listed in the BCC line of the email.
  - When a test taker, using a virtual voucher, completes the assigned BP:
    - An email will be sent to the person who created the voucher as soon as the test taker has completed the assigned BP.
    - The email will notify the originator that the voucher that was created has been used, and that test results are available for the completed test(s).

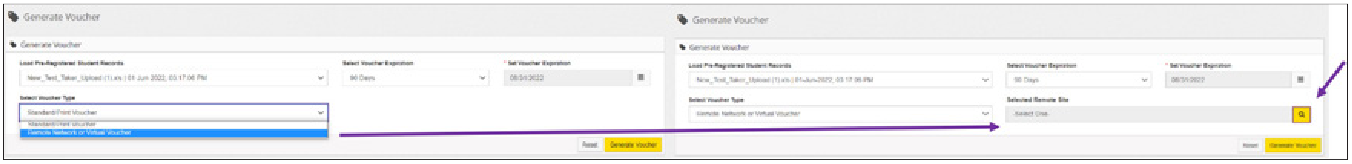
  WARNING: Only one voucher type can be selected for all test takers displayed in the Students List area.

To select the appropriate type of voucher to generate for the students displayed in the Students List area:

- Click the **Select Voucher Type** field to display the drop-down menu of available options.
- Click the voucher type name to select it from the drop-down menu:
  - Standard/Print Voucher (default)
  - Remote Network or Virtual Voucher



- Selecting **Remote Network or Virtual Voucher** from the list will display the Selected Remote Site field to the right of the Select Voucher Type field.
    - Click the **Search** icon at the end of the field to display the Remote/Virtual Site Search pop-up.

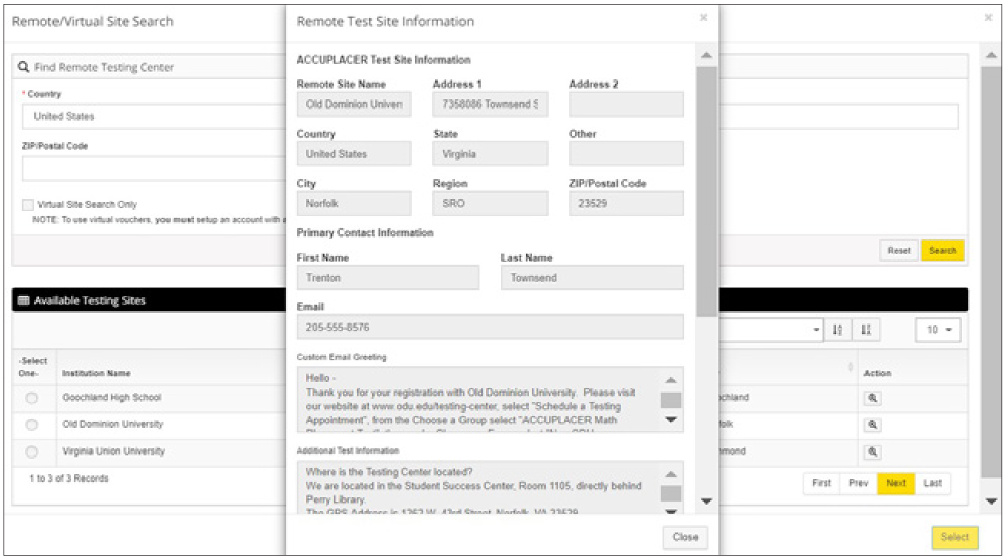


Remote Network Voucher

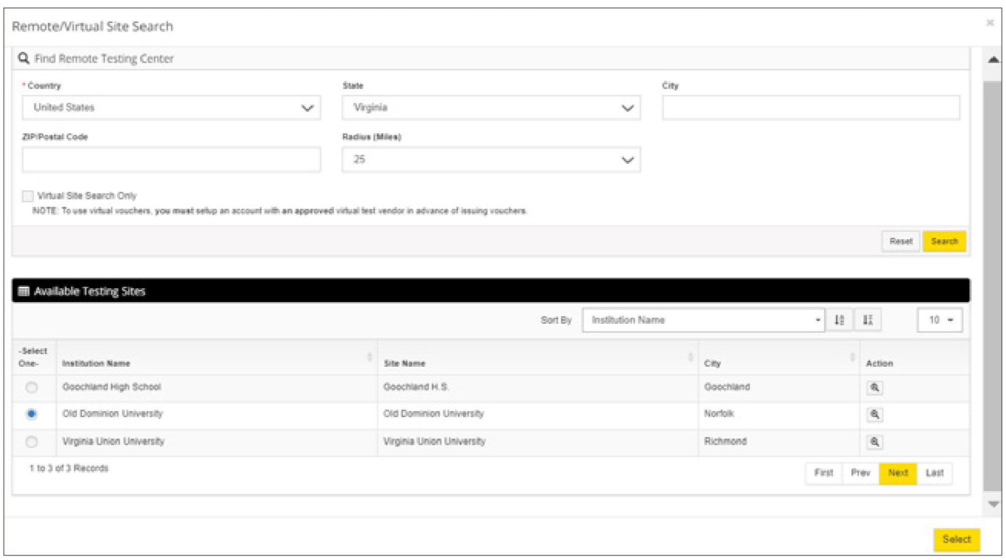
Video Resource: Log in to the ACCUPLACER platform and navigate to **Resources > Resources > "How To" Platform Training Videos** to watch a video tutorial on finding a remote testing center.

To generate a remote network voucher:

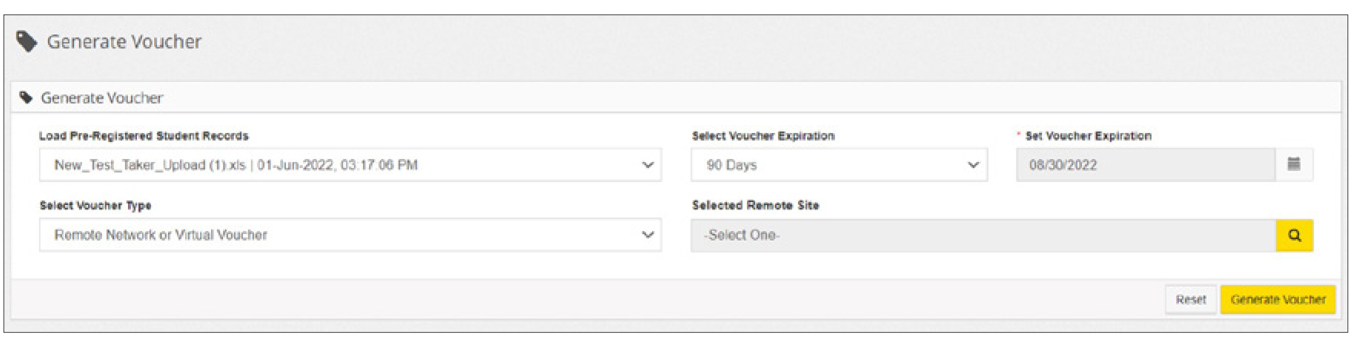
- Use the available fields in the Find Remote Testing Center area to locate an institution that is conveniently located for the test taker:
    - **Country** (required field): Select a country from the available options in the drop-down menu.
        - When selecting United States, **U.S. States** will be displayed in the States drop-down menu.
        - When selecting Canada, **Canadian Provinces** will be displayed in the States drop-down menu.
        - If any other country is selected, the States field will be made inactive.
            - As soon as you select a country, institutions will begin to populate the Available Testing Sites area.
            - Complete the additional Find Remote Testing Center fields to narrow down the list of sites.
    - **State:** Select a U.S. state or Canadian Province from the available options in the drop-down menu.
        - Selecting a state or province will automatically refresh the list of Available Testing Sites.
            - Complete the additional Find Remote Testing Center fields to narrow down the list of sites.
    - **City:** Enter a city name.
        - Click the **Search** button to continue to refine the search results, if necessary.
    - **ZIP/Postal Code:** Enter a ZIP code.
        - Click the **Search** button to continue to refine the search results, if necessary.
    - **Radius (Miles):** In conjunction with the ZIP code, select a mile range from the Radius drop-down menu. The available options are:
        - 25 (default)
        - 50
        - 75
        - 100
    - Click the **Search** button, and all registered remote testing centers that meet the filter criteria will display in the Available Testing Sites area.
- Click the **View** icon under the Action column and the Remote Test Site Information pop-up will display, providing specific details regarding the remote testing site.
- Click the **Close** button to close the Remote Test Site Information pop-up.



- Click the **button** next to the desired **Institution Name**.



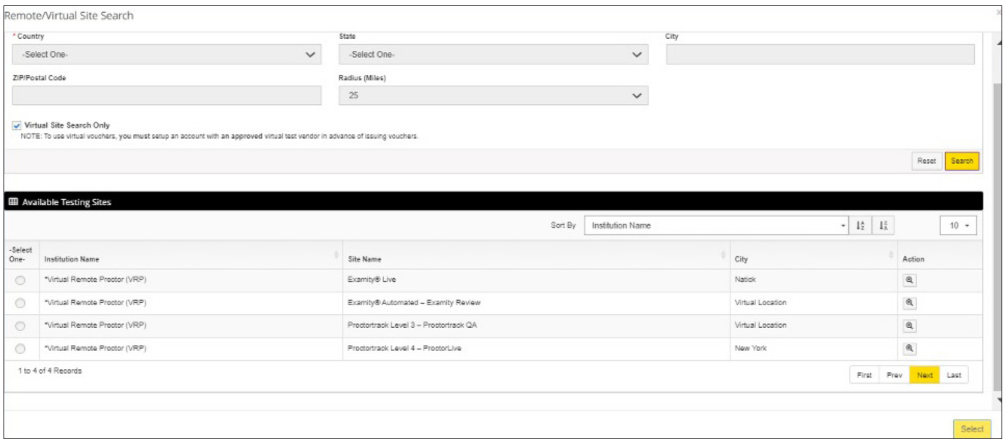
- Click the **Select** button to close the Remote/Virtual Site Search pop-up and apply the selection to the Students List.
    - The selected institution name will now appear in the Selected Remote Site field.



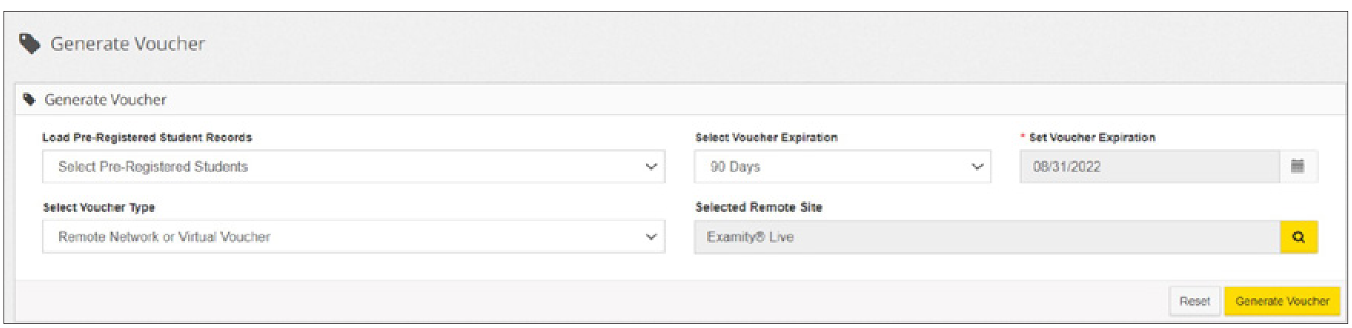
Virtual Voucher

To generate a virtual voucher:

- Click **Remote Network or Virtual Voucher** from the Select Voucher Type field to display the Selected Remote Site field to the right of the Select Voucher Type field.
- Click the **Search** icon at the end of the field to display the Remote/Virtual Site Search pop-up.
- Click the **checkbox** next to Virtual Site Search Only, located at the bottom of the Find Remote Testing Center area.
  - Click the **Search** button to display the approved virtual vendor list in the Available Testing Sites area.
  - Click the **button** next to the **virtual vendor's name and proctoring type** that will administer your BP remotely.



- Click the **Select** button to close the Remote/Virtual Site Search pop-up and apply the selection to the Students List.
  - The selected virtual site name and proctoring type will now appear in the Selected Remote Site field.



WARNING: To use virtual "vendor" vouchers, you must set up an account with an approved virtual test vendor in advance of issuing vouchers.

- The virtual vendor and proctoring type are passed down from the institution level. Contact your IA to discuss the options for virtual vendors for your site.

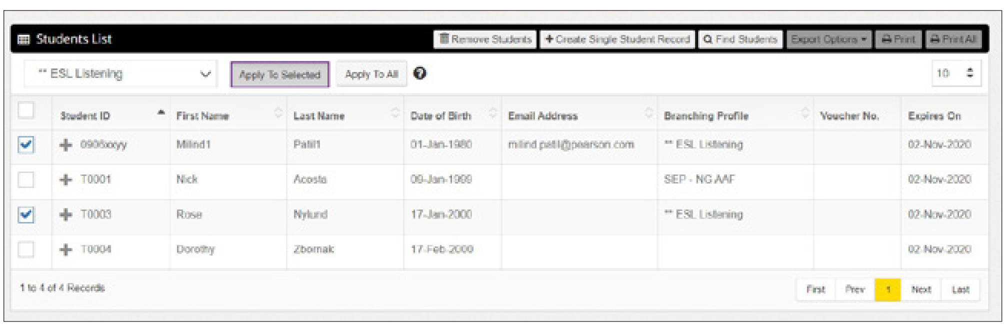
Selecting a Branching Profile

Before vouchers can be generated, the BP to be administered for each test taker must first be selected. If any student record in the Students List area is missing a BP, an error message will be displayed upon clicking the **Generate Voucher** button.

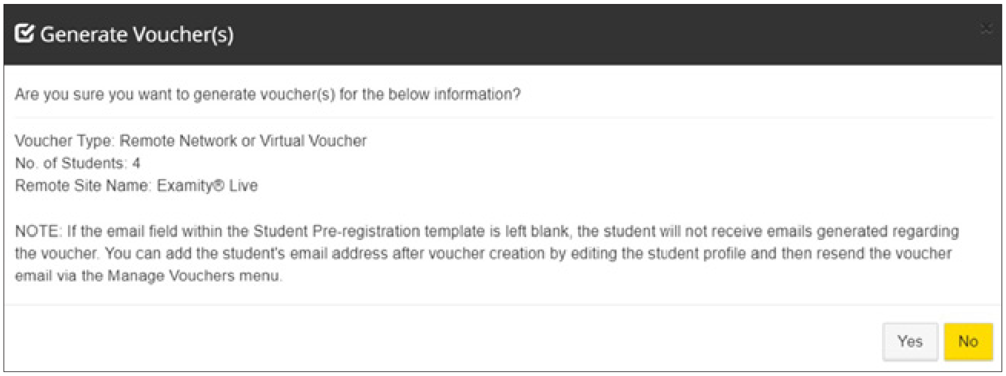
To select a BP:

- In the Students List area, click **Select Branching Profile** to display the list of available BPs from the drop-down menu.
    - Type the first few letters of the desired BP name, or scroll through the drop-down menu to locate the desired BP.
    - Click the **name** of the BP to be applied.
    - The selected BP name will display in the Select Branching Profile field.
- Apply the BP by either:
    - Clicking the **Apply to All** button.
        - This will apply the selected BP to every student record in the Students List area.
        - The Apply Branching Profile pop-up will display.
            - When prompted, "Are you sure you want to apply the selected branching profile to all the listed students? Doing so will override any existing branching profile references," click **Yes**.
        - The selected BP name will appear under the Branching Profile column for all records.

          WARNING: Any BP already assigned to a student record will be overridden.
    - Clicking the **Apply to Selected** button.
        - This allows the selected BP to be applied to one or multiple student records.
            - Click the **checkbox** next to each student record the selected BP should be assigned.
            - Click the **Apply to Selected** button.
            - The selected BP name will appear under the Branching Profile column for the selected records.
            - Repeat this process till all records are assigned a BP.



- Once all the Student Records have been assigned a BP, click the **Generate Voucher** button.
- The Generate Voucher(s) pop-up will display, detailing the voucher type and number of vouchers to be generated.
- Click **Yes** if the information is correct.



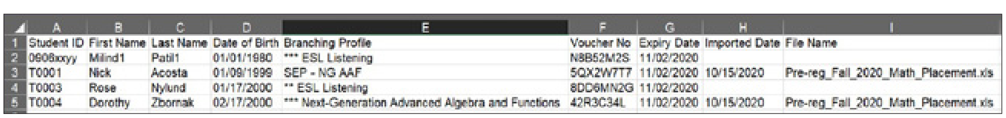
- The Voucher No column will display a unique voucher number for each student record.

Actionable Action Buttons

The Students List header bar offers action buttons to **Export, Print**, and **Print All** student records.

Export Options Button

- **Export Options**
    - The student records displayed in the Students List can be exported if desired. To export the records:
        - Click the **Export Options** button in the Students List header bar to display the drop-down menu of export options.
        - Select the export format from the drop-down menu by clicking on the format name:
            - Delimited Text
            - CSV
            - Excel
            - XML



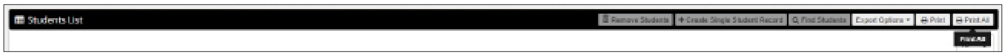
	A	B	C	D	E	F	G	H	I
1	Student ID	First Name	Last Name	Date of Birth	Branching Profile	Voucher No	Expiry Date	Imported Date	File Name
2	0908xxyy	Milind1	Patil1	01/01/1980	*** ESL Listening	N8B52M2S	11/02/2020		
3	T0001	Nick	Acosta	01/09/1999	SEP - NG AAF	5QX2W7T7	11/02/2020	10/15/2020	Pre-reg_Fall_2020_Math_Placement.xls
4	T0003	Rose	Nylund	01/17/2000	** ESL Listening	8DD6MN2G	11/02/2020		
5	T0004	Dorothy	Zbornak	02/17/2000	*** Next-Generation Advanced Algebra and Functions	42R3C34L	11/02/2020	10/15/2020	Pre-reg_Fall_2020_Math_Placement.xls

Print Buttons

- **Printing Vouchers**
    - The Students List provides the ability to print the generated vouchers for distribution to test takers when necessary. The platform offers two printing options:

Print All Button

- Click the **Print All** button in the Students List header bar to print a voucher for every student record in the Students List.



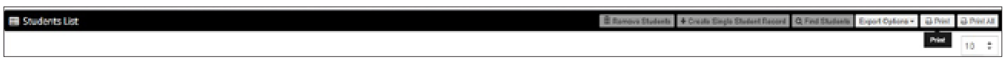
  - The Print Generated Voucher pop-up will display, containing all student vouchers for printing.

Print Button

- Click the **checkbox** next to each student record to be printed.

  TIP: It may be quicker to select all records by clicking the **checkbox** in the Students List header row and then unchecking the boxes next to the student records that should not be printed.

- Click the **Print** button in the Students List header bar to print the selected student voucher(s).



- The Print Generated Voucher pop-up will display, containing the selected student vouchers for printing.

- Click the **Printer** icon in the lower left corner of **the Print Generated Voucher** pop-up to print the vouchers.

IMPORTANT: Your custom Test Voucher Message will display at the end of the voucher under Message from the Institution.

- Even if a custom message has not been established, the Message from the Institution title will still display with no text underneath it.
- SMs can create their institution's custom messages.
  - Visit the **Users > Custom Messages** section of this guide for more details.

Confirmation Email

Upon creation of a remote voucher, a confirmation email like the one shown here will be sent to the student's email.

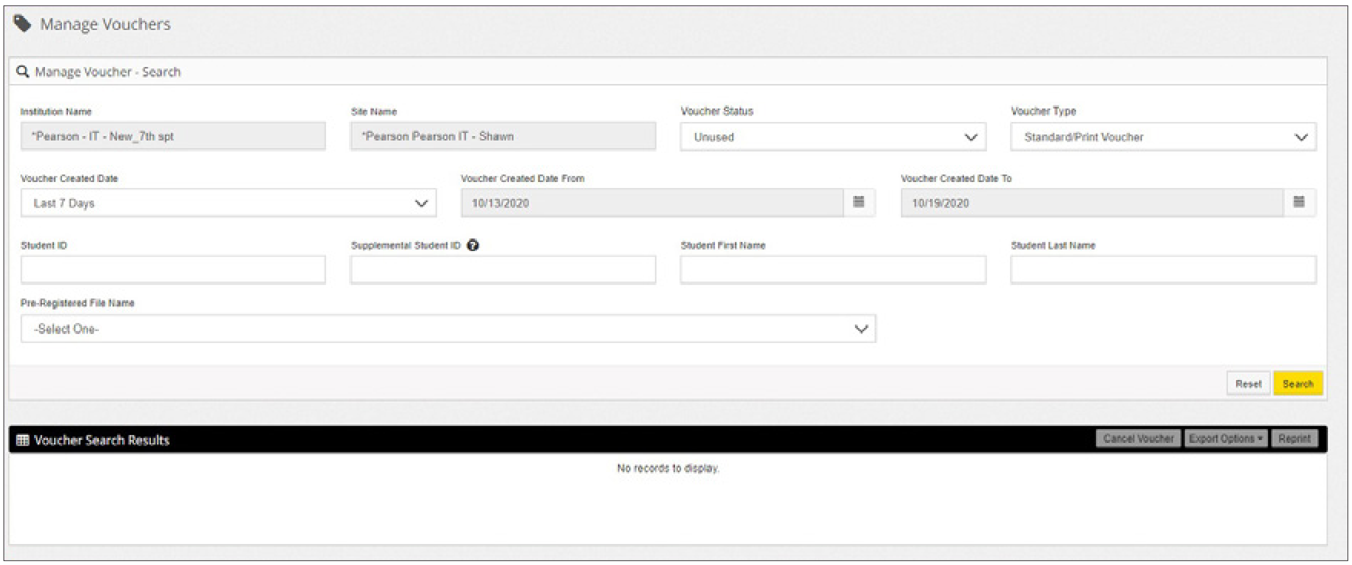
Managing Vouchers

User Role Access: IA, SM, PRO, and PROR

Video Resource: Log in to the ACCUPLACER platform and navigate to **Resources > Resources > "How To" Platform Training Videos** to watch a video tutorial on managing vouchers.

The Manage Vouchers sections allow a user to find vouchers, reprint vouchers, or resend voucher emails. To access the Manage Vouchers section, click on **Manage Vouchers** under the **Vouchers** menu.

- The Manage Vouchers section is comprised of two areas: Manage Voucher - Search and Voucher Search Results.



Manage Voucher - Search

- The Manage Voucher - Search area provides various search options that can be used individually or in multiple combinations to narrow search results based on the available search options.
  - **Institution Name:** The institution name associated with the site where the voucher search is being performed.
    - This field cannot be modified.
  - **Site Name:** The site name where the voucher search is being performed.
    - IA: Selecting a site is optional.
      - To select a site, click **-Select One-** in the Site Name field to display a drop-down menu of all available sites.
      - Click on a **site name** to select the site to be searched.
      - If a site is not selected, all sites will be searched.
    - SM, PRO, and PROR: The field will be auto-populated with the site associated with the user credential actively signed in.
      - This field cannot be modified.
  - **Voucher Status:** Select a status from the drop-down menu by clicking on the **Voucher Status** field.
    - Unused (default): The voucher has not been used and has not expired.
    - Used: The voucher was used to take a test.
    - Cancelled: The voucher was cancelled before it was used to take a test.
    - Expired: The voucher was not used and has expired.

- **Voucher Type:** Select the type of voucher to be searched
  - Standard/Print Voucher: Results will display only vouchers created by your site.
  - Remote Network or Virtual Vouchers: Results will display only vouchers created by your site.
  - Remote Vouchers Scheduled for My Site: Results will display vouchers created by other institutions or sites when your site has been selected at the Remote Testing Network testing site location.

    NOTE: This applies only to sites that have opted in to being a part of the ACCUPLACER Remote Testing Network. No results will display for sites that have not opted in.
- **Voucher Created Date:** Click the **Voucher Created Date** field to display the drop-down menu of available predefined time periods. This field defines the time frame that the search will be pulled from.
  - When the Voucher Status selected is **Unused, Used,** or **Cancelled,** the available options are:
    - Today
    - Yesterday and Today
    - Last 7 Days (default)
    - Last 30 Days
    - Last 6 Months
    - Custom Date Range: Selecting Custom Date Range will activate the Voucher Create Date From and To fields.
  - When the Voucher Status selected is **Expired,** the available options are:
    - Today
    - Yesterday and Today
    - Last 7 Days
    - Last 30 Days
    - Last 90 Days (default)
    - Last 6 Months
    - Custom Date Range: Selecting Custom Date Range will activate the Voucher Create Date From and To fields.
- **Voucher Created Date From:** Click the **calendar** icon to select the start date for the search.
  - The start date may be manually entered in the field using the MM/DD/YYYY format.
    - Not following this format will result in an error.
- **Voucher Created Date To:** Click the **calendar** icon to select the end date for the search.
  - The end date may be manually entered in the field using the MM/DD/YYYY format.
    - Not following this format will result in an error.
- **Student ID:** Search for a specific test taker by entering the institution-assigned Student ID.
- **Supplemental Student ID:** Search for a specific test taker by entering the institution-assigned Supplemental Student ID.

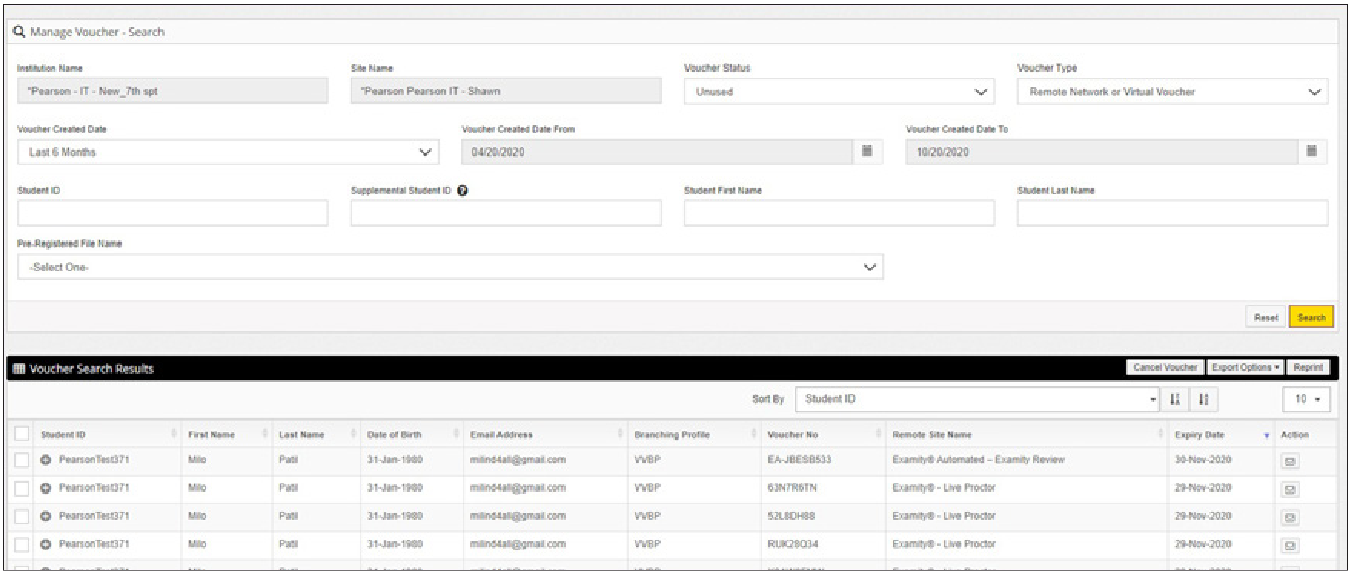
NOTE: Not all test takers will have a Supplemental Student ID.

- **Student First Name:** Search for a test taker by entering the first name.
- **Student Last Name:** Search for a test taker by entering the last name.
- **Pre-registered File Name:** This option is only available for SM, PRO, and PROR roles.

- Click the **Pre-registered File Name** field to display the drop-down menu of available pre-registration file names to choose from.
- Click the **desired file name** to search for a single test taker or an entire group of test takers that were included in the same imported student pre-registration file.

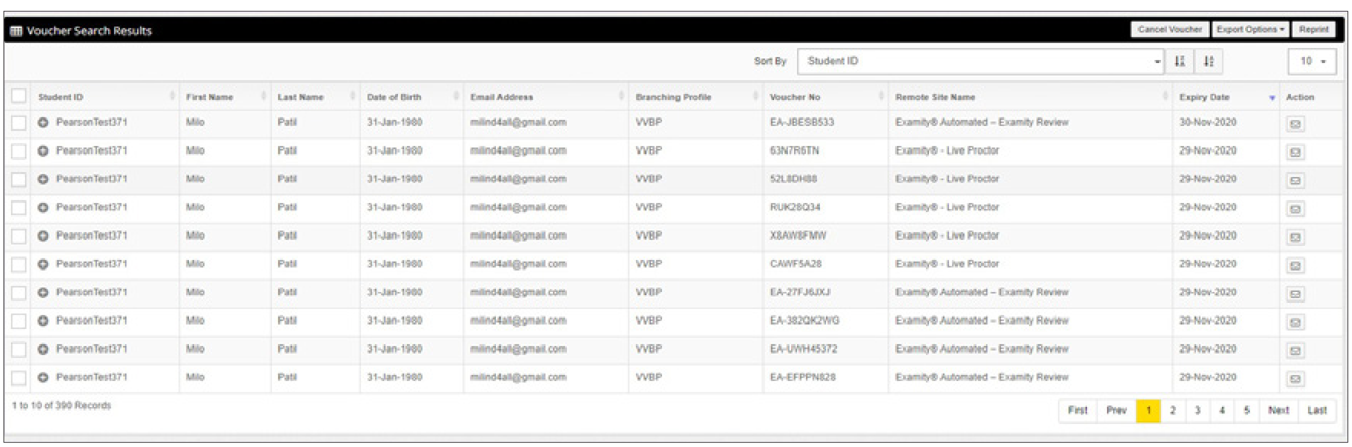
WARNING: If a student pre-registration file has been deleted from either the Student Pre-Registration or Generate Vouchers sections, the pre-registration file name will no longer be an available to select and perform a search.

- Once the desired search parameters have been entered in the Manage Voucher - Search area, click the **Search** button.
  - Records matching the selected criteria will display in the Voucher Search Results area.



Voucher Search Results

From the Voucher Search Results area, you quickly see specific details about a voucher record, and details displayed in a grid:



- Student ID
- First Name
- Last Name
- Date of Birth
- Email Address
- Branching Profile

- Voucher No
- Remote Site Name (displays when the Voucher Type is Remote Network or Virtual Voucher and Remote Vouchers Scheduled to My Site)
- Expiration Date

Clicking the **+ (plus)** icon next to the voucher record quickly displays:

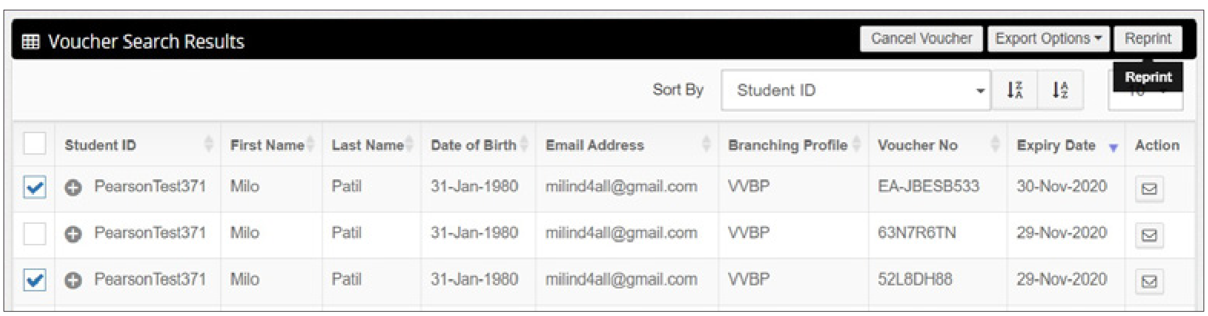
- Host Site Name
- Voucher Status
- Voucher Type
- Created Date
- Created By
- Remote Site Name (displays only when Voucher Type is Remote Network or Virtual Voucher)
- Supplemental Student ID

Reprint Vouchers

User Role Access: IA, SM, PRO, PROR

When performing a voucher search with a voucher status of Unused, the **Reprint** button will display in the Voucher Search Results header bar. The **Reprint** button will not display when performing a voucher search with a voucher status of Used, Cancelled, or Expired. To reprint a voucher for single test taker or a group of test takers:

- Perform a search of the test takers.
- In the Voucher Search Results area, select the vouchers you want to reprint by clicking the appropriate **checkbox** next to each Student ID.
- Click the **Reprint** button in the Voucher Search Results header bar to reprint the selected records.



NOTE: Only vouchers that are unused and have not expired or been cancelled can be printed.

Cancelling Vouchers

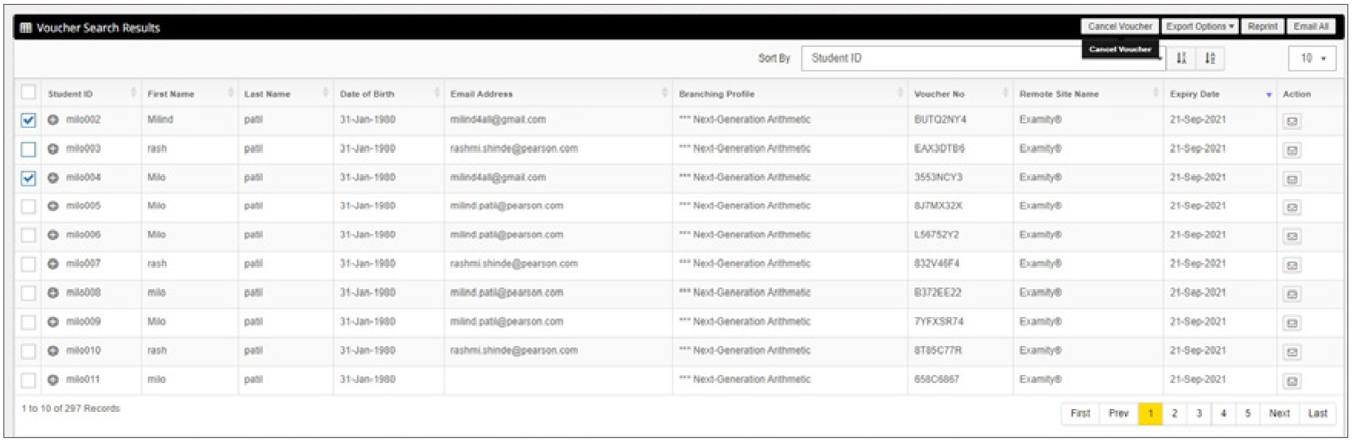
User Role Access: IA, SM, PRO, PROR

As a best practice, when an unused voucher is no longer required, the voucher code should be cancelled. Cancelling a voucher code prior to its expiration date will help keep your site's voucher records accurate and up to date. It will also prevent the voucher code form accidently being used and consuming one or more units unnecessarily.

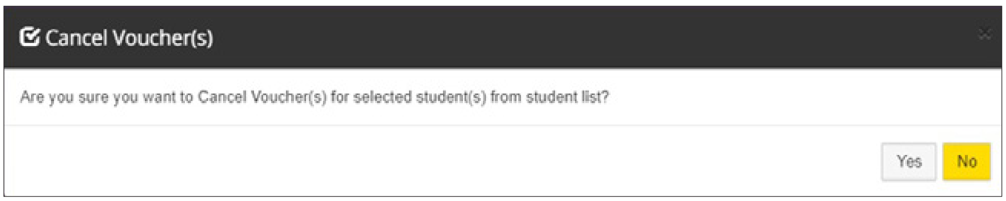
When performing a voucher search with a voucher status of Unused, the **Cancel Voucher** button will display in the Voucher Search Results header bar. The **Cancel Voucher** button will not display when performing a voucher search with a voucher status of Used, Cancelled, or Expired. To cancel a voucher for single test taker or a group of test takers:

- Perform a search of the test takers.
- In the Voucher Search Results area, select the vouchers you want to cancel by clicking the appropriate **checkbox** next to each Student ID.

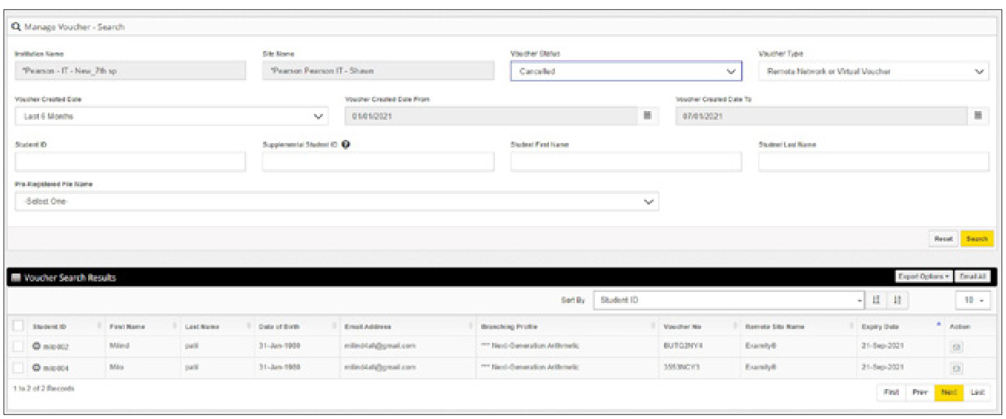
- Click the **Cancel Voucher** button in the Voucher Search Results header bar to cancel the selected records.



- When prompted, click **Yes** to confirm the selected vouchers should be cancelled.



- The cancelled voucher codes will no longer appear in the voucher search results with a voucher status of Unused.
- The cancelled voucher codes will now be visible in the voucher search results with a voucher status of Cancelled.



Resend Remote Voucher Notification Email

User Role Access: IA, SM, PRO, PROR

The Remote Voucher Notification Email is sent when a remote network or virtual voucher is created. It can be resent if needed due to an incorrect email address, a student email address not being on file at time of voucher creation, etc. When performing a voucher search with a voucher status of Unused, the **Email All** button will display in the Voucher Search Results header bar.

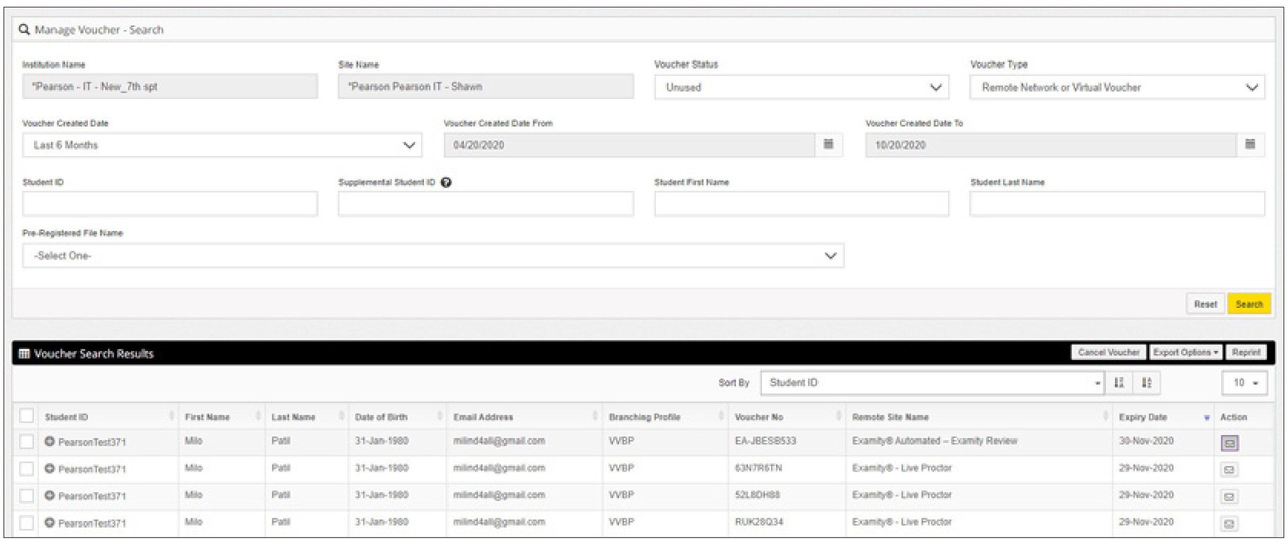
- A Remote Voucher Notification email can be sent individually or in bulk.
- For privacy purposes, all email recipients receiving the resend notification email will be listed in the BCC field.

NOTE: When performing a voucher search with a voucher status of Used, Cancelled, or Expired, the **Email All** button will display in the Voucher Search Results header bar. However, the platform will not allow you to select and send an email notification for a voucher that is no longer valid.

To resend an email for a remote network or virtual voucher test taker or group of test takers:

- At a minimum, select **Remote Network or Virtual Voucher** from the Voucher Type drop-down menu when choosing the search criteria.
  - remote network and virtual vouchers are the only voucher types that an email will be generated for and sent to test takers.

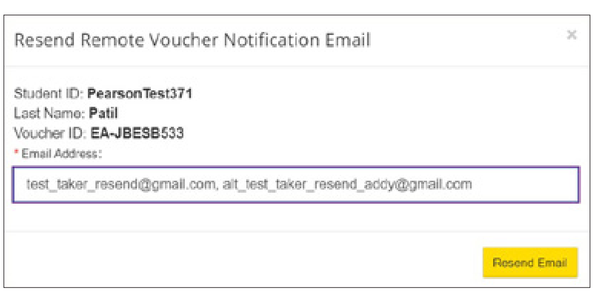
    NOTE: Remote Vouchers Scheduled for My Site from the Voucher Type drop-down could also be selected if you need to resend an email to a test taker scheduled to test at your site on behalf of the originating site.
- Once the voucher(s) is displayed in the Voucher Search Results area:
  - Click the **envelope** icon underneath the Action column to resend a Remote Voucher Notification Email.



  - Selecting the **envelope** icon will display the Resend Remote Voucher Notification Email pop-up.
    - The Email Address field will be prepopulated with the email addresses where the voucher was previously sent.
    - The Email Address field can be updated and sent to new email addresses.
    - The Email Addresses either prepopulated or updated will be sent in the BCC address field.

      NOTE: Multiple email addresses separated by a comma can be used.

      NOTE: The **envelope** icon will only display for active vouchers. Expired or cancelled vouchers will not display the **envelope** icon.
  - Click the **Resend Email** button when ready to resend the email notification.

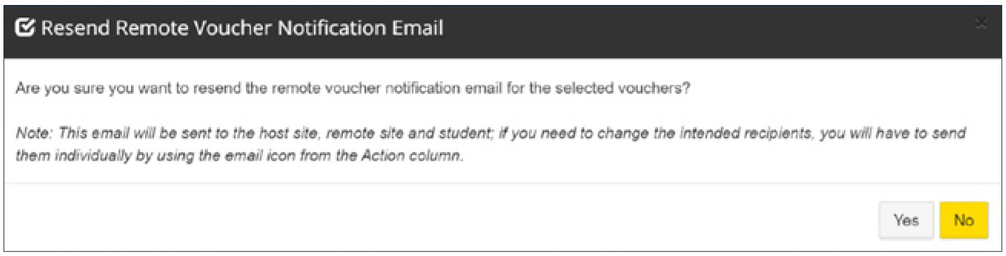


- To resend multiple Remote Voucher Notification Emails in bulk:

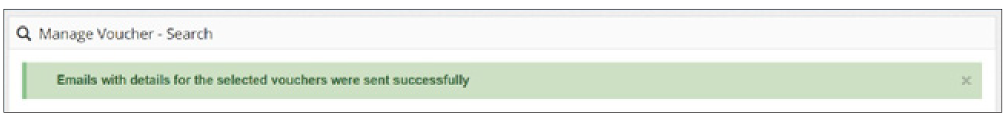
- Click the **checkbox** to the left of the Student ID column to select each remote network/virtual voucher that needs to be resent.

  TIP: To select all remote network/virtual vouchers displayed on the screen at once, click the **checkbox** in the header row to the left of Student ID.

  - It may be quicker to select all the remote network/virtual vouchers displayed on the screen and remove the selected students you do not need to resend to.
- Click the **Email All** button once all the desired remote network/virtual vouchers have been selected.
- When prompted to confirm you want to resend the Remote Voucher Notification Email for the selected vouchers, click **Yes**.



  - Clicking **Yes** automatically resends the selection.
  - A confirmation notification will display at the top of the Manage Vouchers - Search section, confirming the emails were resent.



IMPORTANT: When resending the Remote Voucher Notification Email in bulk, the email is resent to the same initial recipients (host site, remote site, and student). The email addresses cannot be modified.

- If you need to change the intended recipients, you will have to send them individually by using the **email** icon from the Action column.

Export Voucher Search Results

User Role Access: IA, SM, PRO, PROR

The ACCUPLACER platform provides the ability to export the voucher search results. when performing a voucher search with a voucher status of Unused, Used, Cancelled, or Expired, the **Export Options** button will display in the Voucher Search Results header bar. To export the search results:

- Click the **Export Options** button in the Voucher Search Results header bar to display the export options drop-down menu.
- Click on an available format option to download the results:
  - Delimited Text
  - CSV
  - Excel
  - XML

	A	B	C	D	E	F	G	H	I
1	Student ID	First Name	Last Name	Date of Birth	Email Address	Branching Profile	Host Site Name	Voucher No	Expiry Date
2	PearsonTest371	Milo	Patil	01/31/1980	test_taker@gmail.com	VVBP	*Pearson Pearson IT - Shawn	EA-JBESB533	11/30/2020
3	PearsonTest371	Milo	Patil	01/31/1980	test_taker@gmail.com	VVBP	*Pearson Pearson IT - Shawn	63N7R6TN	11/29/2020
4	PearsonTest371	Milo	Patil	01/31/1980	test_taker@gmail.com	VVBP	*Pearson Pearson IT - Shawn	52L8DH88	11/29/2020
5	PearsonTest371	Milo	Patil	01/31/1980	test_taker@gmail.com	VVBP	*Pearson Pearson IT - Shawn	RUK28Q34	11/29/2020

Preparing for Test Administration

Branching Profiles

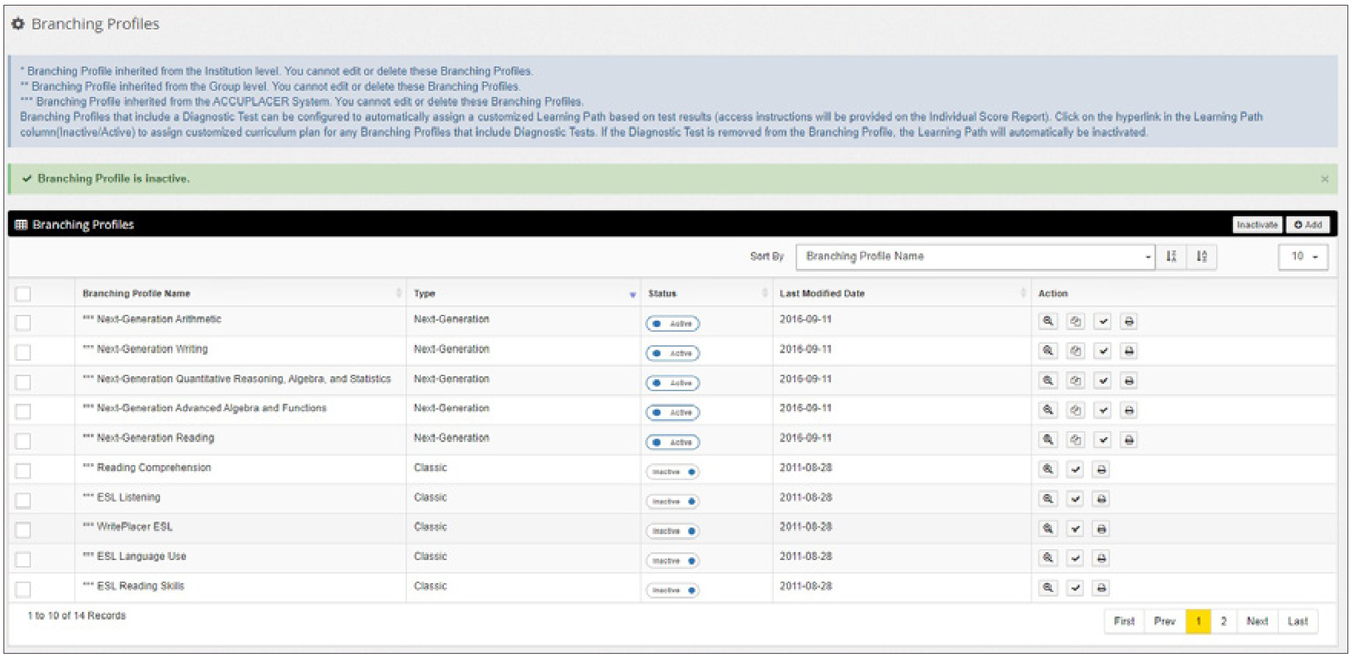
User Role Access: IA and SM

ACCUPLACER tests are administered using Branching Profiles (BPs). BPs determine which tests will be administered, in which order, and under what conditions. BPs can be created by an IA or by an SM.

- BPs created by an IA are available for use on all sites.
- BPs created by an SM are only available for use at that site.

To access the Branching Profiles section:

- Click **Branching Profiles** under the **Test Setup** menu.
- A list of all available BPs will display.

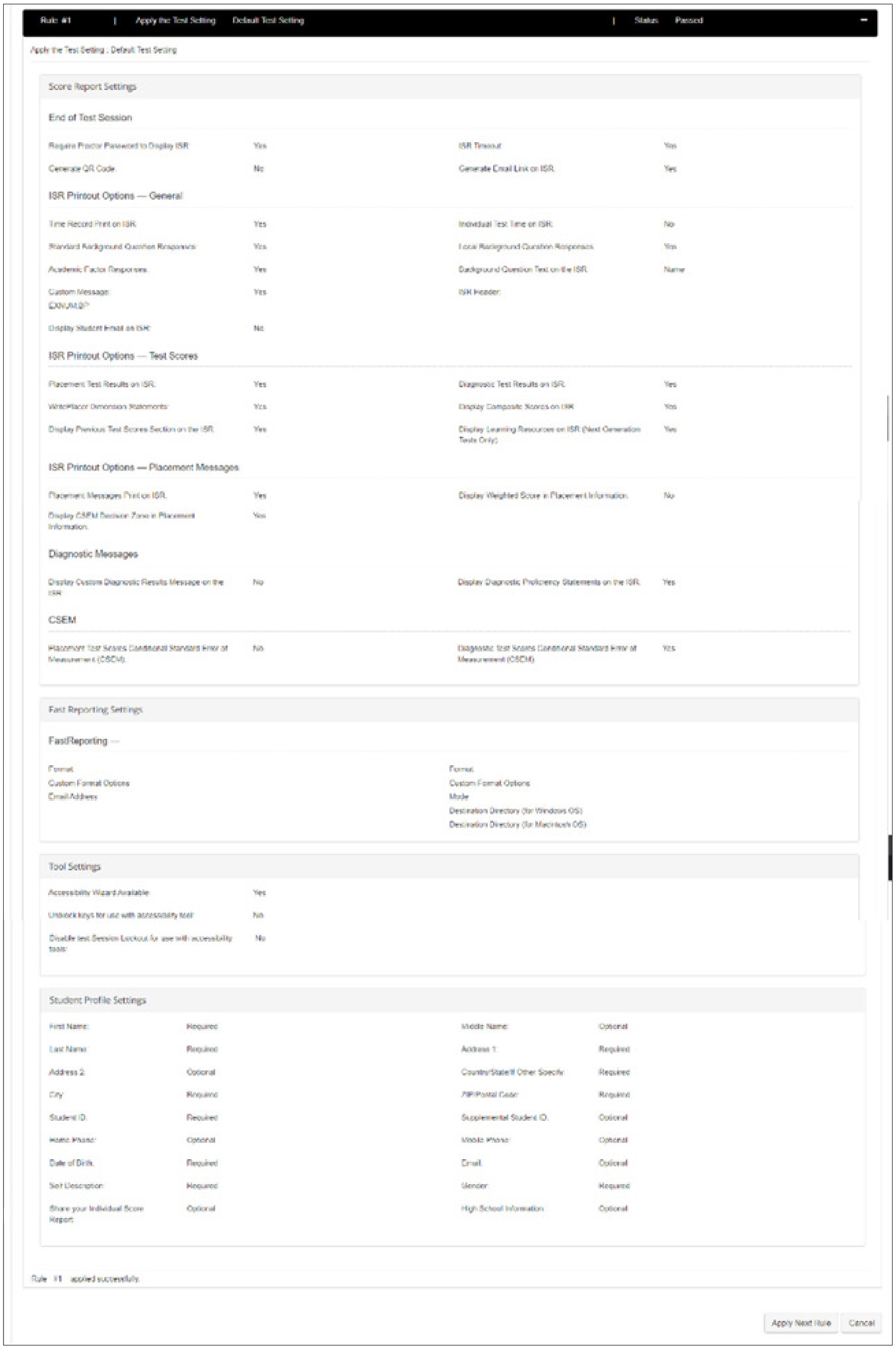


The Branching Profile section displays:

- Branching Profile Name
- Status: Displays if a BP is active or inactive.
  - Click the **Inactive/Activate toggle** button to change the status.
  - BPs that have been deactivated will not be available in the drop-down menu when administering tests.
- Last Modified Date
- Action: There are several action icons under the Action column that can be clicked on to perform certain functions.
  - To view the BP
  - To edit the BP
  - To copy the BP
  - To verify the BP

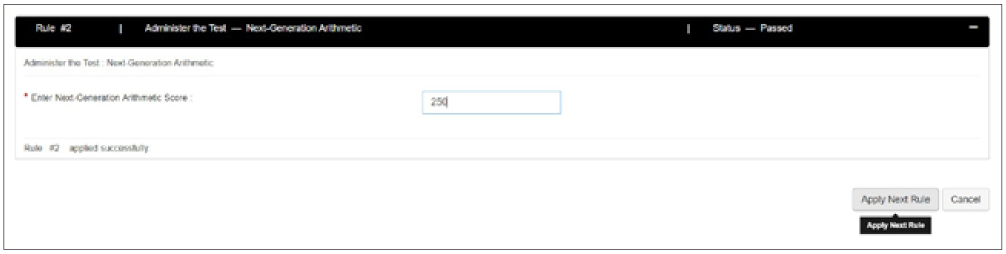
    TIP: The verify function is your best friend! Use it to make sure your BPs that have been built in the ACCUPLACER platform are performing as expected. Best practice is to test all possible scenarios to verify the branching logic you have entered in the platform.

- Click the **Verify** icon to test BPs and placement rules without expending test units.
  - A new browser window will launch with a description of Rule #1.
  - If a rule contains test settings, all the selected settings will display.

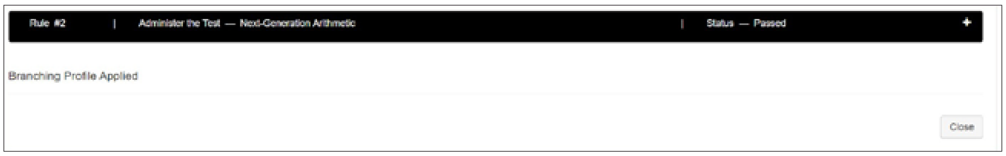


  - Click **Apply Next Rule** to continue.
- If a rule contains a background question group, all background questions contained in the group will display.
  - Answer each of the questions and click **Apply Next Rule**.

- If a rule contains a test, enter a test score in the box provided.
  - Click **Apply Next Rule** to continue.



- After all rules are tested, the Branching Profile Applied message will appear, and placements based on your rules will display.

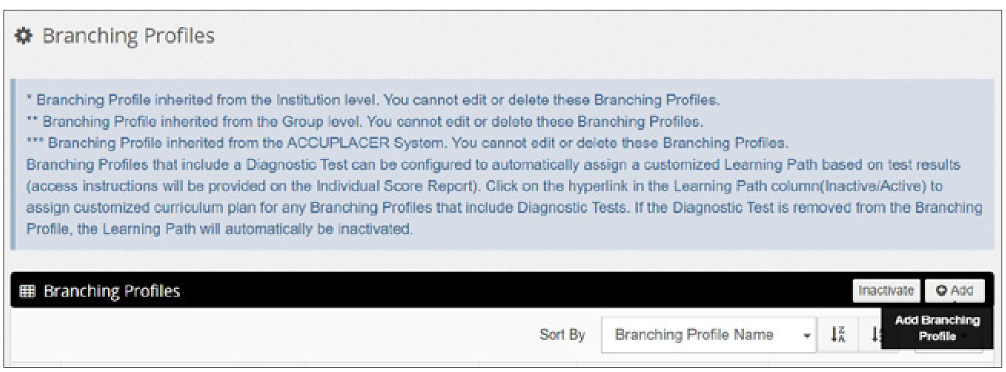


- Click the **Close** button to close the BP verify browser window.
- To print the BP
- To delete the BP

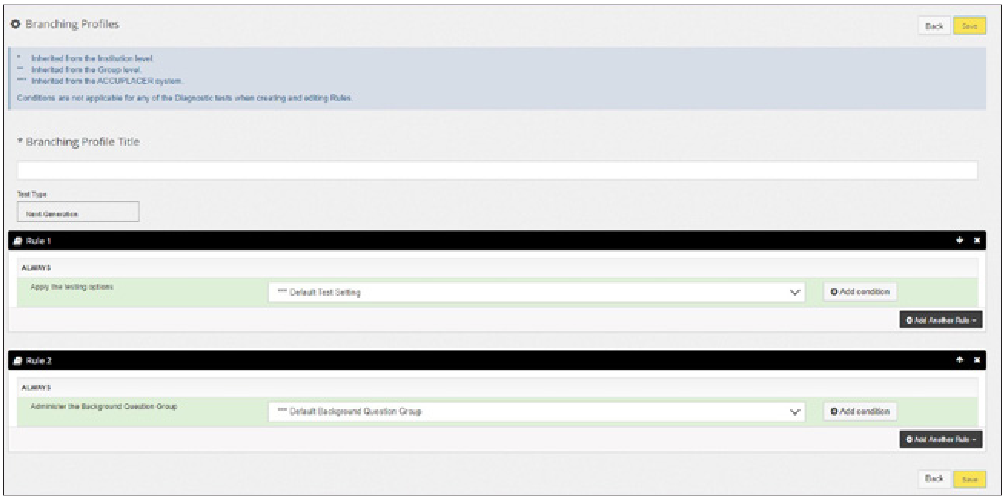
Creating a Branching Profile

To create a new BP:

- Click **Branching Profiles** under the **Test Setup** menu.
- Click the **Add** button in the Branching Profiles header bar.



- The Branching Profiles setup section will display.



- In the Branching Profile Title field, enter the name of the BP being created.

  TIP: Begin the names of your BPs with numbers/period combinations (01., 02., 03. etc.), with the most often used BP being your first listed. Each BP should be named describing what test/settings will be administered to make it easy for proctors to identify (e.g., "Arithmetic with Accessibility Tools").

All new BPs will have two optional default rules.

- **Rule 1:** Shows the default test setting for the testing option.
  - This setting includes all default values for score reports, item tools, student profile, and Individual Score Report (ISR) design setting items.
    - Review these settings by clicking **Test Settings** under the Test Setup menu.

      NOTE: The default test setting cannot be edited, but can be disabled.
  - If you do not want to use the default test setting, build a custom test setting from the drop-down menu that you previously created.
- **Rule 2:** Shows the default background question group.
  - The default background question group includes all available standard background questions.
    - To review the default background question group, click **Question Groups** under the **Test Setup > Background Questions** menu.

      NOTE: The default background question group cannot be edited, but can be disabled.
  - If you do not want to use the default background question group, build a custom set of background questions.
    - If you do not want to ask background questions, delete this rule by clicking the **white x** in the Rule 2 header bar.

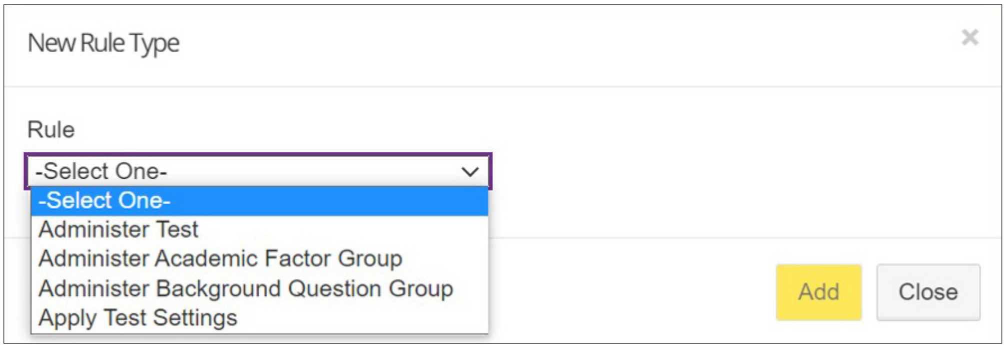
      TIP: Background questions can help gather valuable information about your students. Review the questions annually to make sure the questions are still applicable.

      IMPORTANT: Do not create an empty background question group.

Branching Profile Rules and Conditions: BP Rules

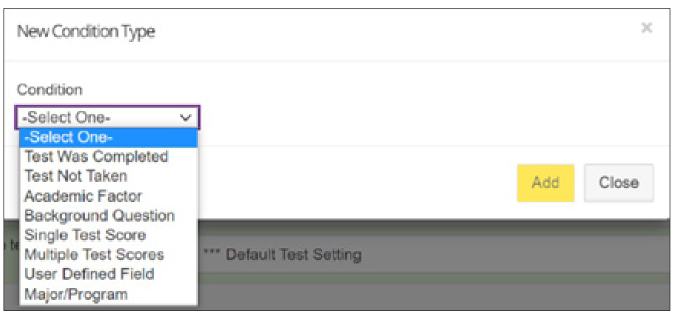
A new rule can be added above or below a selected rule by expanding the **Add Another Rule** button located at the lower right of each rule. Every BP consists of four types of rules:

- Administer Test
- Administer Academic Factor Group
- Administer Background Question Group
- Apply Test Settings

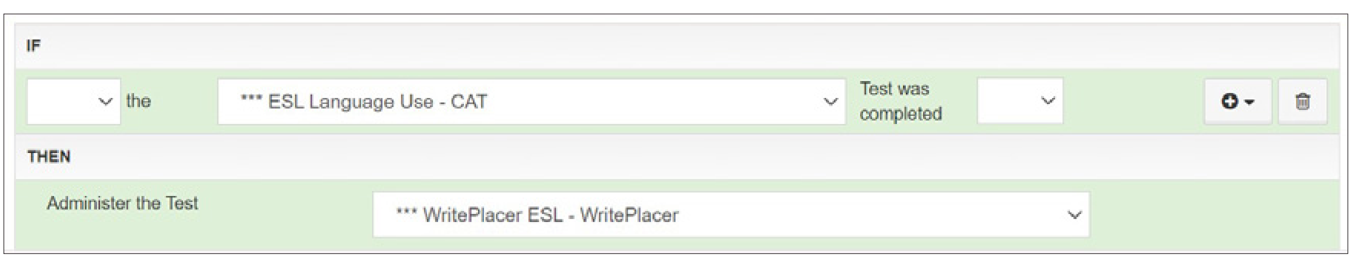


Branching Profile Rules and Conditions: BP Conditions

There are eight different condition types that can be added to a rule:

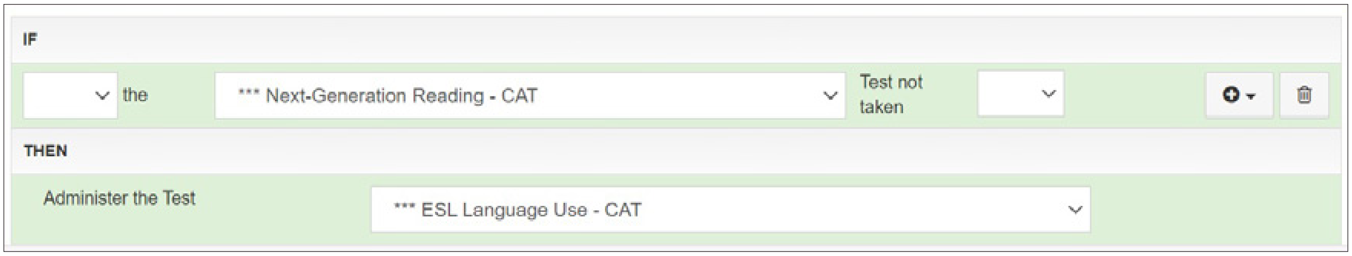


- **Test Was Completed:** This rule will be applied if the indicated test has been completed by the test taker.
  - All ACCUPLACER tests, Local Tests, and WritePlacer Settings are available for selection.
  - This condition type can be used only when the test used in the condition has been administered in a preceding rule.
  - For the score to be used in this condition type, it is assumed that the test taken by the test taker has been completed and scored successfully by the system.



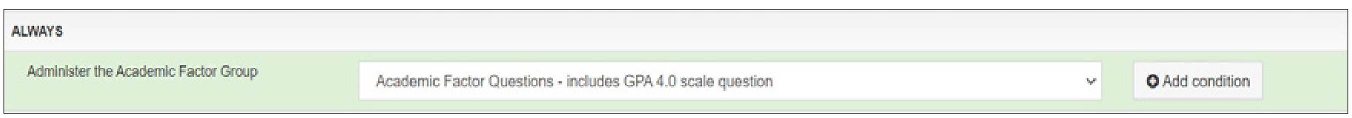
    - **EXAMPLE:** In the example above, if the ESL Language Use - CAT test was completed, then administer the WritePlacer ESL - WritePlacer test.

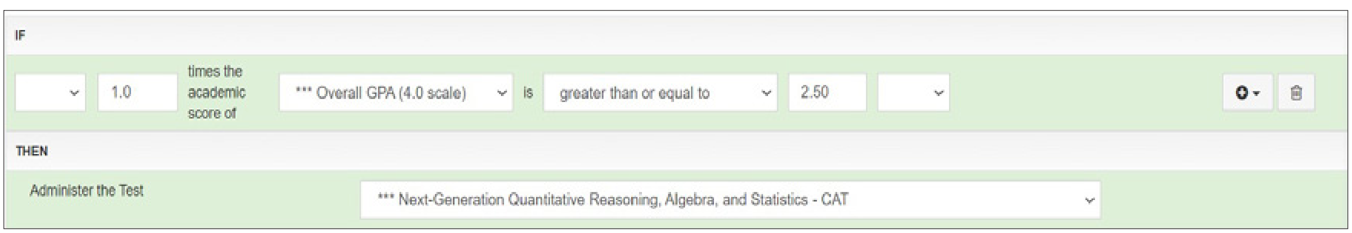
- **Test Not Taken:** This rule will be applied if the test taker has not taken the indicated test.
  - All ACCUPLACER tests, Local Tests, and WritePlacer Settings are available for selection.



- **EXAMPLE:** In the example above, if the Next-Generation Reading - CAT test was not taken, then administer the ESL Language Use - CAT test.

- **Academic Factors:** This rule will be applied if the score on the indicated Academic Factor meets the specified condition.
  - Use this condition only when one of the rules preceding this rule is to administer the Academic Factor Group that contains the Academic Factor Question being used in the condition.
  - Select the name of the Academic Factor Question you want to use from the Answer To drop-down menu.
  - Use the next drop-down menu to select **greater than or equal to, equal to**, or **not equal to.**
  - The next box will contain all possible answer choices to the selected Academic Factor Question.
  - Select the answer you want to use.
  - **NOTE:** You can select more than one answer by clicking **Add a condition above/below.**

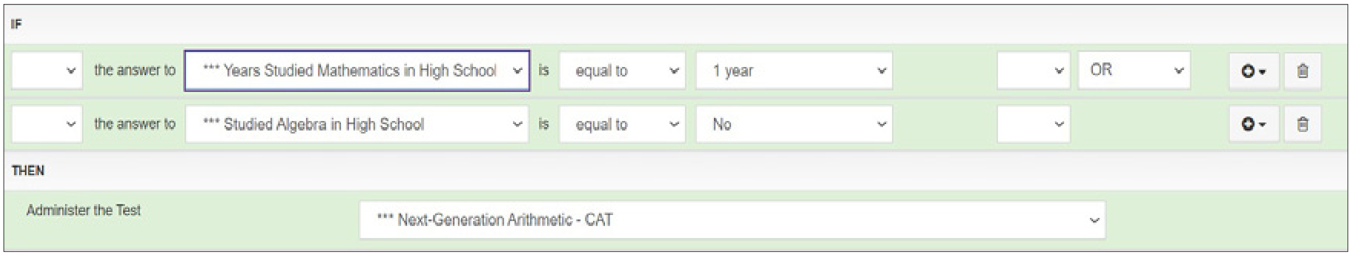




- **EXAMPLE:** In the example above, if the student's overall GPA (4.0 scale) is greater than or equal to 2.50, then administer the Next-Generation Quantitative Reasoning, Algebra, and Statistics - CAT test.

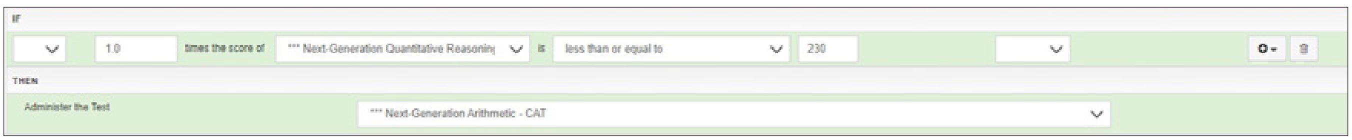
- **Background Question:** This rule will be applied if the test taker has answered the indicated background question with the response shown.
  - Use this condition only when one of the rules preceding this rule is to administer the background question group that contains the question being used in the condition.
  - Select the name of the background question you want to use from the Answer To drop-down menu. (All available local and standard background questions will be displayed.)
  - Use the next drop-down menu to select **equal to** or **not equal to.**
  - The next box will contain all possible answer choices to the selected background question.
  - Select the answer you want to use.

  NOTE: You can select more than one answer by clicking **Add a condition above/below.**



- **Example:** In the example above, if the answer to Years Studied Mathematics in High School is equal to 1 year, or Studied Algebra in High School is equal to No, then administer the Next-Generation Arithmetic - CAT test.

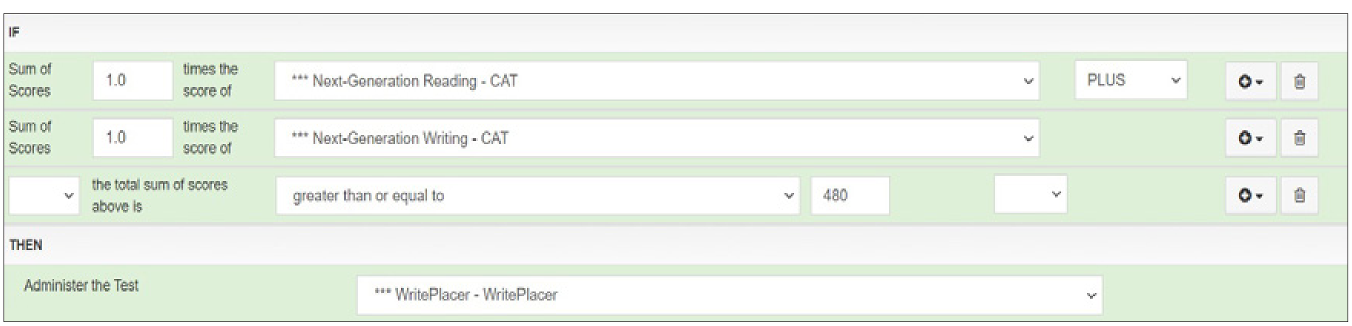
- **Single Test Score:** This rule will be applied if the test score on the indicated test meets the specified condition.
  - This condition can be used only when the test used in the condition has been administered to the test taker in a preceding rule.
  - It is assumed that the test taken by the student is completed and scored successfully by the system so that the score can be used in this condition type.



- **Example:** In the example above, if the score of Next-Generation Quantitative Reasoning, Algebra, and Statistics - CAT is less than or equal to 230, then administer the Next-Generation Arithmetic - CAT test.

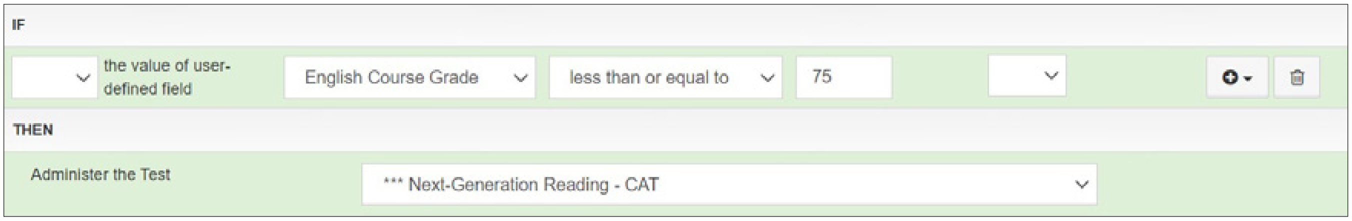
  NOTE: The drop-down menu will include all active Local Tests, ACCUPLACER tests, and WritePlacer Settings.

- **Multiple Test Scores:** This rule will be applied if the sum of two or more test scores meets the specified condition.
  - This condition can be used only when the tests used in the condition have been administered to test takers in preceding rules.
  - It is assumed that the tests taken by students are completed and scored successfully by the system so that the score can be used in this condition type.
  - Choose the tests you want to use as part of this condition from the drop-down menus.
  - All ACCUPLACER tests, available Local Tests, and WritePlacer Settings will be displayed.



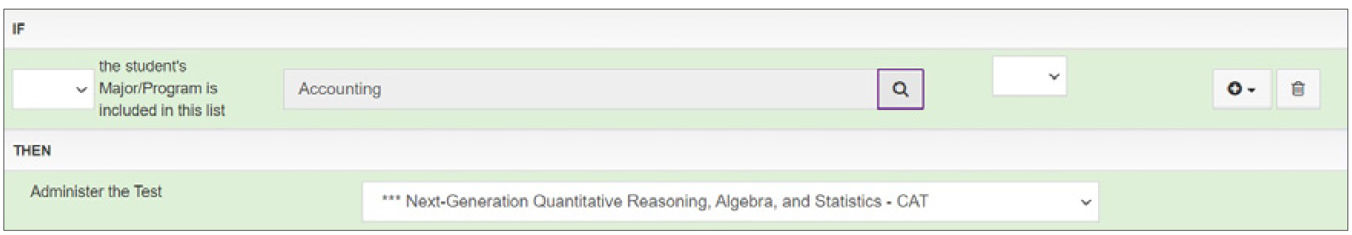
- **EXAMPLE:** In the example above, if the sum of Next-Generation Reading - CAT and Next-Generation Writing - CAT test scores is greater than or equal to 480, then administer the WritePlacer - WritePlacer test.

- **User Defined Field:** This rule will be applied if the score on the indicated user-defined field meets the specified condition.
  - Only user-defined fields of numeric data can be added in the drop-down for selection.



    - **EXAMPLE:** In the example above, if the student's English Course Grade score is less than or equal to 75, then administer the Next-Generation Reading - CAT test.
      - **WARNING:** User-defined field data must be added to the student's profile before the student begins testing.

- **Major/Program:** Use this condition type only when one of the rules preceding this rule is to administer a background question group that includes the "What is your major?" question.
  - Click the **Major List** icon and a list of majors will display.
  - Select the major(s) to be included in this condition.

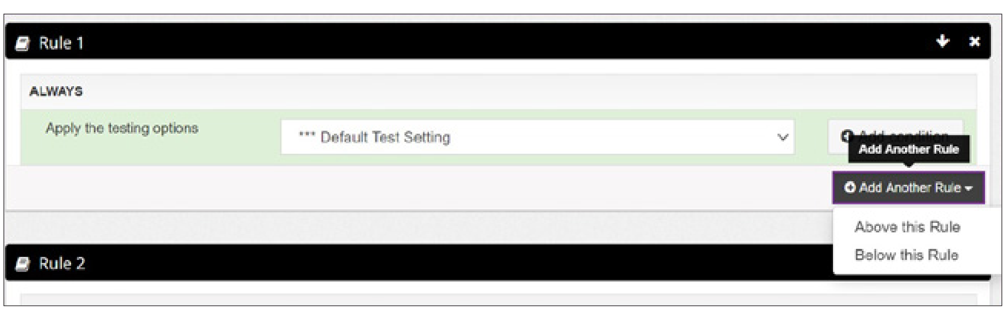


      - **EXAMPLE:** In the example above, if the student's major is Accounting, then administer the Next-Generation Quantitative Reasoning, Algebra, and Statistics - CAT test.

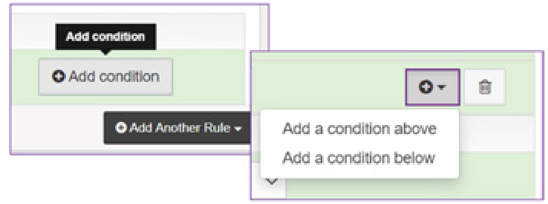
Adding Additional Rules and Adding Conditions to a Rule

To add rules and conditions to a BP:

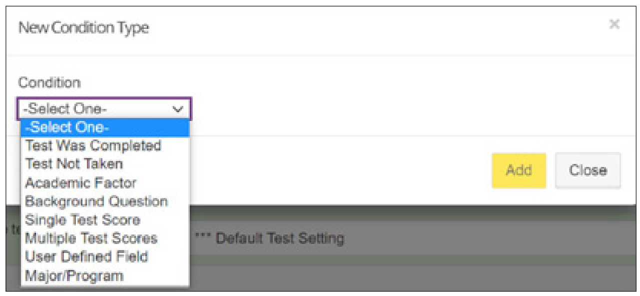
- Click the **Add Another Rule** button on a previously created rule container.
- From the Add Another Rule drop-down menu, select where the new rule should be placed.
  - If you want the rule added above, select **Above this Rule**.
  - If you want the rule added below, select **Below this Rule**.



- To add a condition to a rule, click the **Add condition** button.
  - When adding multiple conditions to a rule, click the **Add condition** button and choose the condition order by selecting:
    - **Add a condition above** the existing condition selected.
    - **Add a condition below** the existing condition selected.



- Select the condition type from the New Condition Type pop-up Condition drop-down menu:
  - Test Was Completed
  - Test Not Taken
  - Academic Factor
  - Background Question
  - Single Test Score
  - Multiple Test Scores
  - User Defined Field
  - Major/Program



- Continue this process until you have added all the necessary:
  - Test Settings
  - Academic Factors
  - Background Questions
  - Test(s)
- Click **Save** when complete.
- Upon clicking **Save**, a confirmation message will display and the new BP will appear in your list of BPs.

Ordering and Deleting Rules and Conditions

Rules can be reordered or removed in a BP by using the symbols in each rule header bar. To change the order of the rules, click the:

-  to move a rule up one level
-  to move a rule down one level

Rules and conditions can be removed in a BP by using the symbol in each rule header bar and using the icon next to each condition. To remove a rule or condition, click the:

-  to delete a rule from the BP
-  to delete a condition from a rule

  IMPORTANT: Legacy BPs with a Test Type of Classic cannot be changed if editing or copying a legacy BP.

Administer the Test

The following tests can be administered in combination with the five next-generation tests (Next-Generation Reading; Next-Generation Writing; Next-Generation Arithmetic; Next-Generation Quantitative Reasoning, Algebra, and Statistics; and Next-Generation Advanced Algebra and Functions):

- ESL Reading Skills
- ESL Sentence Meaning
- ESL Language Use
- ESL Listening
- WritePlacer
- WritePlacer ESL
- Local Tests

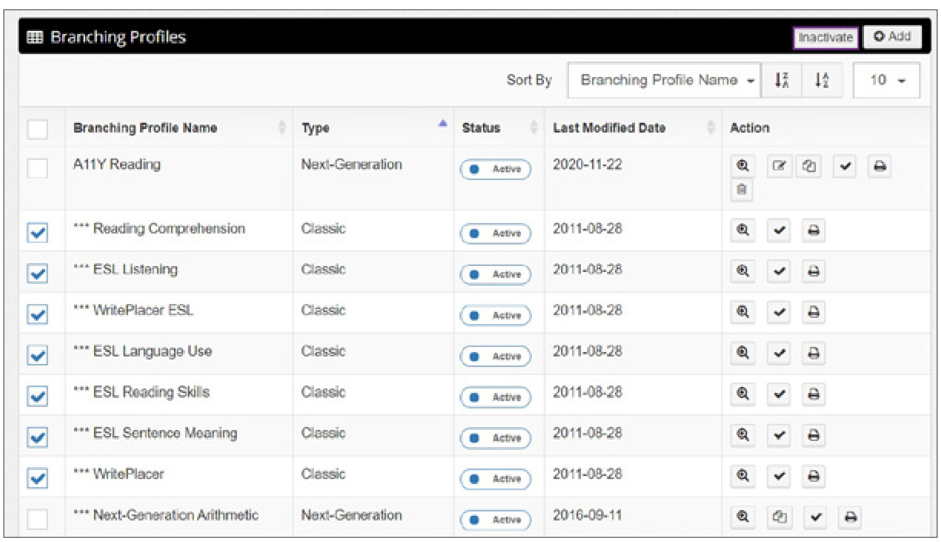
  NOTE: WritePlacer Settings are treated as a test.

NOTE: The Digital Linear/Digital COMPANION tests (COMPANION Next-Generation Advanced Algebra and Functions Form J (Digital) – Digital COMPANION & COMPANION Next-Generation Advanced Algebra and Functions Form K (Digital) – Digital COMPANION, COMPANION Next-Generation Arithmetic Form J (Digital) – Digital COMPANION & COMPANION Next-Generation Arithmetic Form K (Digital) – Digital COMPANION, COMPANION Next-Generation Quantitative Reasoning, Algebra, and Statistics Form J (Digital) – Digital COMPANION & COMPANION Next-Generation Quantitative Reasoning, Algebra, and Statistics Form K (Digital) – Digital COMPANION, COMPANION Next-Generation Quantitative Reading Form J (Digital) – Digital COMPANION & COMPANION Next-Generation Quantitative Reading Form K (Digital) – Digital COMPANION, COMPANION Next-Generation Quantitative Writing Form J (Digital) – Digital COMPANION & COMPANION Next-Generation Quantitative Writing Form K (Digital) – Digital COMPANION) can be used in place of the Next-Generation Reading; Next-Generation Writing; Next-Generation Arithmetic; Next-Generation Quantitative Reasoning, Algebra, and Statistics; and Next-Generation Advanced Algebra and Functions.

Inactivating a Branching Profile

BPs can be inactivated individually or in bulk by choosing one of the following inactivations:

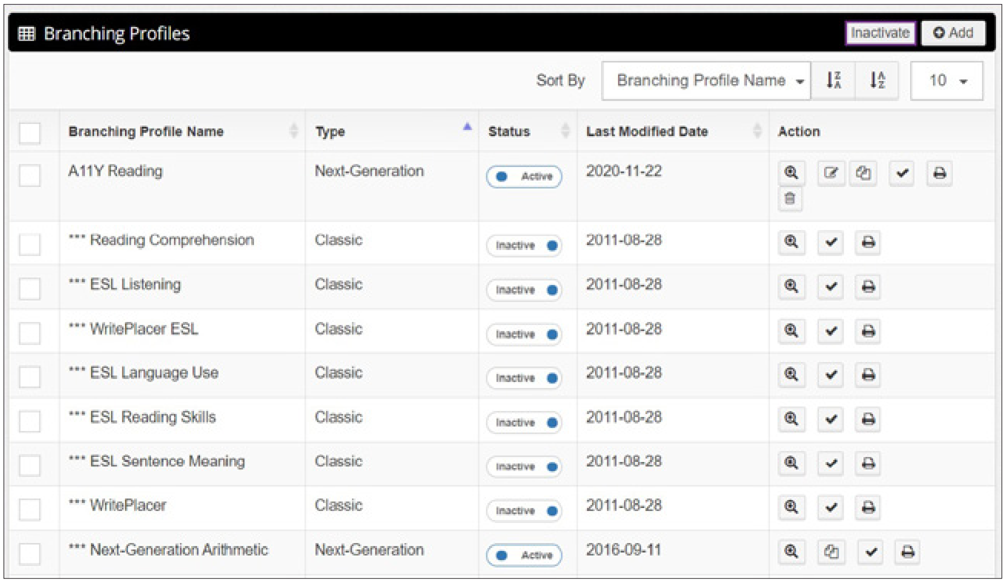
- **Individual Inactivation:**
  - Under the Status column, click the **Active** toggle button for the BP to be inactivated.
  - The **Active** toggle button will now read **Inactive**.
    - The BP is now inactivated and cannot be selected during test administration.
- **Bulk Inactivation:**
  - Click the **checkbox** next to each BP name to be inactivated.
  - In the Branching Profiles header bar, click the **Inactivate** button.



  - When prompted, "Are you sure you want to inactivate the selected Branching Profile/Profiles?" click **Yes** to confirm.

  - The selected BPs will automatically be toggled from Active to Inactive.
    - The BPs are now inactive and cannot be selected during test administration.

    IMPORTANT: If a BP is inactivated at the IA level, it will no longer show in BP listings for the SM.



Branching Profiles — Inactivate | Add

Sort By: Branching Profile Name | 10

Branching Profile Name	Type	Status	Last Modified Date	Action
A11Y Reading	Next-Generation	Active	2020-11-22	
*** Reading Comprehension	Classic	Inactive	2011-08-28	
*** ESL Listening	Classic	Inactive	2011-08-28	
*** WritePlacer ESL	Classic	Inactive	2011-08-28	
*** ESL Language Use	Classic	Inactive	2011-08-28	
*** ESL Reading Skills	Classic	Inactive	2011-08-28	
*** ESL Sentence Meaning	Classic	Inactive	2011-08-28	
*** WritePlacer	Classic	Inactive	2011-08-28	
*** Next-Generation Arithmetic	Next-Generation	Active	2016-09-11	

WARNING: A bulk activate feature does not exist. Inactivated BPs will need to be made active one at a time.

Test Setup

User Role Access: IA and SM

Test Setup Overview

As mentioned previously, ACCUPLACER tests are administered using BPs. BPs determine which tests will be administered and under what conditions.

BPs:

- Can be created by an IA or an SM.
- Created by an IA at the institution level are available for use on all sites.
- Created by an SM at the site level are only available for use at one site.

The components of a BP are:

- Test Settings
- Background Question Groups
- WritePlacer Settings
- ACCUPLACER Tests
- Academic Factors
- Local Tests
- Administer Tests (including WritePlacer Settings and Local Test)

  IMPORTANT: Each of these components must be completed before creating a BP.

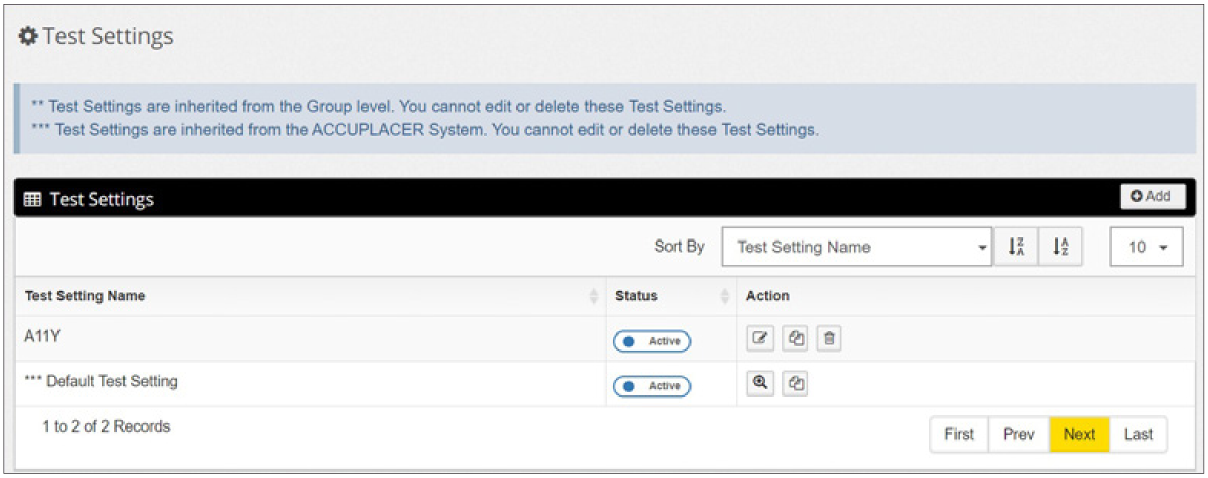
Test Settings

Test settings dictate how the components of a BP will function. Test settings:

- Define the content and format of the ISR generated at the end of testing.
- Turn on and off the Accessibility Wizard.
- Disable session lockout for accessibility users.
- Specify what information is required on the Student Information screen.

To access the Test Settings section:

- Click on **Test Settings** under the **Test Setup** menu.
  - A list of existing Test Settings will display.

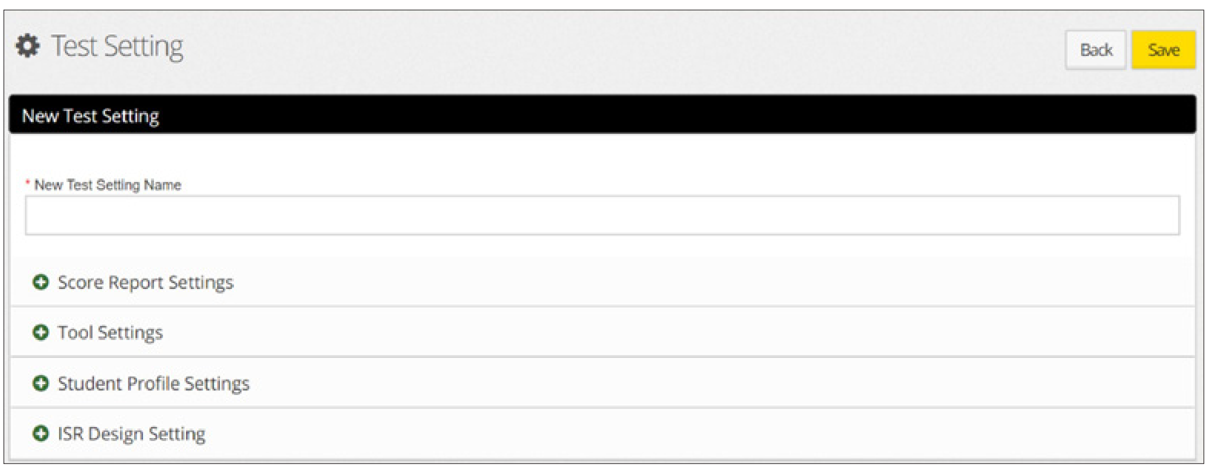


Creating a New Test Setting:

- Click the **Add** button in the Test Settings header bar to display the New Test Setting section.

The New Test Setting section is comprised of four areas:

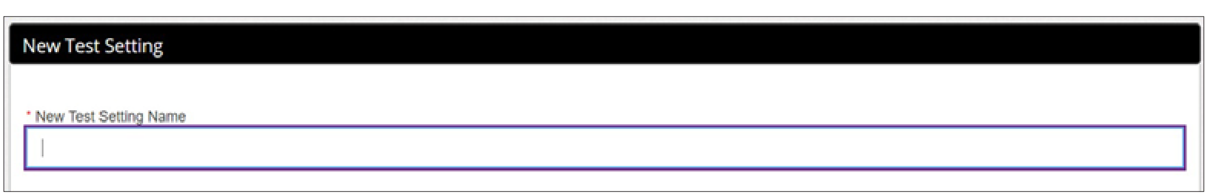
- **Score Report Settings:** Select options to determine how the platform functions at the end of a test session, including what items can be made available on an ISR.
- **Tool Settings:** Select options to aid in accessibility test administration.
- **Student Profile Settings:** Select what student information is required and optional.
- **ISR Design Settings:** Select the ISR theme, items, and in what order the testing details are displayed.



New Test Setting Name

- Enter the setting name in the New Test Setting Name field.

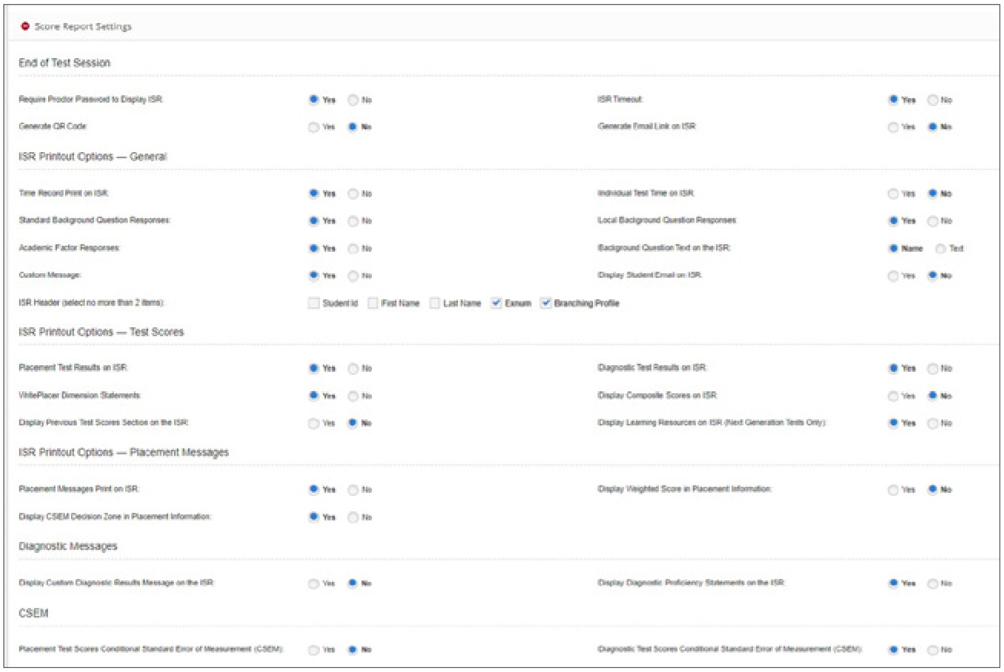
  TIP: To distinguish between multiple test settings and the functionality assigned to each, it is recommended that the Test Setting name convey what the Test Setting is used for. This will help you and future users of your institution.



- Navigate to each of the four component areas and make any necessary test setting changes.
  - Click the **green plus sign** to open.
  - Click the **red minus sign** to close.

Score Report Settings

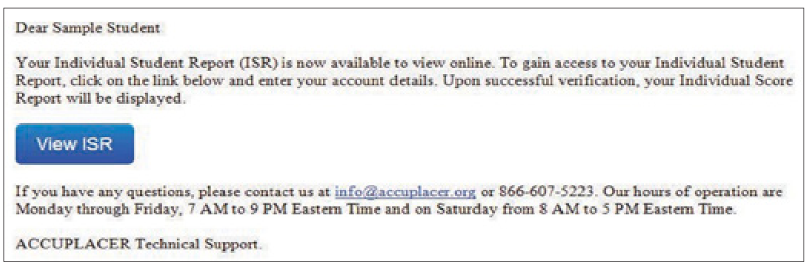
Score report settings determine what information appears on the ISR generated at the end of student testing. The default settings, as noted below, can be changed.



The Score Report Settings section is divided into six areas: End of Test Session, ISR Printout Options — General, ISR Printout Options — Test Scores, ISR Printout Options — Placement Messages, Diagnostic Messages, and Conditional Standard Error of Measurement (CSEM). Below is a breakout of each area along with the available options and their default setting:

- **End of Test Session**
  - **Require Proctor Password to Display ISR** (defaults to **Yes**)
    - If the selection remains on **Yes**, a proctor must enter a password at the end of the test to see the students' ISR.
    - If this option is set to **No**, a proctor password will not be required to see the students' ISR.
  - **ISR Timeout** (defaults to **Yes**)
    - If the selection remains on **Yes**, a student's ISR will close/time out automatically five minutes after it appears on the workstation screen.
    - If the option is set to **No**, the ISR will not automatically time out after 5 minutes.
  - **Generate QR Code** (defaults to **No**)
    - If this option is set to **Yes**, at the end of testing, students can click the **Generate QR Code** link and a screen like the one below will appear. Students can click **Print** and use the QR code to access copies of their score reports.

- **Generate Email Link on ISR** (defaults to **No**)
  - If this option is set to **Yes**, a student's ISR will be automatically emailed to the email address provided on the Student Information screen that the student completed at the beginning of testing. The student will receive an email like the one below.
    - **IMPORTANT:** The **View ISR** button/link expires 72 hours upon receipt.
  - When the student clicks **View ISR**, a screen like the one below will appear asking the student to enter identifying information. If the correct information has been entered, when **View ISR** is clicked, the student's ISR will appear.



Dear Sample Student

Your Individual Student Report (ISR) is now available to view online. To gain access to your Individual Student Report, click on the link below and enter your account details. Upon successful verification, your Individual Score Report will be displayed.

View ISR

If you have any questions, please contact us at info@accuplacer.org or 866-607-5223. Our hours of operation are Monday through Friday, 7 AM to 9 PM Eastern Time and on Saturday from 8 AM to 5 PM Eastern Time.

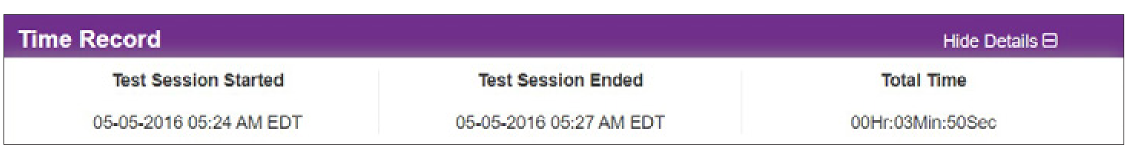
ACCUPLACER Technical Support.

NOTE: If this setting is set to **Yes**, the email address during test administration will be mandatory, even if in Student Profile Settings it is set as optional.

TIP: So students can receive an emailed copy of their ISR upon completion of testing, and to retrieve and share their ISR through the student portal later, make sure Generate Email Link on ISR is set to **Yes**.

- **ISR Printout Options — General**
  - **Time Record Print on ISR** (defaults to **Yes**)
    - If this option remains on **Yes**, the time record for the test session will display.
    - This option allows the following time record details for the test to show on the ISR:
      - Test Session Started
      - Test Session Ended
      - Total Time

  NOTE: Total Time displays only active test-taking time.



Time Record — Hide Details

Test Session Started	Test Session Ended	Total Time
05-05-2016 05:24 AM EDT	05-05-2016 05:27 AM EDT	00Hr:03Min:50Sec

  - **Individual Test Time on ISR** (defaults to **No**)
    - If this option is set to **Yes**, the following field details for the test will show on the ISR:
      - Test Session Started
      - Test Session Ended
      - Total Time

NOTE: Total Time displays only active test-taking time.

TIP: This feature can be helpful when analyzing a student score. For example, if a student scores lower than expected and the active testing time was short, that could be a point of discussion with the student.

Placement Test Results Hide Details ⊟

Elementary Algebra

21

CSEM: 6.1672
Time Started: 05:25 AM EDT
Time Ended: 05:25 AM EDT
Total Time: 22 secs

- **Standard Background Question Responses** (defaults to **Yes**)
  - If the selection remains on **Yes**, the student responses to Standard Background Questions will display.

Standard Background Questions Hide Details ⊟

Question Name	Answers
Self Description	I choose not to answer
Gender	I choose not to answer
Mother's Education	Associate or two-year degree
Father's Education	Associate or two-year degree
Years Studied English in High School	More than 4 years
Years Studied Mathematics in High School	More than 4 years
Studied Algebra in High School	I choose not to answer
Years Since Last Mathematics Course	1 to 3 years
High School Graduate or GED Certificate	I have received a GED
First Language Spoken	English and another language
English First Language	English and another language about the same
Do you intend to apply for Federal Financial aid?	No

- **Local Background Question Responses** (defaults to **Yes**)
  - If the selection remains on **Yes**, the responses to Local Background Questions will display.

Local Background Questions Hide Details ⊟

Question Name	Answers
LQ-01	B
LQ-02	B

- **Academic Factor Responses** (defaults to **Yes**)
  - If the selection remains on **Yes**, the responses to Academic Factor Questions will display.

Academic Factors Hide Details ⊟

Question Name	Answers
ACT English score	4
ACT reading score	7
ACT composite score	8
ACT writing score	4
PSAT/NMSQT ERW score	660
PSAT/NMSQT math score	340
ACT math score	19

- **Background Question Text on the ISR**
  - This option determines if the background question title or the actual question text is displayed.
    - If option remains on **Name** (default setting), only the background question title will display.
    - If the selection is set to **Text**, the background question titles and full question texts will display.

Standard Background Questions Hide Details ⊟

Question Name	Answers
Self Description	I choose not to answer
Gender	I choose not to answer
Mother's Education	Associate or two-year degree
Father's Education	Associate or two-year degree
Years Studied English in High School	More than 4 years
Years Studied Mathematics in High School	More than 4 years
Studied Algebra in High School	I choose not to answer
Years Since Last Mathematics Course	1 to 3 years
High School Graduate or GED Certificate	I have received a GED
First Language Spoken	English and another language
English First Language	English and another language about the same
Do you intend to apply for Federal Financial aid?	No

- **Custom Message** (defaults to **Yes**)
  - If the selection remains on **Yes**, the custom messages configured for the site will display.

Message from the Institution Hide Details ⊟

ACCUPLACER is an integrated system of computer-adaptive assessments designed to evaluate test-takers' skills in math, reading, and writing. Delivering results immediately and precisely, ACCUPLACER offers diagnostics and intervention support to help answer the challenges of accurate placement and remediation.

Institutions use ACCUPLACER to guide students to smart decisions about choosing the courses and pathways that support their college and career goals.

TIP: Share important steps or information with students here. For example, "Have you completed your free Financial Aid Application at FAFSA.gov?"

- Only an SM can create a new or modify an existing custom message.
- Custom messages can be found within the ACCUPLACER platform. Navigate to **Custom Messages** under the **Users** menu.

- **Display Student Email on ISR**
  - This setting allows you to specify if the student's email address will be displayed in the ISR title row.
    - When set to **Yes**:
      - The student's email address will display in the ISR title row.
      - If there is no student email address on file, "N/A" will display in place of the student's email address.

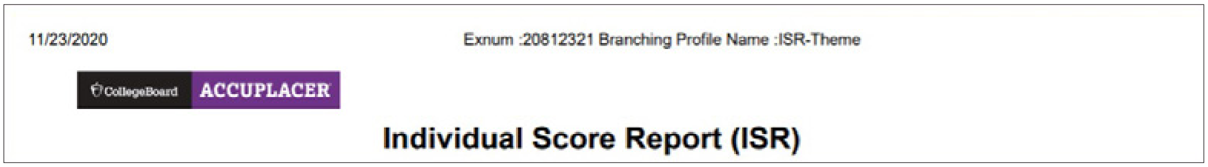
CollegeBoard ACCUPLACER

Individual Score Report (ISR)

Student Name: Natalia Pierce **Student Email:** shawn.pierce@pearson.com **Student ID:** 9988888x **Supplemental Student ID:** 123456

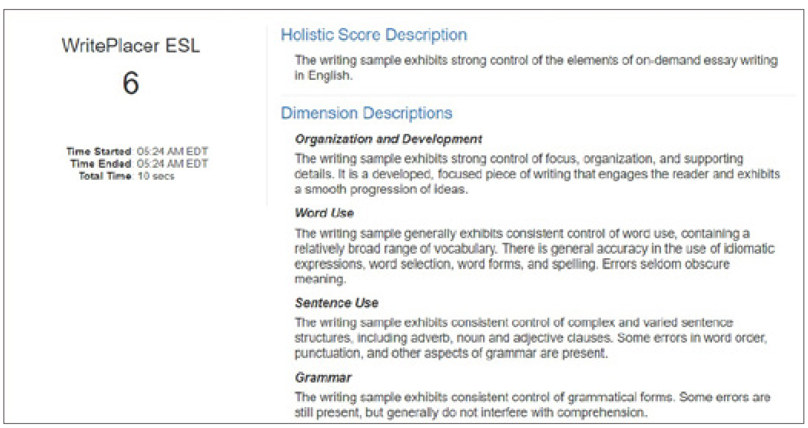
- When set to **No** (default):
  - The Student Email field will be suppressed from displaying.

- **ISR Header**
  - This setting allows you to specify what will be printed in the header of the ISR. You may select up to two of the following:
    - Student ID
    - First Name
    - Last Name
    - Exnum (default)
    - Branching Profile (default)

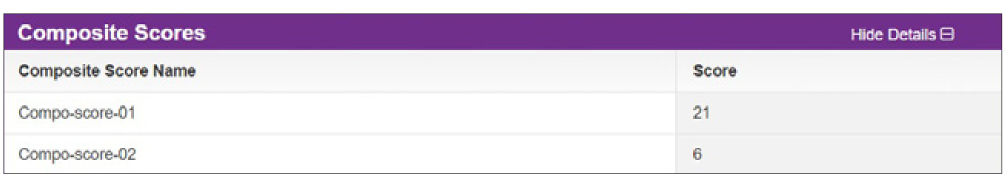


- **ISR Printout Options — Test Scores**
  - **Placement Test Results on ISR** (defaults to **Yes**)
    - If the selection remains on **Yes**, the test scores will display.

  - **WritePlacer Dimension Statements** (defaults to **Yes**)
    - If the selection remains on **Yes**, the WritePlacer dimension statements will display.



  - **Display Composite Scores on ISR** (defaults to **No**)
    - If this option is set to **Yes**, composite scores will display.


Composite Scores Hide Details

Composite Score Name	Score
Compo-score-01	21
Compo-score-02	6

- **Display Previous Test Scores Section on the ISR** (defaults to **No**)
  - If this option is set to **Yes**, all the student's ACCUPLACER test results from all sites of the institution will be displayed in the Previous Test Results section.
  - A maximum of 25 previous test results will be displayed, including:
    - Placement test results
    - Diagnostic test results (a diagnostic test is considered one test and is available for Texas Success Initiative Assessment 2.0 [TSIA2] tests only)
    - WritePlacer holistic scores
    - Local Test scores

Previous ACCUPLACER Test Results Hide Details ⊟

Test Name	Test Date	Score
Next-Generation Arithmetic	05-24-2022	213
Next-Generation Writing	05-24-2022	200
Next-Generation Reading	05-24-2022	221
Next-Generation Arithmetic	05-24-2022	211
Next-Generation Arithmetic	05-24-2022	207
_Demo Local Test	05-24-2022	0
Deployment Test	05-24-2022	Score Pending

- **Display Learning Resources on ISR (Next-Generation Tests Only)** (defaults to **Yes**)
  - If this option is set to **No**, the Learner Locator Codes generated for the test taker, based on their understanding of the testing material, will not be displayed on the test taker's ISR.
- **NOTE:** Learner Locator Codes are generated for every exam administered to a test taker, even when this option is set to **No**. See Learner Locator Codes in the Reports Guide to learn more.

Next-Generation Learning Resources

If you are viewing an electronic copy of your score report, click on a learning locator code (below) to access custom learning resources based on your performance on the test or tests you just took.
If you are viewing a paper copy of your score report, you can access these custom learning resources by visiting the website http://accuplacer.pearsonperspective.com/, entering a Learning Locator Code (printed below) and clicking "Go!".
Be sure to enter the full Learning Locator Code, which consists of text ("ARIT", "QRS", "AAF", "READ", or "WRIT") followed by numbers.

Arithmetic Learning Locator Code: ARIT01

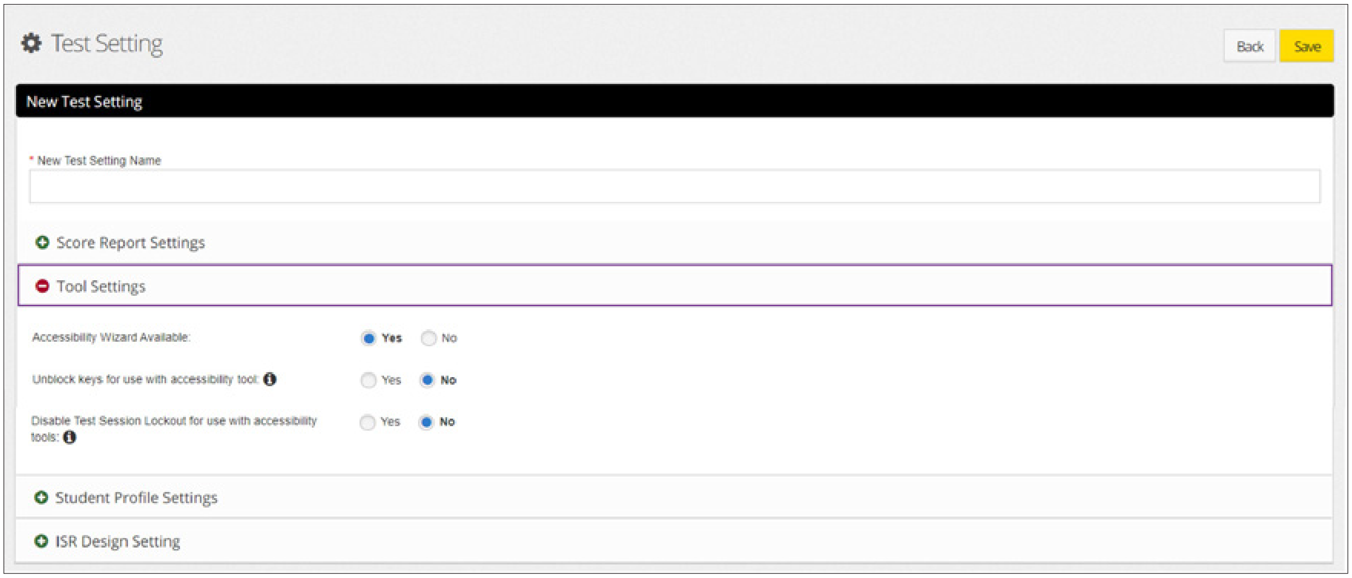
- **ISR Printout Options — Placement Messages**
  - **Placement Messages Print on ISR** (defaults to **Yes**)
    - If the selection remains on **Yes**, the course placements will display.

Course Placements - Determined on 07-22-2016 Hide Details ⊟

RS-Course-02
RS-Course-02 comment
Placement based on weighted score of WritePlacer ESL 6

When done establishing the Score Report Settings, click **Save** at the top of the screen to save your work and move to Tool Settings.

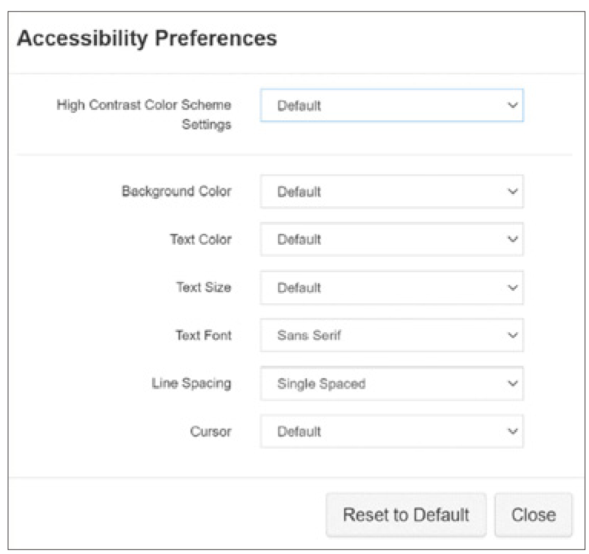
Clicking on the **Tool Settings** row will automatically collapse any expanded section and expand Tool Settings.



The Tool Settings section controls the tools you want to have available for students during testing. Four options and their default settings are available:

- **Accessibility Wizard Available** (defaults to **Yes**)
  - The Accessibility Wizard makes it possible for students to change the appearance of the testing screens. With this option selected as **Yes**:
    - The accessibility icon will appear at the top of the testing screen.
    - Clicking on the icon opens the Accessibility Preferences pop-up.

      TIP: Even without a disclosed or documented disability, many test takers can benefit from the Accessibility Wizard. Best practice is to enable this feature for all test takers.
    - Accessibility options and choices:
      - **High Contrast Color Scheme** gives students the option to select the high-contrast scheme used by Microsoft Windows with the following options:
        - High Contrast Black
        - High Contrast Black (Large)
        - High Contrast Black (X-Large)
        - High Contrast White
        - High Contrast White (Large)
        - High Contrast White (X-Large)
        - High Contrast #1
        - High Contrast #1 (Large)
        - High Contrast #1 (X-Large)



      - **Background Color** enables students to change the background color to:
        - Black
        - White
        - Yellow
        - Green
      - **Text Color** enables students to change the color of the text to:
        - Black
        - White
        - Yellow
        - Green

        - **Text Size** allows students to change text size to:
            - Default
            - Large
            - X-Large
        - **Text Font** sets the font used for question/item content areas:
            - Sans Serif
            - Serif
        - **Line Spacing** sets the line spacing for question/item content areas:
            - Default
            - Double Spaced
            - Single Spaced
        - **Cursor** determines the color of the cursor:
            - Large Blue
            - Large Green
            - Large Red
            - Large Yellow
- **Unblock keys for use with accessibility tool** (defaults to **No**)
    - With the use of accessibility tools there is often a need for test takers to use some of the blocked keys within the application. If set to **Yes**, the test taker will be able to use the blocked keyboard shortcuts.
    - The use of the blocked keys is intended for use with accessibility tools only using the toggle option:
        - Alt Key
        - Function Keys (F1 – F12)
        - Print Screen
        - Right Click (Mouse)
        - Ctrl + [any character]
        - **NOTE:** Ctrl + V (enabled for WritePlacer)
        - The ACCUPLACER platform works with the following accessibility tools:
            - ZoomText Magnifier Reader: **freedomscientific.com/products/software/zoomtext/**
            - Kurzweil 3000: **kurzweiledu.com/products/products.html**
            - JAWS: **freedomscientific.com/products/software/jaws**
            - Read Write Gold: **dyslexic.com/product/read-write-gold-for-windows-dsa**
            - NVDA Screen Reader: **nvaccess.org/download**
            - ChromeVox: Particularly for digital linear tests being administered on Chromebooks.
- **Disable Test Session Lockout for use with accessibility tools** (defaults to **No**)
    - The Test Session Lockout feature was added to increase test security and ensure a student's focus is on the test, not searching for answers during the test. This setting should be set to **No**. When a student clicks outside the test administration window while an ACCUPLACER test session is underway, the student is automatically locked out of the testing environment and prevented from continuing the exam.
    - If there is a need to use a third-party accessibility tool like Kurzweil, which requires going back and forth between windows, the Test Session Lockout feature can be disabled by selecting **Yes**. This will disable the lockout feature and will allow the student to go back and forth between windows without being locked out of the test.

TIP: When disabling this setting, a best practice is to save this configuration as its own special test setting and separate accessibility BPs (e.g., Accessibility Tool Test Setting), so it is clear when to use it.

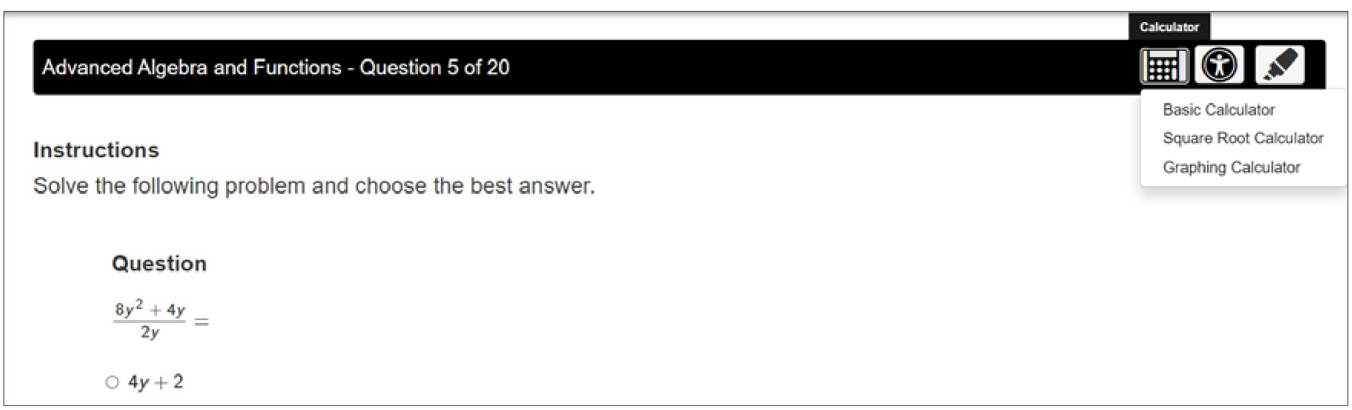
Use of Calculators

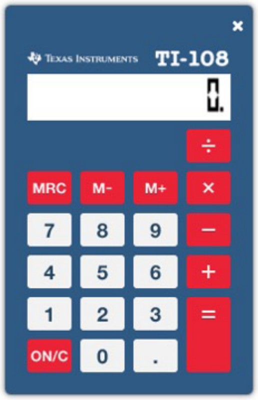
Outside calculators are not to be used by students taking the online ACCUPLACER tests. Some, but not all, of the math questions contain pop-up calculators to aid students in solving the problems. If a question is configured to allow calculator usage, the **calculator** icon will appear in the top right corner of the screen.

When the icon is clicked:

- If the question is configured for only the basic calculator (four-function):
  - The calculator will pop up on the screen.
  - The calculator can be dragged around the screen with the mouse.
  - Clicking the **x** in the top right corner will close the calculator pop-up.
- If the question is configured for multiple calculators:
  - A drop-down menu of multiple calculators is provided that could include two or three of the following:
    - Basic calculator (four-function)
    - Square-root calculator (four-function with square root button)
    - Graphing calculator (TI-84 graphing calculator)
  - When one of the calculators on the list is chosen, the selected calculator will pop up on the screen.
    - The calculator can be dragged around the screen with the mouse.
    - Clicking the **x** in the top right corner will close the calculator pop-up.
      - **NOTE:** For these questions, multiple calculators can be used to aid in solving a question, but only one calculator can be shown on the screen at a time.

For all test questions, the availability of a calculator is intended to support the integrity of the construct being measured. If a calculator could be a useful tool in a student's solution strategy, but does not give away a correct answer, it is provided.





Basic Calculator

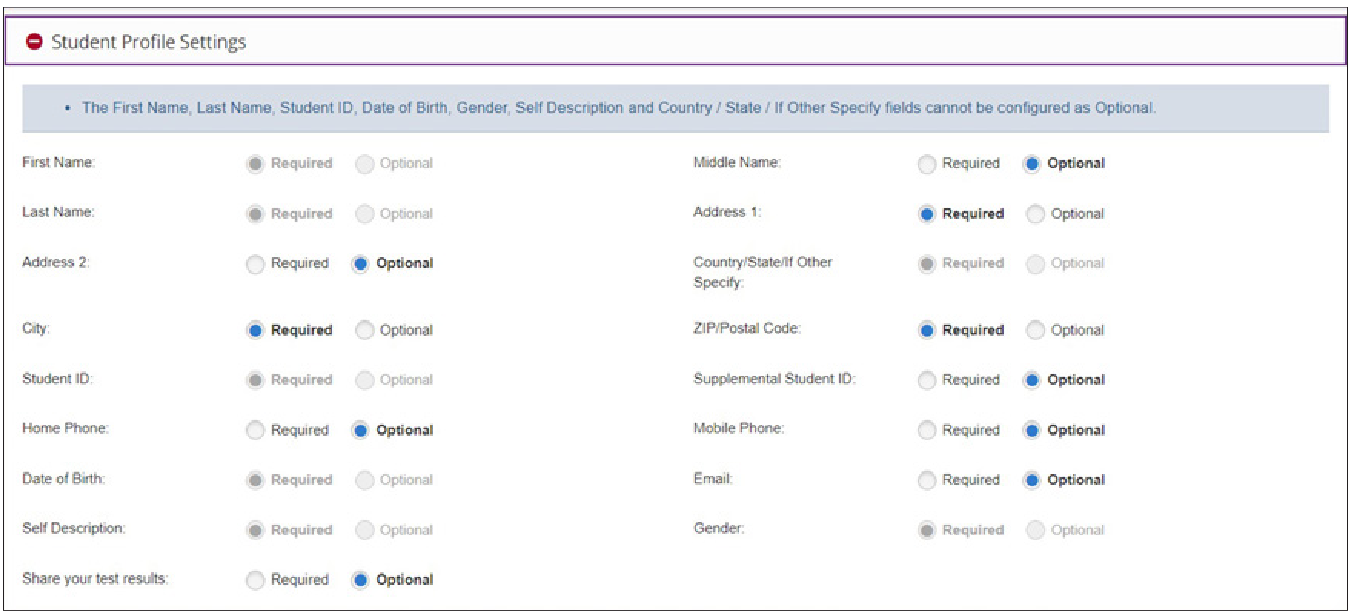
Square-Root Calculator

Graphing Calculator

Student Profile Settings

The Student Profile Settings section allows you to determine the required fields on the Student Information page that students complete at the beginning of a test session. When a field is required, it will have a red asterisk (*) before it on the Student Information screen.

IMPORTANT: The First Name, Last Name, Student ID, Date of Birth, Gender, Self-Description, and Country/State/If Other Specify fields are grayed out and cannot be configured as optional.



Student Profile Settings

- The First Name, Last Name, Student ID, Date of Birth, Gender, Self Description and Country / State / If Other Specify fields cannot be configured as Optional.

First Name:	Required	Middle Name:	Optional
Last Name:	Required	Address 1:	Required
Address 2:	Optional	Country/State/If Other Specify:	Required
City:	Required	ZIP/Postal Code:	Required
Student ID:	Required	Supplemental Student ID:	Optional
Home Phone:	Optional	Mobile Phone:	Optional
Date of Birth:	Required	Email:	Optional
Self Description:	Required	Gender:	Required
Share your test results:	Optional		

The following fields are available along with their default settings:

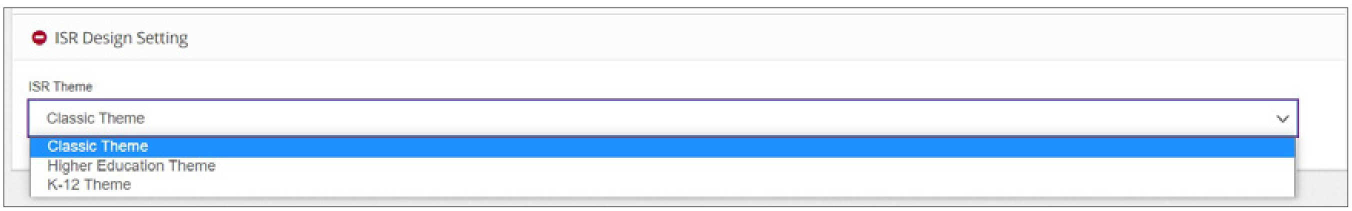
- First Name: Required (non-configurable)
- Middle Name: Optional
- Last Name: Required (non-configurable)
- Address 1: Required
- Address 2: Optional
- Country/State/If Other Specify: Required (non-configurable)
- City: Required
- ZIP/Postal Code: Required
- Student ID: Required (non-configurable)

- Supplemental Student ID: Optional
- Home Phone: Optional
- Mobile Phone: Optional
- Date of Birth: Required (non-configurable)
- Email: Optional
  - As previously stated, if the option to have ISR emailed is set to **Yes** in the Test Administration area, **Yes** will automatically be considered mandatory, regardless of the email setting.
- Self-Description: Required (non-configurable)
- Gender: Required (non-configurable)
- Share your test results: Optional

ISR Design Setting

The ISR Design Setting offers the option to choose an ISR theme/style for your institution or site.

- Click the ISR Theme drop-down menu to display the available themes.
- Select a design theme by clicking on the design theme name from the drop-down list.
- The available default design themes are:
  - Classic Theme
  - Higher Education Theme
  - K-12 Theme



NOTE: Custom design themes created by your institution or site will display in the list of available themes to choose from if the theme is active.

ISR Design

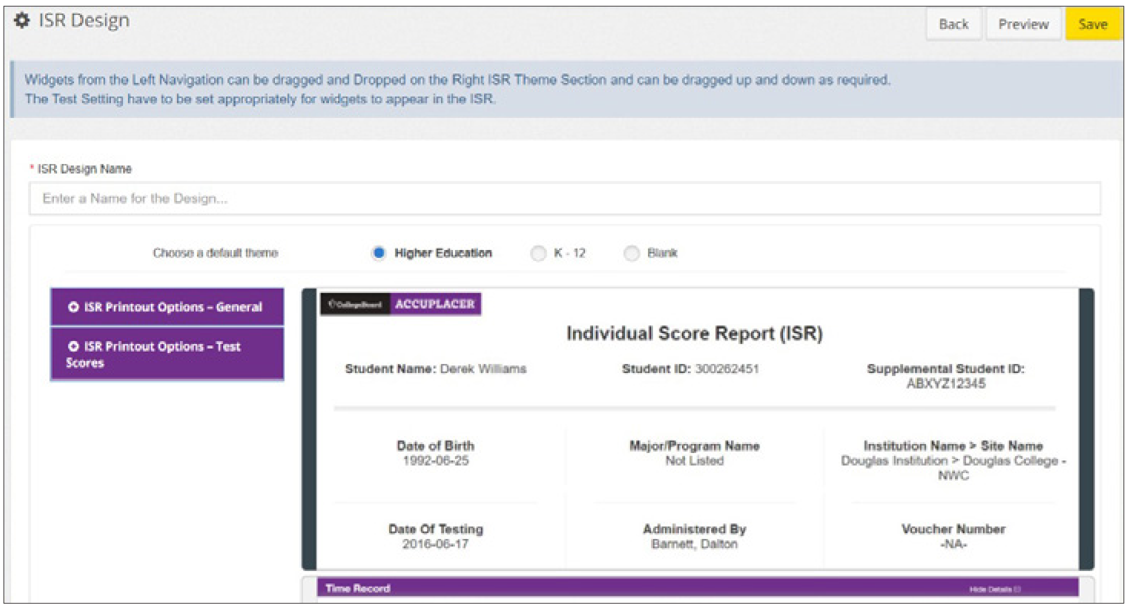
The ISR Design section offers the option to create an ISR theme/style and select what will appear on the ISR for your institution or site. To access the ISR Design section:

- Click on **ISR Design** under the **Test Setup** menu.
- ISR Design section displays:
  - ISR Design Name: Displays the name of previously created and inherited ISR themes
  - Status: Displays the status (active or inactive) of an ISR theme
    - Clicking on an **Active** status toggle button will make the ISR theme inactive.
    - Clicking on an **Inactive** status toggle button will make the ISR theme active.
  - Action: Displays action icons
    - View: Displays a preview of the ISR
    - Copy: Creates a copy of an existing theme that can be edited
    - Edit: Opens the ISR design theme to be edited
    - Delete: Deletes a theme
      - **IMPORTANT:** ** ISR designs are inherited from the group level and *** ISR designs are inherited from the ACCUPLACER system. You cannot edit or delete these ISR designs.

Create and Customize an ISR Theme

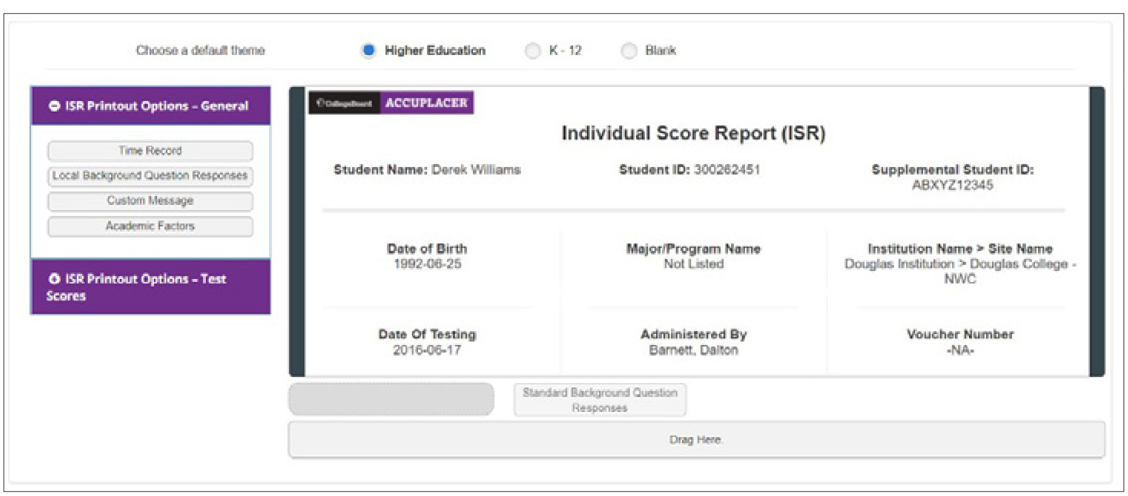
To create a new ISR design theme, click the **Add** button in the ISR Design header bar to display the ISR Design section.

- In the ISR Design Name field, enter the name for the new design.
- Select one of the three available options under the Choose a Default Theme area. The choices are:
  - Higher Education: Preexisting theme (default)
  - K–12: Preexisting theme
  - Blank: Start with a blank theme and create your own custom design.

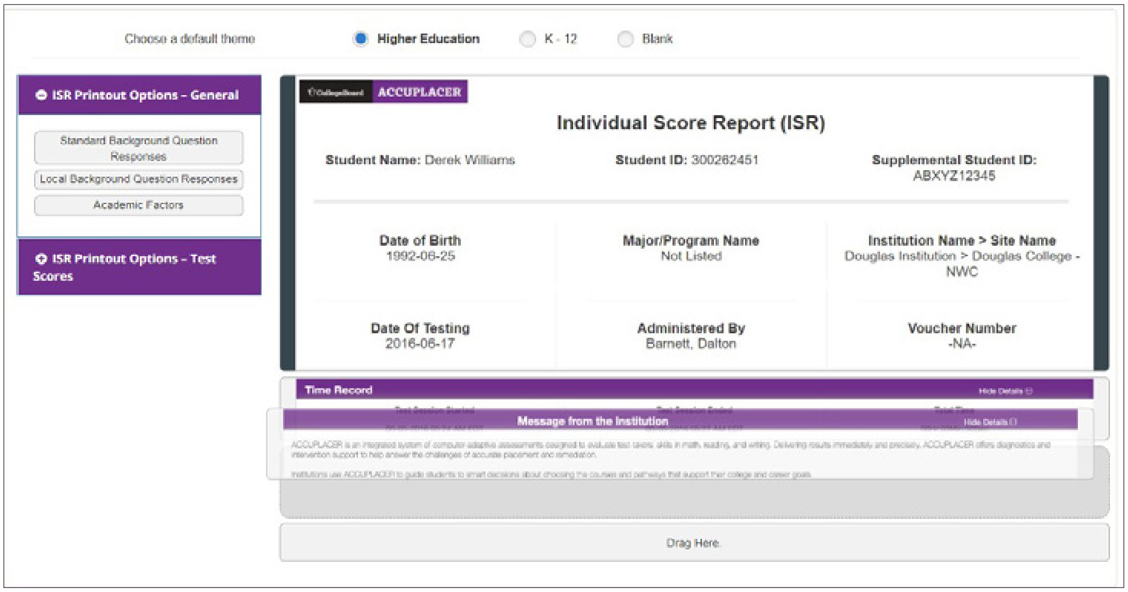


NOTE: The preexisting themes are populated with data those institution types would typically want to see on an ISR, but they are editable.

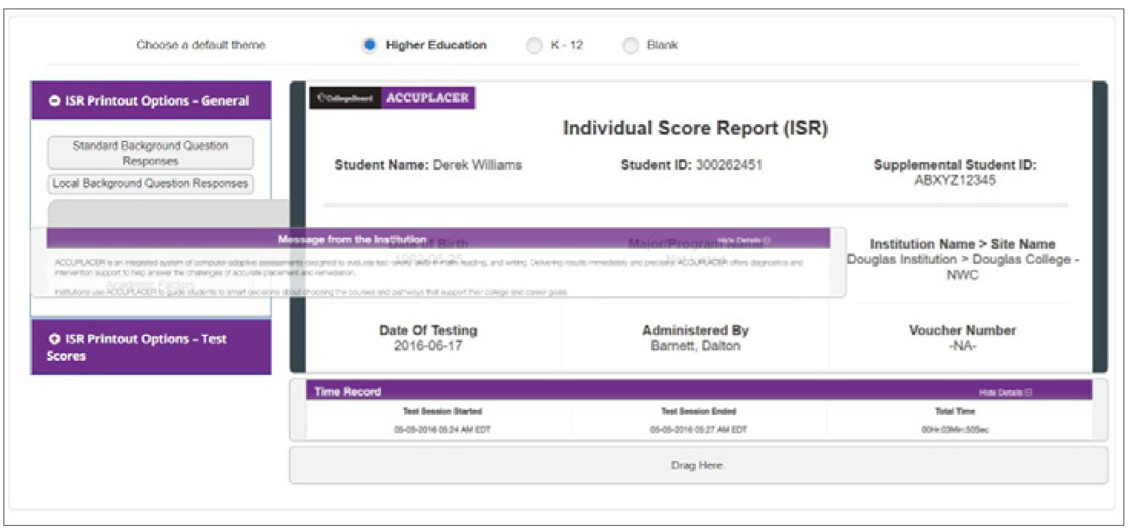
- Edit a theme:
  - Adding a category:
    - Expand the category of data by clicking the **+ (plus)** sign and simply drag the widget (a chunk of data to be displayed) to the design on the right side of the screen.



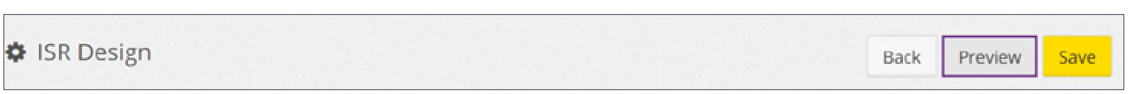
- Changing the display order:
  - If you would like to change the display order, simply drag the widget up or down and place it where desired.



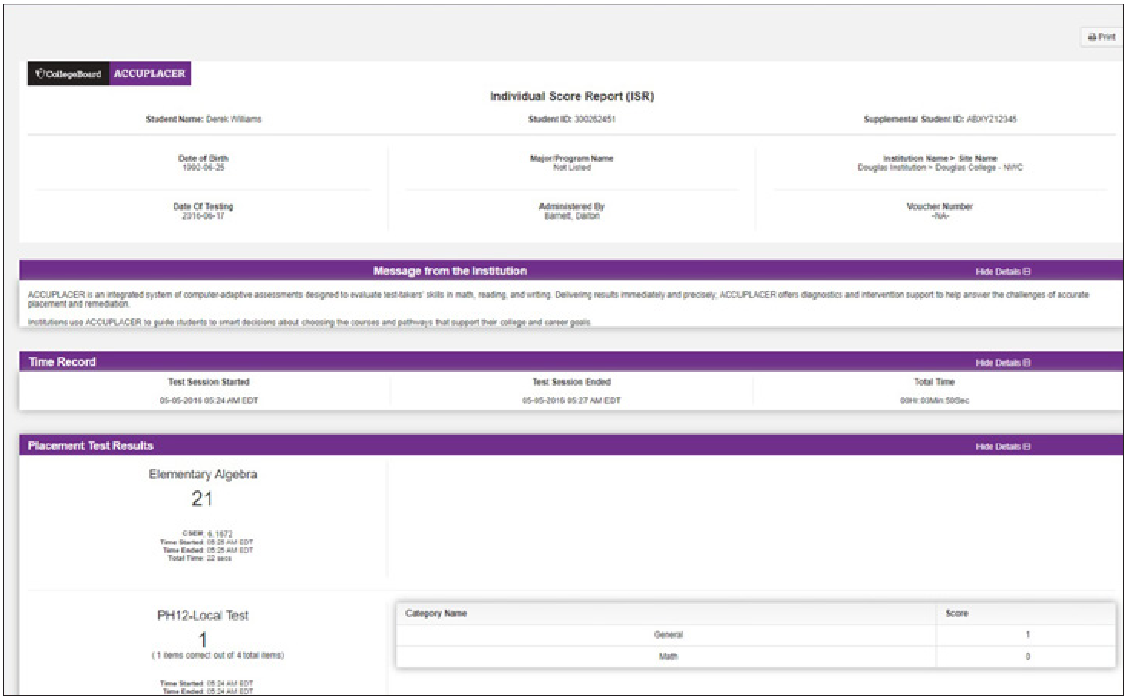
- Removing a widget:
  - To remove a widget from the display, drag it back to the category on the left.



- Preview ISR layout:
  - Click the **Preview** button at the top of the screen to see a simulated version of what your theme will look like.



- A pop-up will open with the simulated version of the ISR theme with any changes made in content or layout.



- Click **Save** once completed.

  Once the ISR theme has been selected and the test settings have been saved, any BP that uses that test setting will print the ISR in the theme that was selected.

  WARNING: For the desired data to display on the ISR, the Score Report settings must be in sync with the data selected within the theme. If the data are on the theme but not turned on within the Score Report setting, the data will not display. The table below maps the theme widget to the Score Report setting.

ISR Theme Setting	Score Report Setting
ISR Printout Options—General	ISR Printout Options—General
Time Record Print on ISR	Time Record Print on ISR
Standard Background Question Responses	Standard Background Question Responses
Local Background Question Responses	Local Background Question Responses
Custom Message	Custom Message
Student Email Address	Student Email Address
ISR Printout Options—Test Scores	ISR Printout Options—Test Scores
Placement Test Results	Placement Test Results on ISR
Diagnostic Test Results	Diagnostic Test Results on ISR
Composite Scores	Display Composite Score on ISR
Previous Test Scores Section	Display Previous Test Scores Section on the ISR
	ISR Printout Options—Placement Messages
Course Placement	Placement Messages Print on ISR
Learning Path	N/A—Displayed if the Learning Path is active for the site/institution

Academic Factors

User Role Access: IA and SM

The ACCUPLACER Program strongly recommends using multiple factors as part of your institution's course placement policies and decisions. Using multiple factors along with ACCUPLACER assessments provides a more meaningful and reliable placement decision. **No single factor should determine a student's future.**

The ACCUPLACER platform supports the use of both academic and nonacademic factors to inform course placement recommendations. Examples of academic factors include: high school GPA, scores from other assessments, and transfer credits. Nonacademic factors include attitudinal and behavioral indicators (e.g., study habits, academic mindset), results from noncognitive assessments, and situational variables, such as a student's number of personal commitments.

ACCUPLACER recommends two approaches when incorporating multiple factors:

1. **Decision Tree Approach:** Consider factors, one at a time, based on one criterion at each decision point, until a final placement decision is made.

This approach is appropriate when using nonacademic factors. For example:

> Placement into English Composition requires a score of 250 on the Writing test and/or a GPA of 3.0. Sam just barely misses these requirements with a Writing score of 244 and a 2.8 GPA. Use the decision tree approach to consider other information relevant to how the student would perform in the course. Nonacademic factors such as a student's work schedule and attitude towards homework can be leveraged to make a stronger placement decision.

2. **Additive Approach:** Use when scores on an academic measure are added to another academic measure.

This approach is appropriate when, in addition to an ACCUPLACER test score, other academic measures are used in the placement decision. For example:

> Placement into an English Composition course requires the average of an ACCUPLACER Writing and a WritePlacer essay score. Use the additive approach to combine these multiple academic measures to obtain a placement recommendation.

There are a multitude of factors that affect student performance in college courses that deserve consideration. Incorporating these factors into placement decisions requires sound measurement principles. College Board offers training and consultation to help with the development of placement policies. The different types of multiple factors and recommended approaches are summarized in the Multiple Factors in College Placement Decisions document located **here** Please reference Table 4: Multiple Factors and Their Recommended Uses.

Background Questions

User Role Access: IA and SM

Background questions provide a way to gain a better understanding of test takers and their knowledge on a variety of topics. The ACCUPLACER platform has ten standard background questions to choose from. In addition to the standard background questions, the ACCUPLACER platform allows the creation of local background questions. Local background questions can be specifically tailored to your institution and included in a background question group.

- Local background questions created by an IA are available to all sites associated with the institution.
- Local background questions created by an SM are available at that site only.

Standard Background Questions

The ACCUPLACER platform contains 11 standard background questions. These can be used by an IA or SM when creating a background question group. Using a standard background question group eliminates the need for creating local background questions.

The ten standard background questions and answer choices are:

1. **Federal Financial Aid**
   - Do you intend to apply for federal financial aid?
     - Yes
     - No
2. **English First Language**
   - What language do you know best?
     - English only
     - English and another language about the same
     - Another language
     - I choose not to answer
3. **Father's Education**
   - What is the highest level of education completed by your father or male guardian?
     - Grade school
     - Some high school
     - High school diploma or equivalent
     - Business or trade school
     - Some college
     - Associate or two-year degree
     - Bachelor's or four-year degree
     - Some graduate or professional school
     - Graduate or professional degree
     - I choose not to answer
4. **First Language Spoken**
   - What language did you learn to speak first?
     - English only
     - English and another language
     - Another language
     - I choose not to answer
5. **High School Graduate or GED Certificate**
   - Which statement best describes your high school status?
     - I am a high school graduate
     - I have received a GED
     - I am still in high school
     - I have not graduated from high school, and I have not received a GED
     - I choose not to answer
6. **Mother's Education**
   - What is the highest level of education completed by your mother or female guardian?
     - Grade school
     - Some high school
     - High school diploma or equivalent

- Business or trade school
- Some college
- Associate or two-year degree
- Bachelor's or four-year degree
- Some graduate or professional school
- Graduate or professional degree
- I choose not to answer

7. **Algebra in High School**
   - Did you study algebra for at least one semester in high school?
     - Yes
     - No
     - I choose not to answer
8. **Major/Program**
   - What is your major?
     - I choose not to answer
     - Undecided

     IMPORTANT: Additional majors will be presented here as set up by your IA/SM.
9. **Years Since Last Mathematics Course**
   - How long has it been since you have taken a math course or other formal mathematics training?
     - Less than 1 year
     - 1 to 3 years
     - 4 to 6 years
     - 7 or more years
     - I choose not to answer
10. **Years Studied English in High School**
    - What is the total number of years you studied English in high school? Count less than a full year as a year, but do not count a repeated year of the same course as an additional year of study.
      - 1 year
      - 2 years
      - 3 years
      - 4 years
      - More than 4 years
      - None
      - I choose not to answer
11. **Years Studied Mathematics in High School**
    - What is the total number of years you studied mathematics in high school? Count less than a full year as a year, but do not count a repeated year of the same course as an additional year of study.
      - 1 year
      - 2 years
      - 3 years
      - 4 years
      - More than 4 years
      - None
      - I choose not to answer

NOTE: To include or not include standard background questions is a local decision. Standard background questions cannot be edited. If you need to edit the question or would like to create a question of a different topic than the 11 provided, please see the next section on local background questions.

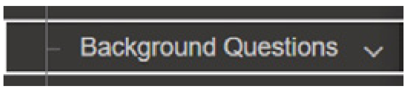
TIP: If you would like to include a background question regarding a test taker's choice of major or program of study, you must include standard background question #8.

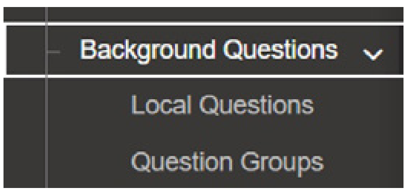
Local Background Questions

To access the Local Background Questions section:

- Click on **Background Questions** from the Test Setup menu to expand the navigation menu displaying the component sections of Background Questions.

  NOTE: Clicking **Background Questions** from the Test Setup menu does not open new content on your screen. The main content area will remain unchanged until selecting one of the Background Questions menu listings below.

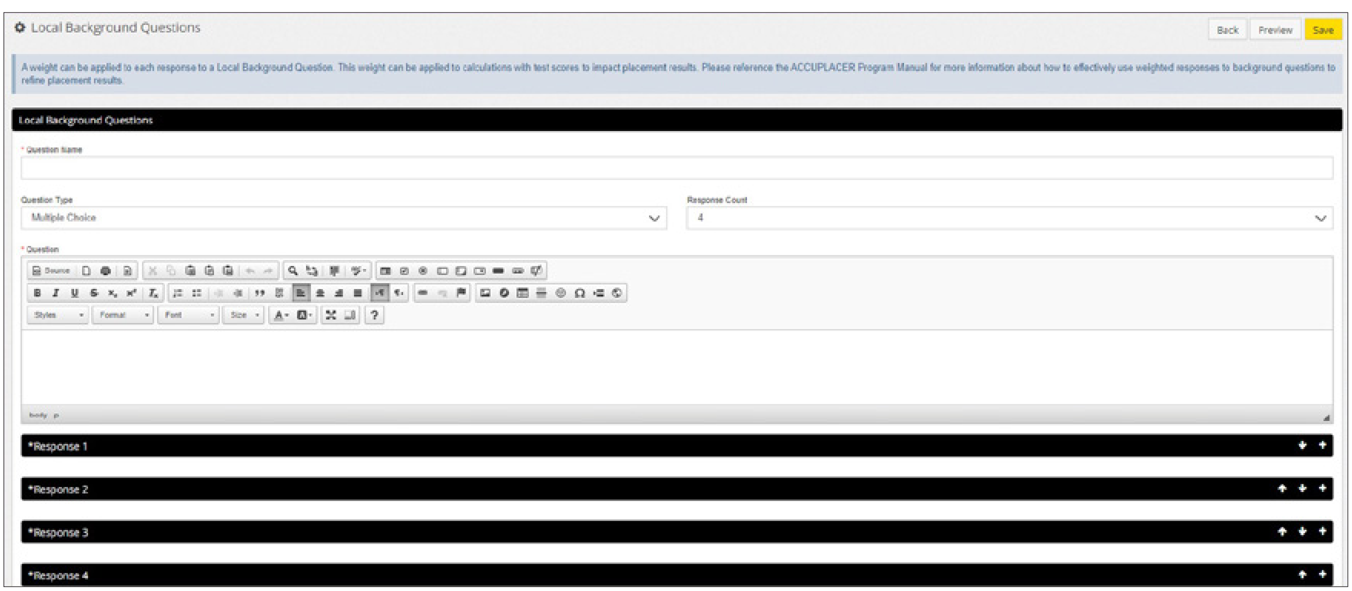




Creating Local Background Questions

- Click on **Local Questions** under the **Test Setup > Background Questions** menu to display the Local Background Questions section.
- Click **Add** in the Local Background Questions header to display the Local Background Questions data entry screen.

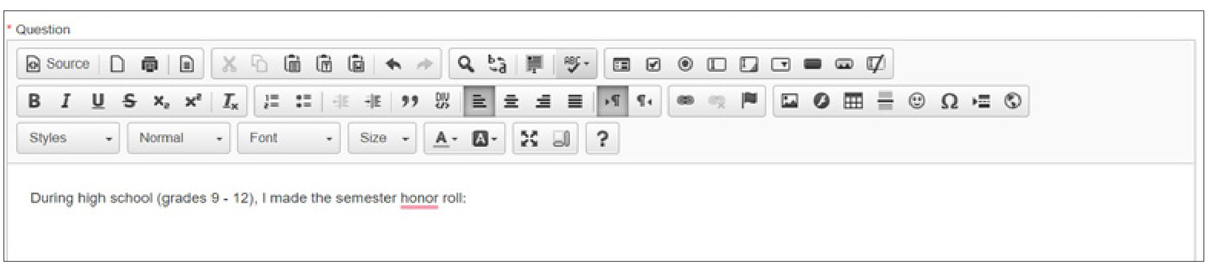
- The Local Background Questions data entry screen consists of three parts: Question Details, the Question, and the Responses.



- Begin by entering the question details:
  - Question Name: Enter the name of the local background question in this field.
  - Question Type: From the drop-down menu, select from one of the four question types available:
    - Multiple Choice: For multiple-choice questions, enter the number of responses for your questions in the response count box.
      - It is possible to have up to 99 answer choices.
      - The default value is four.
      - Students can select only one response from the responses provided.
    - Multiple Response: For multiple-response questions, enter the number of responses for your question in the response count box.
      - It is possible to have up to 99 answer choices.
      - The default value is four.
      - Students can select more than one response from the answer choices provided.
    - Short Answer: Open response enables students to type their answers in the box provided.
      - The response count field is not available for this type of question.
    - Single Choice: This type of question provides the ability to set up a confirmation question such as agreeing to terms and conditions.
      - The response count box defaults to 1.
      - The answer to single-choice items will be displayed with a checkbox.

        WARNING: Please be aware in the event a student refuses to answer the question, they won't be able to proceed further in the test session and the institution/site user will have to close the test session and determine the next steps with the student.
- Enter the local background questions in the Question field.

  NOTE: Style the text using the CKEditor. For descriptions of each of the icons available, visit docs.cksource.com/CKEditor_3.x/Users_Guide/Quick_Reference.



- To open a response text box, click and the response box will open.
- In the response area, enter the answer choice responses for the questions.
  - Click and the response box will open.
  - Enter your response and click to close the box.
  - Use the up and down arrows to change the order of the answer choices.

Question Groups

Whether you are using standard background question provided from within the platform or locally developed background questions, you will need to create a background question group and choose which questions to include in the group. Individual background questions are grouped together to create a background question group that can be administered to test takers during testing.

- You can create multiple groups.
- You can branch from one background question group to another based on an answer to a background question or a test score.
- You can branch to a test based on an answer to a background question.

A background question group can:

- Contain a mix of standard and local background questions that you want the test taker to answer.
- Be delivered at the beginning, middle, or end of a test session. Multiple background question groups can be added to a BP.

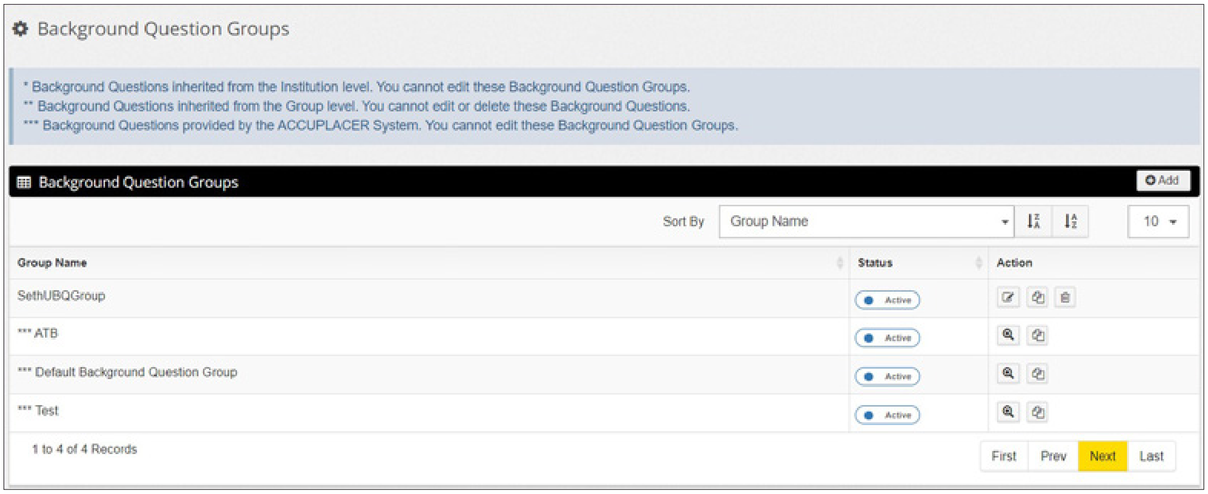
  NOTE: You cannot administer a background question without first putting it into a group. Even if you are only administering one background question, you still must create a group and add the question to the group.

  TIP:

  - Adding background questions at the beginning of testing can determine the series of tests a student will be given based on previous levels of achievement (i.e., previous math courses successfully completed and length of time since the course).
  - Adding background questions at the conclusion of testing can be used to survey test takers about the testing experience to make improvements in your test center.

To access the Background Question Groups section:

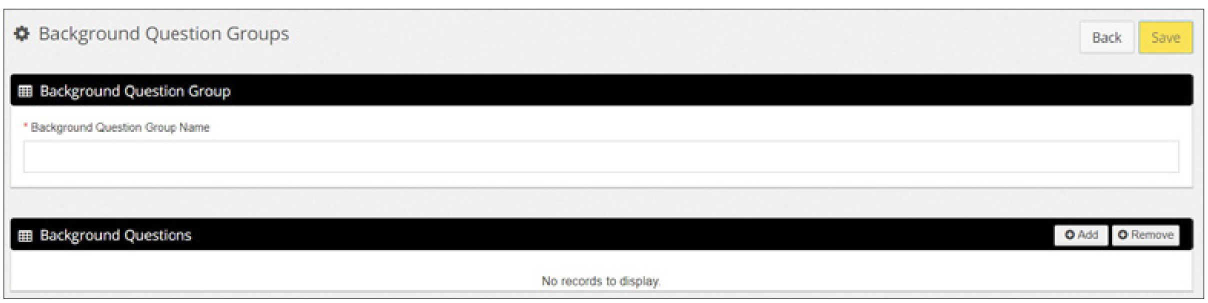
- Click on **Question Groups** under the **Test Setup > Background Questions** menu to display the Background Question Groups section.
  - A list of all available background question groups will appear.



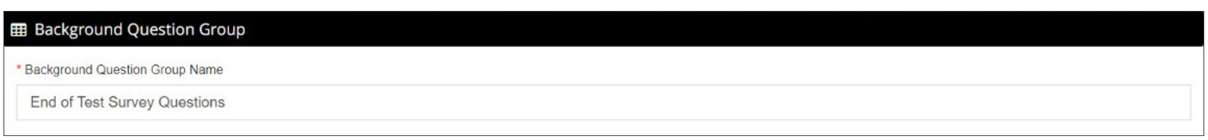
Creating a Background Question Group

- Click **Add** in the Background Question Groups header bar to open the Background Question Groups data entry page.

- The Background Question Groups data entry page is made up of two areas: Background Question Group and Background Questions.



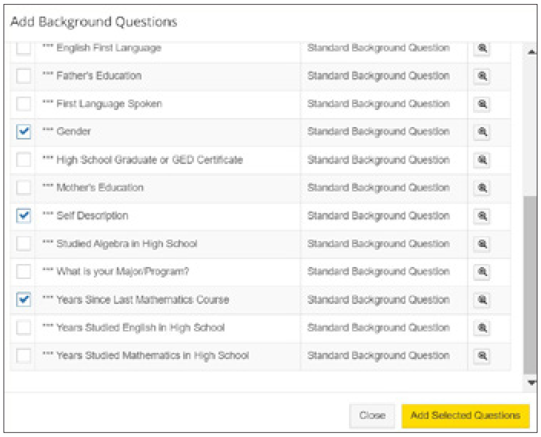
- Under the Background Question Group area, enter in the name for the group being created in the Background Question Group Name field.



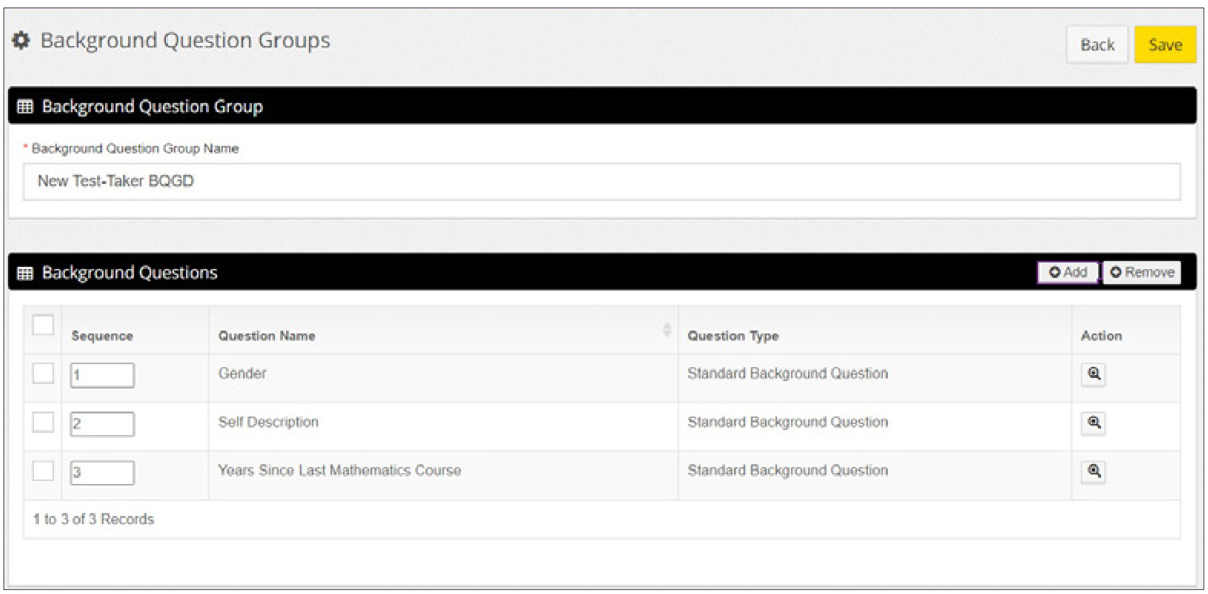
TIP: Choose a name that identifies the type of questions included in the group (i.e., math branching questions, end-of-testing survey questions).

- Click **Add** in the Background Questions header bar to display the Add Background Questions pop-up.
  - A list of all available standard and local background questions will be displayed.

- The Add Background Questions pop-up displays the Question Name, Question Type (standard or local), and the **View Action** icon to preview the question.
  - Click the **checkbox** next to the questions to be included in the group.



- Click the **Add Selected Questions** button to add the selected questions to the question group, close the pop-up window, and return to the Background Question Groups data entry page.
- The selected background questions will now be displayed in the Background Questions area.

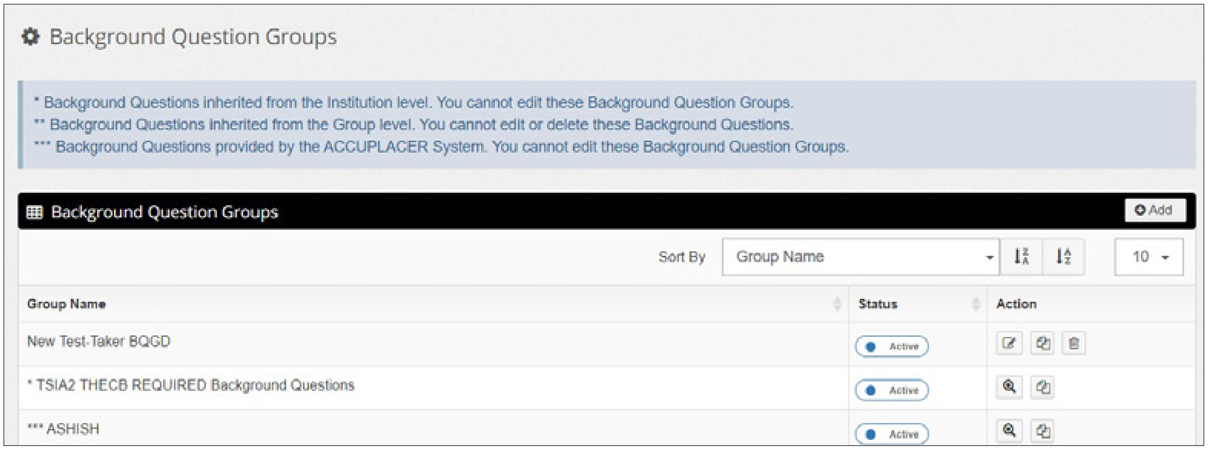


- The Background Questions area displays columns for Sequence, Question Name, Question Type, and Action.
  - Sequence: Offers the ability to set the order the background questions seen by the test taker.
    - To change the sequence of the questions, edit the default number order in the Sequence column.
  - Question Type: Identifies if the background question is a standard or local background question.
  - Action: Clicking the **View** icon in the Action column displays a preview of the background questions as they will appear during test administration.

    TIP: To remove a background question from the Background Questions area, click the **checkbox** next to the question and then click the **Remove** button in the Background Questions header.
- Click **Save** at the top of the Background Questions Groups screen to save the group.

- A confirmation message will appear at the top of the screen confirming the group was successfully saved.

- Click **Back** to return to the Question Groups main page.
  - The newly created question group will display at the top of the Background Question Groups list.



WritePlacer Settings

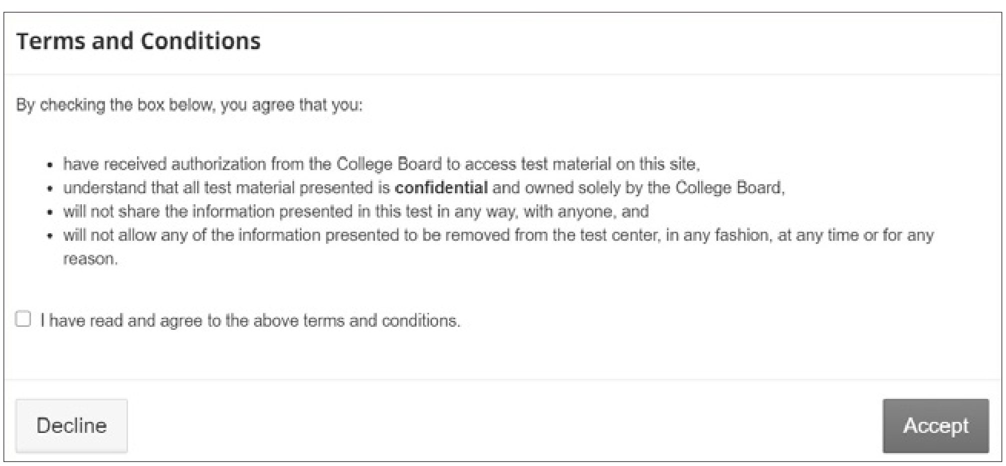
User Role Access: IA and SM

WritePlacer settings determine which WritePlacer prompts will be administered and the administration settings.

- If your WritePlacer settings contain a single prompt, all students will receive that prompt.
- If your WritePlacer settings contain more than one prompt, the system will randomly select one of the prompts.

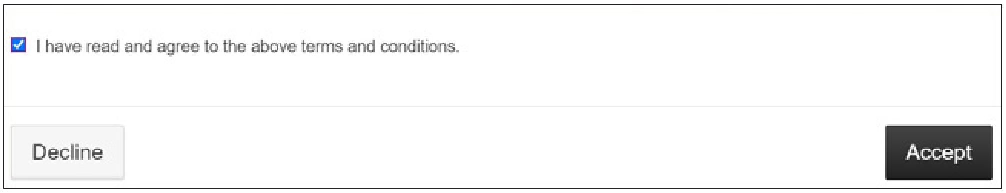
Click on **WritePlacer Settings** from the Test Setup menu to open the WritePlacer Settings section.

IMPORTANT: Every time a user selects **WritePlacer Settings** from the Test Setup menu, a confidentiality Terms and Conditions pop-up message will appear.



To move forward:

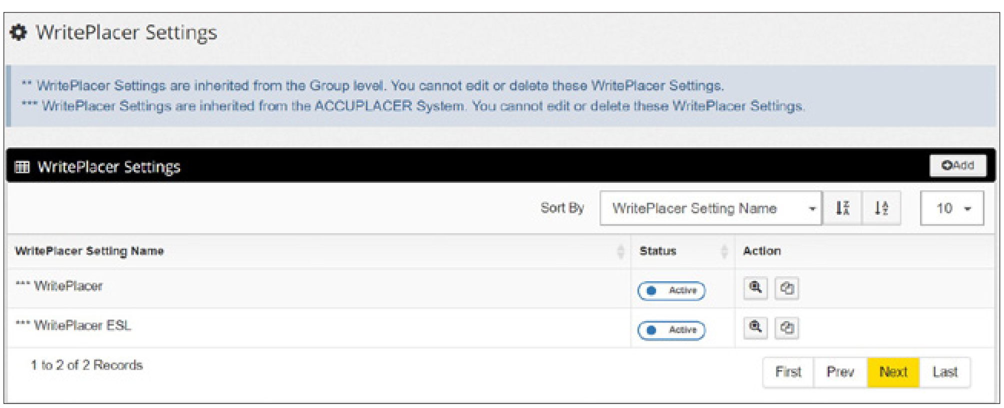
- Read the terms and conditions.
- Click the **checkbox** next to "I have read and agree to the above terms and conditions" to accept.
    - Selecting the **checkbox** and accepting the terms and conditions enables the **Accept** button.



- Click **Accept** to accept the terms and conditions. This will render the WritePlacer Settings section active.
- Click **Decline** to decline the terms and conditions. This will render The WritePlacer Settings section inactive.
    - **NOTE:** Having to accept the terms and conditions provides greater security, helping prevent potential compromise to the prompt and setting features.

Upon accepting the terms and conditions, the WritePlacer Settings sections will display a list of available WritePlacer settings.

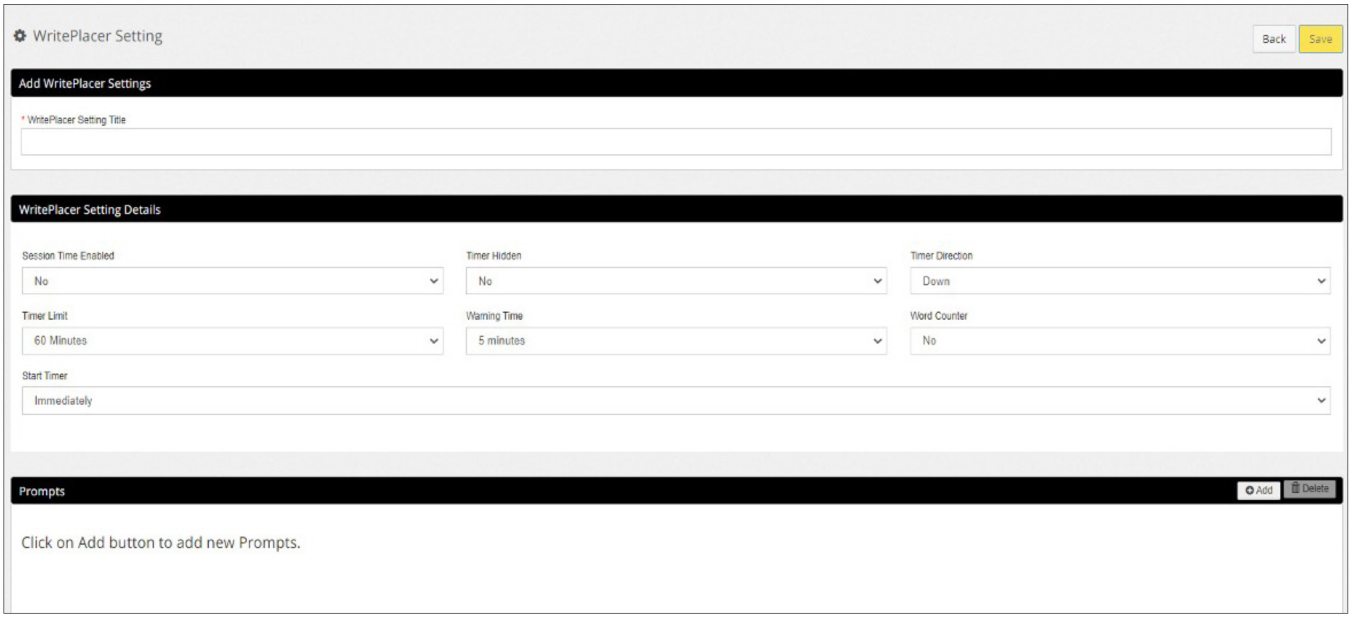
- At the institution level, settings are inherited from the group level and the ACCUPLACER system.
    - ** WritePlacer settings are inherited from the group level. You cannot edit or delete them.
    - *** WritePlacer settings are inherited from the ACCUPLACER system. You cannot edit or delete them.
- At the site level, settings are inherited from the institution level, group level, and the ACCUPLACER system.
    - * WritePlacer settings are inherited from the institution level. You cannot edit or delete them.
    - ** WritePlacer settings are inherited from the group level. You cannot edit or delete them.
    - *** WritePlacer settings are inherited from the ACCUPLACER system. You cannot edit or delete them.



Creating a WritePlacer Setting

- Click the **Add** button in the WritePlacer Settings header.

- A screen will display to collect details for the new WritePlacer settings, showing three data collection areas: Add WritePlacer Settings, WritePlacer Setting Details, and Prompts.



In the Add WritePlacer Settings area:

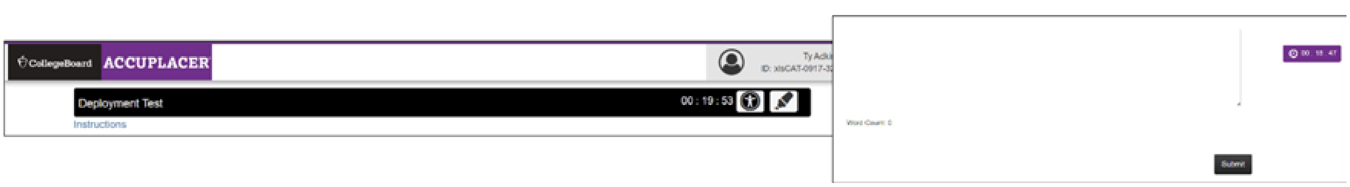
- Enter the name of the new WritePlacer setting in the WritePlacer Setting Title field.

  NOTE: The WritePlacer setting title is what users will see when wanting to include that WritePlacer setting within a BP, PR, etc.

  TIP: Name the WritePlacer setting something associated with your institution (i.e., Sample University WritePlacer Setting). WritePlacer settings appear in the list of available tests when creating a BP.

In the WritePlacer Setting Details area:

- Select the WritePlacer setting details you want to use. The available settings are:
  - **Session Time Enabled:** Determines if the session is to be timed or not.
    - From the drop-down menu, select one of the two options:
      - No (default)
      - Yes
        - **NOTE:** If **Yes** is selected and **No** is selected for Timer Hidden, the timer will initially display in the header bar.
        - Scrolling down the page removes the timer from the header bar and moves it down the page as the test taker scrolls.
          - This allows the test taker to see how much time is left without scrolling back to the top of the page.



- **Timer Hidden:** Determines if the timer is to be displayed or hidden during the test.
  - From the drop-down menu, select one of the two options:
    - No (default)
    - Yes

- **Timer Direction:** Determines whether the timer will show the elapsed time (Up) or the time remaining (Down).
  - From the drop-down menu, select one of the two options:
    - Down (default)
    - Up
- **Timer Limit:** Determines the amount of time students will have to write their essay.
  - From the drop-down menu, select one option ranging from No Limit to 120 minutes (in 10-minute intervals)
    - 60 minutes (default)
- **Warning Time:** Determines when a warning will display during the test once the remaining time reaches a set value.
  - From the drop-down menu, select one option:
    - No Warning
    - 1 Minute
    - 2 Minutes
    - 3 Minutes
    - 4 Minutes
    - 5 Minutes (default)
    - 10 Minutes
- **Word Counter:** Determines if the word counter will be displayed during the test.
  - From the drop-down menu, select one of the two options:
    - No (default)
    - Yes
- **Start Timer:** Determines when the time will begin (immediately, or when the student clicks in the essay box and begins typing).
  - From the drop-down menu, select one of the two options:
    - Immediately (default)
    - When user begins to type

      TIP: Consult with faculty to inquire if they want test-takers to have the opportunity to plan their essay on paper before starting to type.

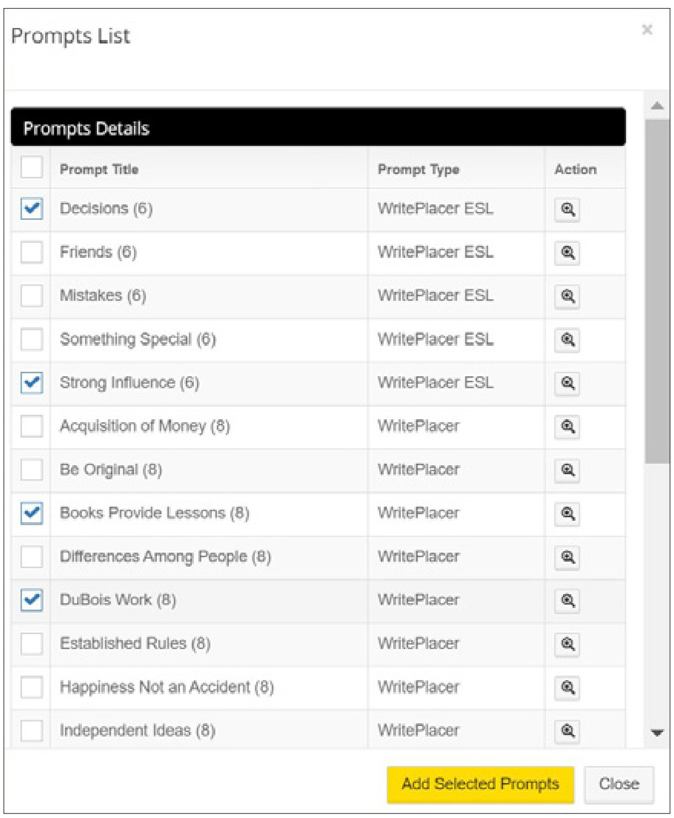
The Prompts section is where you add the desired prompts for the WritePlacer setting.

- To add prompts, click **Add** in the Prompts header.
- The Prompts List pop-up will display, containing the current prompts to choose from under the Prompt Details section.
- Available prompts are:

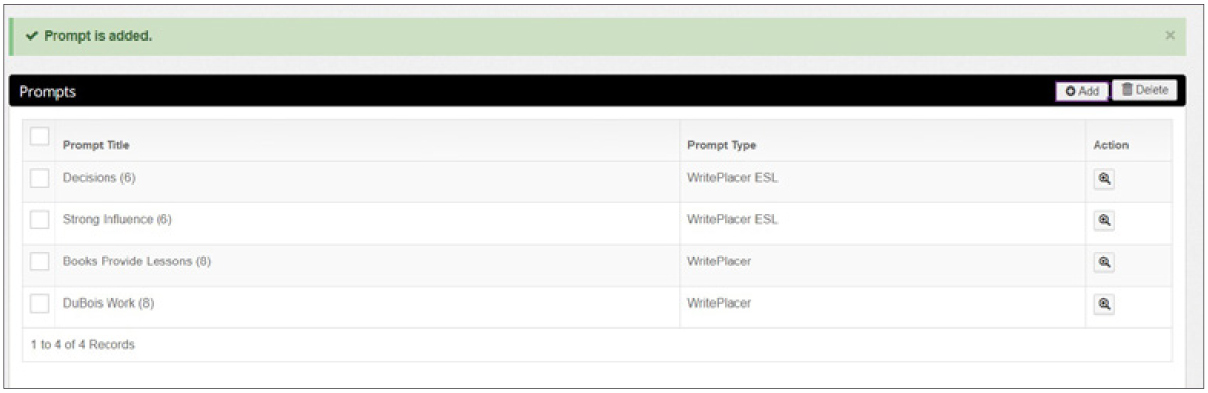
Prompt Title	Prompt Type
Decisions (6)	WritePlacer ESL
Friends (6)	WritePlacer ESL
Mistakes (6)	WritePlacer ESL
Something Special (6)	WritePlacer ESL
Strong Influence (6)	WritePlacer ESL
Acquisition of Money (8)	WritePlacer
Be Original (8)	WritePlacer
Books Provide Lessons (8)	WritePlacer
Differences Among People (8)	WritePlacer
DuBois Work (8)	WritePlacer

  - Established Rules (8) WritePlacer
  - Happiness Not an Accident (8) WritePlacer
  - Independent Ideas (8) WritePlacer
  - Is History Valuable (8) WritePlacer
  - Necessary to Make Mistakes (8) WritePlacer
  - Nontraditional Solutions (8) WritePlacer
  - Optimism or Realism (8) WritePlacer
  - Practical Skills (8) WritePlacer
  - Pursue External Goals (8) WritePlacer
  - Results of Deception (8) WritePlacer
  - Success (8) WritePlacer
  - Unlimited Change (8) WritePlacer

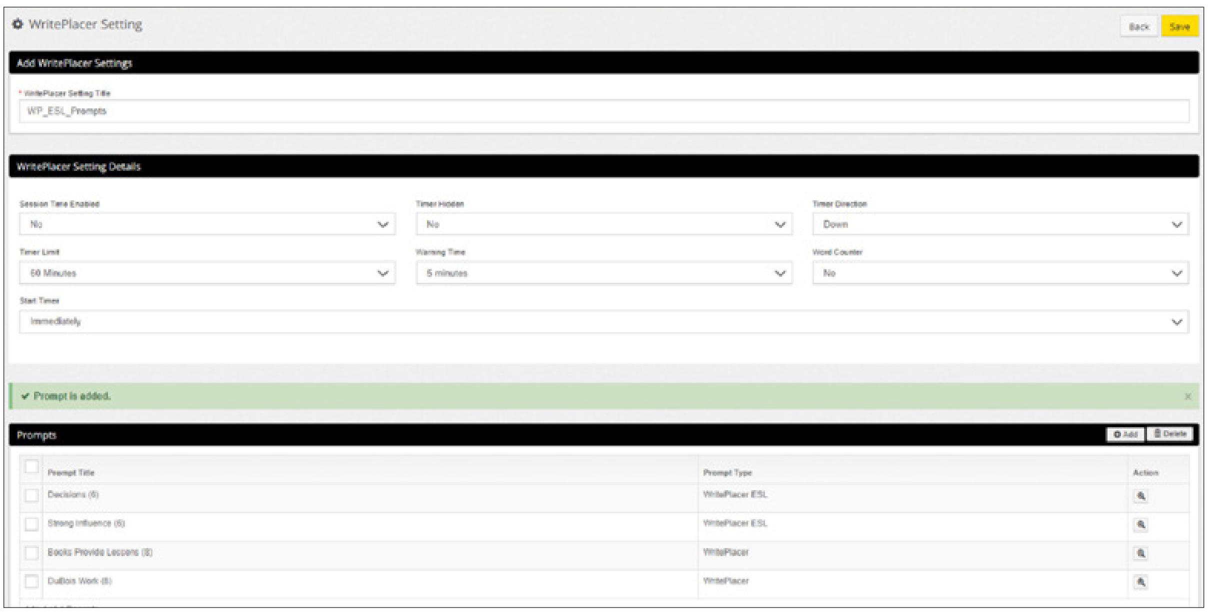
- In the Prompts Details section, the **Prompt Title, Prompt Type,** and **Action** icons are shown.
  - To view prompts, click the **View** icon under **Action** and the pop-up will display.
  - To add prompts, click the **checkbox** next to the prompts you want, and then click the **Add Selected Prompts** button.



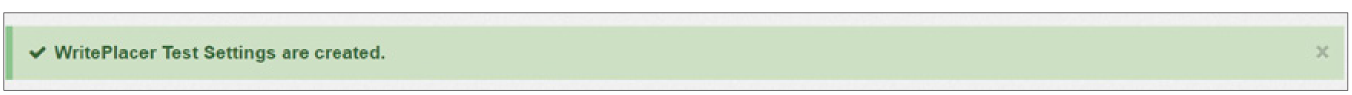
    – The selected prompts now appear at the bottom of the WritePlacer Setting page in the Prompts section. A confirmation message that the prompts were added is displayed.



IMPORTANT: Click the **Save** button at the top of the WritePlacer Settings section to save your work. Navigating to another section in the ACCUPLACER platform or logging out before clicking **Save** will cause all prompt details selected to be lost.



- Upon clicking **Save**, a confirmation message will display at the top of the WritePlacer Settings section, confirming the setting was created.



- To add additional prompts to the newly created WritePlacer setting or to a previously created WritePlacer setting:
  - Click the **Edit** icon under the Action column for the desired prompt.
  - Click the **Add** button in the Prompts header.

    IMPORTANT: Inherited prompts cannot be edited. You can, however, copy an inherited prompt and make changes to the copy.
- To remove prompts from the newly created WritePlacer setting or from a previously created WritePlacer setting:
  - Click the **Edit** icon under the Action column for the desired prompt.
  - Click the **checkbox** next to the prompt you want to be removed.
  - Click the **Delete** button in the Prompts header.

NOTE: Multiple prompts can be removed at the same time by selecting multiple checkboxes and clicking **Delete**.

IMPORTANT: Inherited prompts cannot be deleted.

WARNING: When using an iPad for the WritePlacer test, the autocomplete and autocorrect features must be disabled so a test taker cannot obtain an advantage.

Local Tests

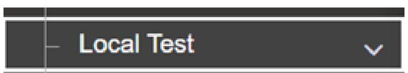
User Role Access: IA and SM

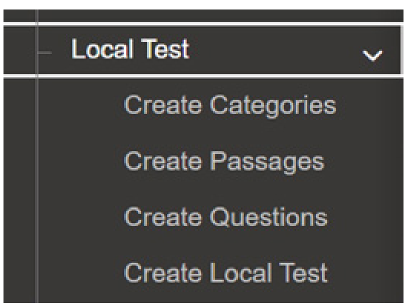
You can create your own tests (called Local Tests since they are built locally) and administer them through the ACCUPLACER system. Local Tests can be added to BPs and placement rules.

- Local Tests created at the site level are available only at that site.
- Local Tests created at the institution level are available to all sites of the institution.
- Local Tests created at the group level are available to all members of the group.

Click on **Local Test** from the Test Setup menu to expand the Local Test navigation menu, which displays the component sections that are required to create a Local Test.

- **NOTE:** Clicking **Local Test** from the Test Setup menu does not open new content on your screen. The main content area will remain unchanged until selecting one of the Local Test menu listings.





There are three components that need to be completed to create a Local Test.

- Create Categories
- Create Passages (optional)
- Create Questions

  TIP: When creating a Local Test, complete each menu item under Local Test in the order they appear. For example, begin by creating categories, then create the passages (optional), next create the questions, and finally create the Local Test. Creating these out of sequence will make it more challenging when putting the Local Test together.

Create Categories

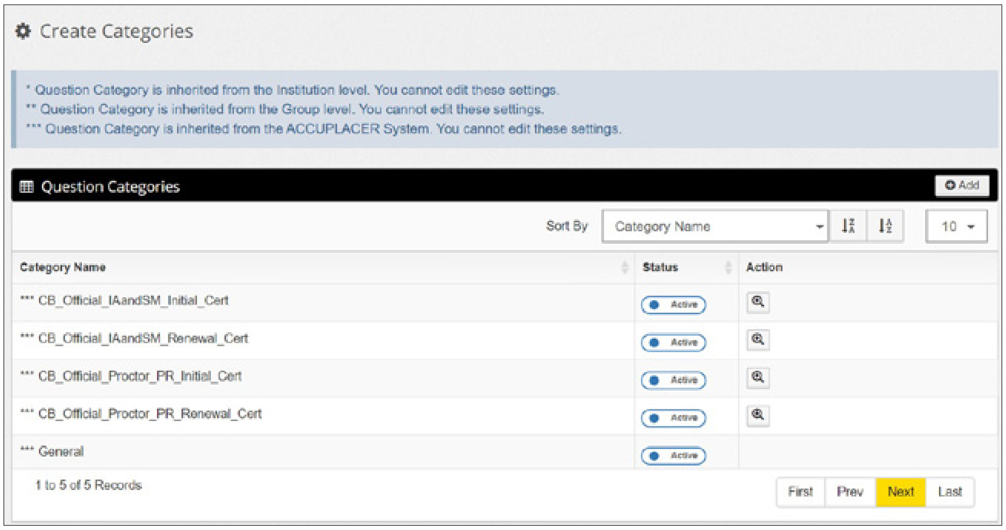
Categories are created and then associated to a test question (question categories). The category-to-question association makes it possible to report on areas of strength or improvement opportunities for an individual student.

- **EXAMPLE:** If you are creating a statistics test that asks questions about four different descriptive statistics, you can create a category for each of the four types: mean, median, mode, and standard deviation. After a student has completed the test, it will be possible to report how many questions the student answered correctly in each of the categories.

Categories inherited from the ACCUPLACER system (denoted with three asterisks (***) preceding the category name) and group level (denoted with two asterisks (**) preceding the category name) cannot be edited or deleted by any user.

Categories inherited from the institution level (denoted with one asterisk (*) preceding the category name) can only be edited or deleted by an IA. Categories created at the site level are not visible to an IA user.

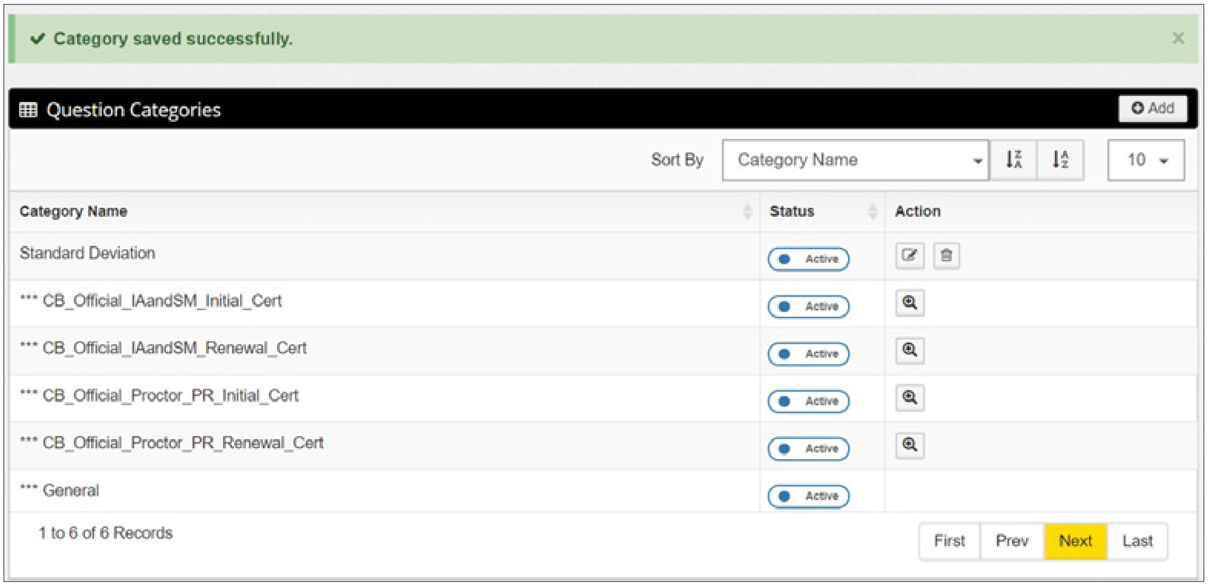
To create a category, select **Create Categories** under **the Test Setup > Local Test** menu. A list of all categories to associate to test questions will display in the Question Categories section.



- **Creating a New Category**
  - Click the **Add** button in the Question Categories header bar.

  - The New Category pop-up will display.
  - In the Enter Name of New Category field, enter the name of the new category.
    - Click the **Save** button when done.

  - Clicking the **Save** button closes the New Category pop-up window.
    - The newly created category is displayed under Question Categories.
    - A confirmation message confirming the successfully saved category is displayed.



- Repeat this process to add additional categories.

Create Passages

ACCUPLACER enables you to create passages that precede certain test questions.

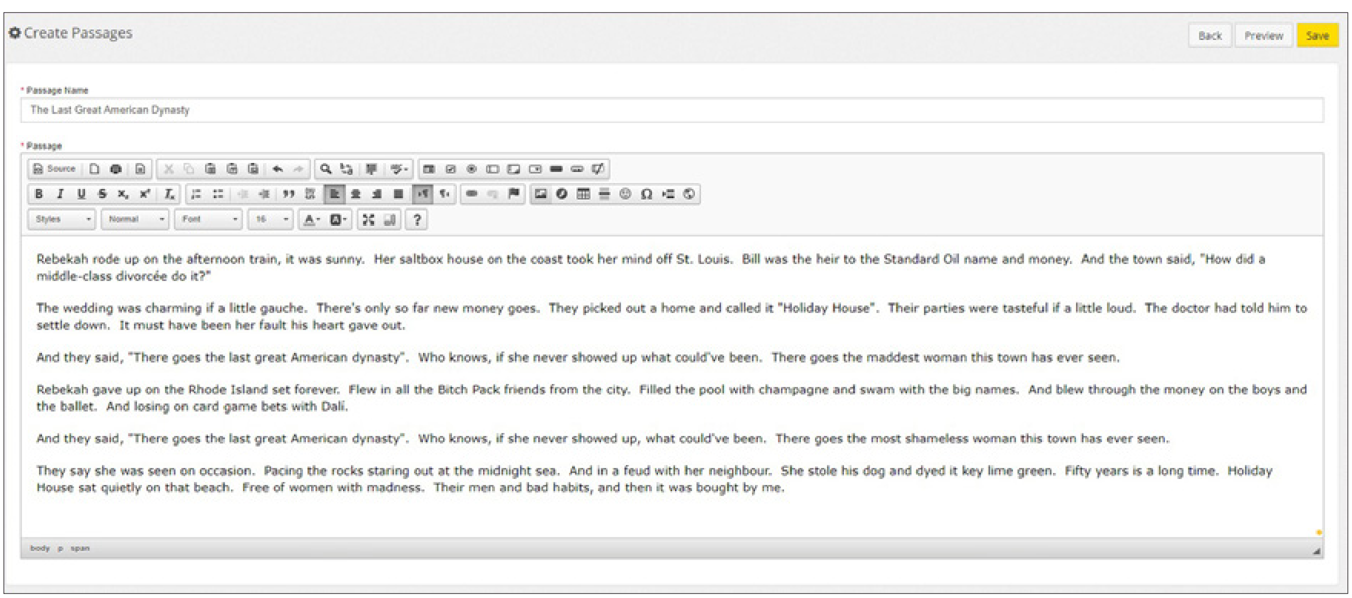
- Click on **Create Passages** under the **Test Setup > Local Tests** menu to display the Create Passages screen.

To create a new passage:

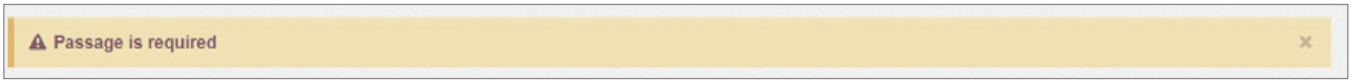
- Click the **Add** button in the Passages header bar to open the Create Passage text entry screen.

- In the Create Passages text entry screen, enter the name of the new passage in the Passage Name field.
- In the Passage field, enter the passage text.

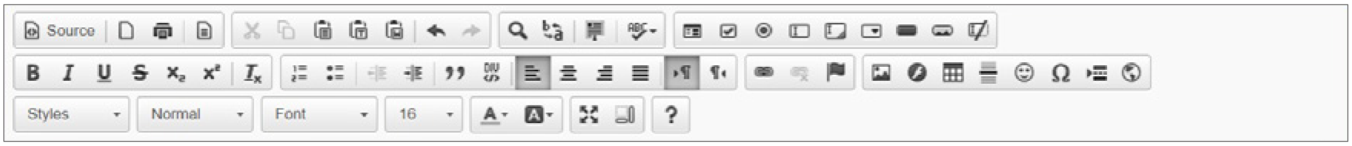
IMPORTANT: Passages are limited to 4,000 characters.



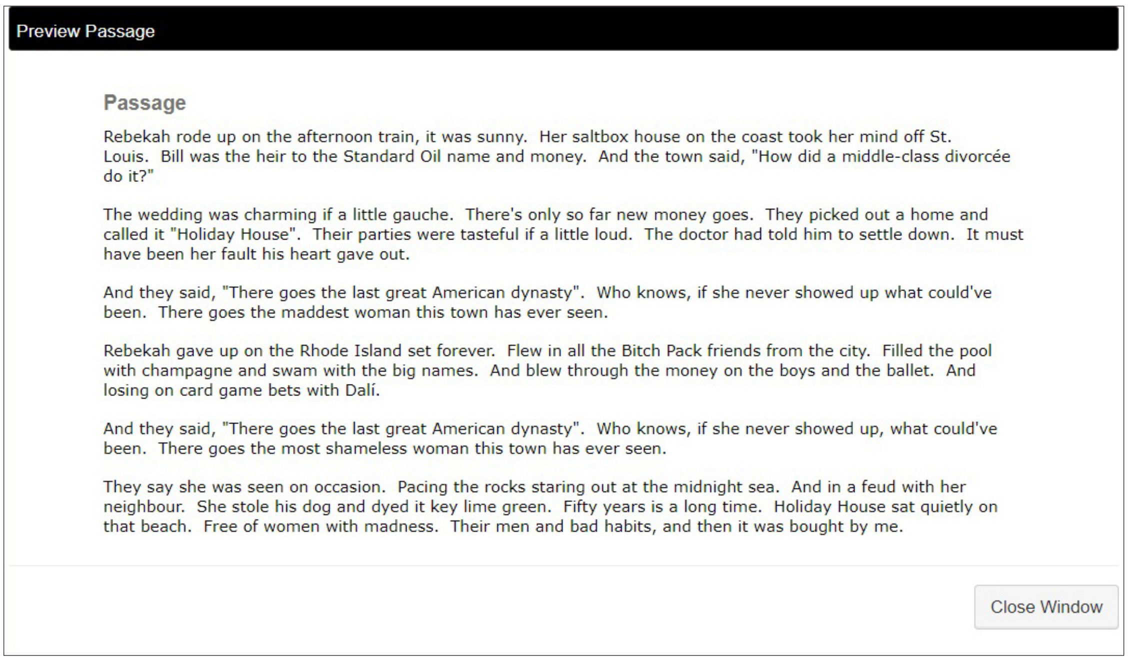
NOTE: Attempting to save the passage after only entering the passage name will cause an error message to display. A passage cannot be saved if the Passage field is blank.



TIP: Use the CKEditor to format the passage.

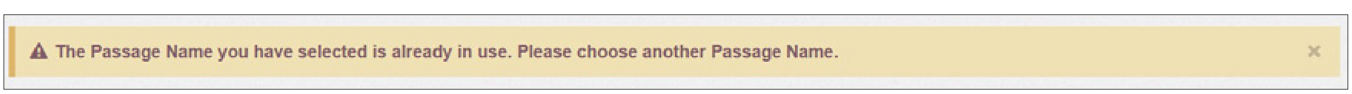


- Click the **Preview** button at the top of the Create Passage section to see what the passage will look like for the test taker.



- Click the **Save** button at the top of the Passage section to save your work.
  - A confirmation message will display at the top of the page confirming a successful save.
- Once saved, click the **Back** button to return to the Create Passages home screen.
  - The newly created passage is now listed on the Create Passages screen under the Passages section.

    IMPORTANT: An error message will display preventing a passage from being saved if the passage name has already been used. Passage names must be unique.



Create Questions

To create a Local Test question:

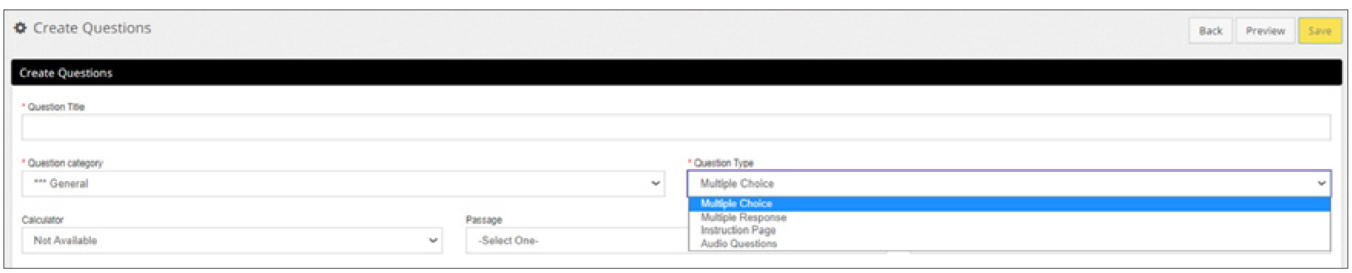
- Click **Create Questions** under the **Test Setup > Local Test** menu to display the Create Questions section.
  - A list of all existing questions will display under the Create Questions section.

- An institution will inherit questions from the ACCUPLACER system and group levels.
- A site will inherit questions from the ACCUPLACER system, group, and institution levels.

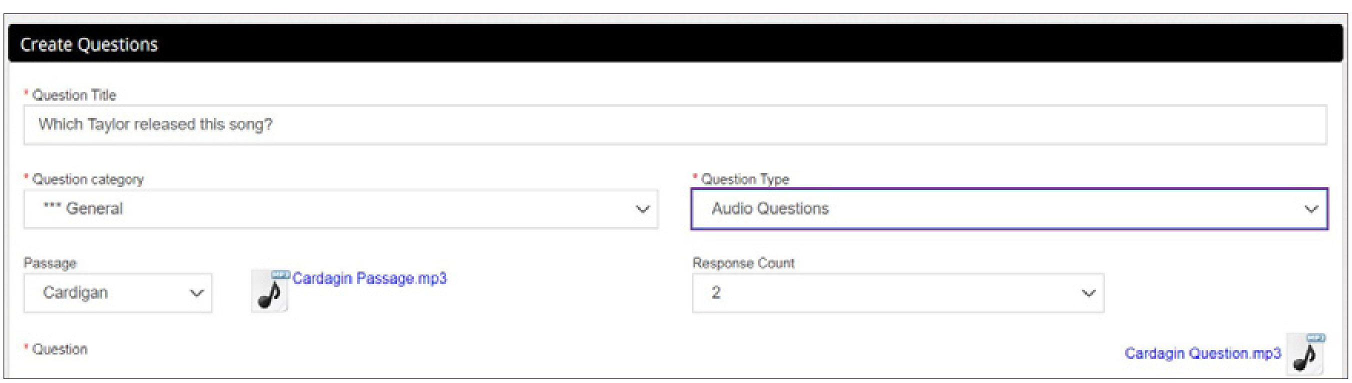
Creating a New Question

- Click the **Add** button in the Create Questions header.

- The Create Questions data entry page will open, displaying the various components that make up a question: Question Title, Question Category, Question Type, Calculator, Passage, Response Count, and Question.
  - **Question Title:** Enter the name of the question in the Question Title text box.
  - **Question Category:** From the drop-down menu, select from the list of available categories.
    - The list of available categories corresponds to the list of active categories created in the Create Categories section.
    - A category that is marked as inactive in the Create Categories section will not display here.
    - *** General, the default selection, should be used when there is not a need to associate a category to a question.
  - **Question Type:** From the drop-down menu, select one of the four available options: Multiple Choice, Multiple Response, Instruction Page, or Audio.

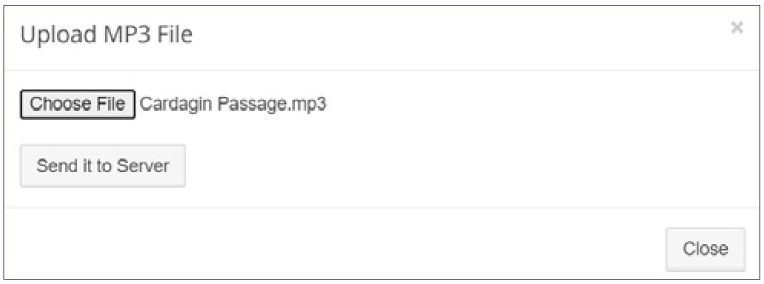


- The Instruction Page question type gives the user the ability to provide static text with additional instructions on how to proceed.
  - When selected, the Calculator, Passage, and Response Count fields are not displayed.
- The Audio question type gives the user the ability to upload MP3 files for passages, questions, and answers.
  - When selected, the Calculator fields will not be displayed.
  - When selected, the MP3 icon will display in the Passages, Question, and Response areas.

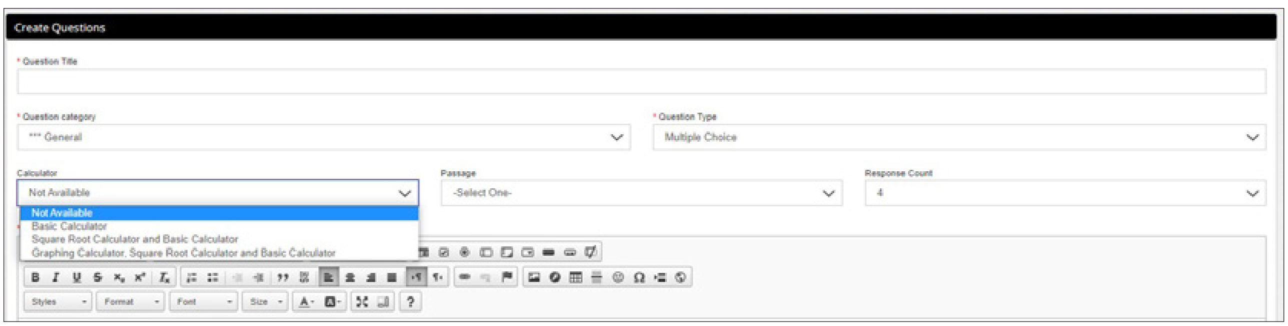


- When clicking the **MP3 icon**, the Upload MP3 File pop-up will display.
  - Click the **Choose File** button to browse to find the MP3 file you want to add to a passage, question, or response. Highlight the MP3 file you want to add, and it will be displayed next to the **Choose File** button.

    IMPORTANT: The maximum size of the MP3 file is 500kb. If the size of your file is more than 500kb, an error message will display: "The size of the file uploaded exceeds the size limit of 500kb."
  - Click the **Send it to Server** button to upload. Once it has been sent to the server, it will be available for inclusion in a passage, question, or response.
- When the MP3 file is successfully uploaded to the server, the message "The file uploaded successfully" will display.
- Click **Close** to close the pop-up window and return to the Local Test Question screen.

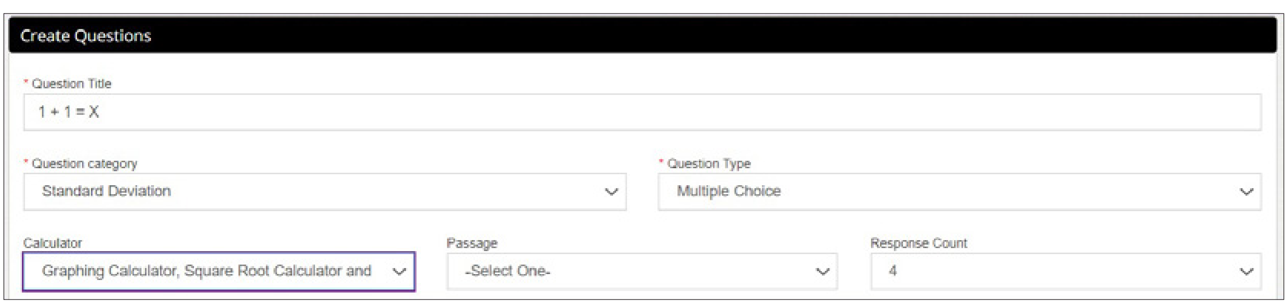


- **Calculator**
  - If you would like to display a calculator with a multiple-choice or multiple-response question, select one of the four available options from the Calculator drop-down menu.



  - Not Available (default)
  - Basic Calculator
  - Square Root Calculator and Basic Calculator
  - Graphing Calculator, Square Root Calculator, and Basic Calculator

    TIP: Selecting any of the three calculator options (Basic Calculator, Square Root Calculator and Basic Calculator, or Graphing Calculator, Square Root Calculator and Basic Calculator) will add the same calculator functionality found in an ACCUPLACER test question to your Local Test question.



- **Passage**
  - If the question requires the use of a passage, select from the list of available passages in the Passage drop-down menu:
    - The list of available passages corresponds to the list of active passages created in the Create Passages section.
  - A passage that is marked as inactive in the Create Passages section will not display here.
    - **- Select One** – (the default) should be used when there is no need to associate a passage to a question.
- **Response Count**
  - To identify the number of response options for a question, select a number from the drop-down menu.
    - Minimum number of responses is 2.
    - Maximum number is 99.
    - 4 is the default selection.

    IMPORTANT: The number of responses selected corresponds to the number of response fields that display below the question text field.
- **Question**
  - Enter the question in the text field. Use the CKEditor to style as desired.
- **Response**
  - Below the question field are the individual response (answer choices) fields.
  - The number of response containers correlates to the response count selection.
  - Clicking the **Response header** or **+ (plus) symbol** will expand the response section.

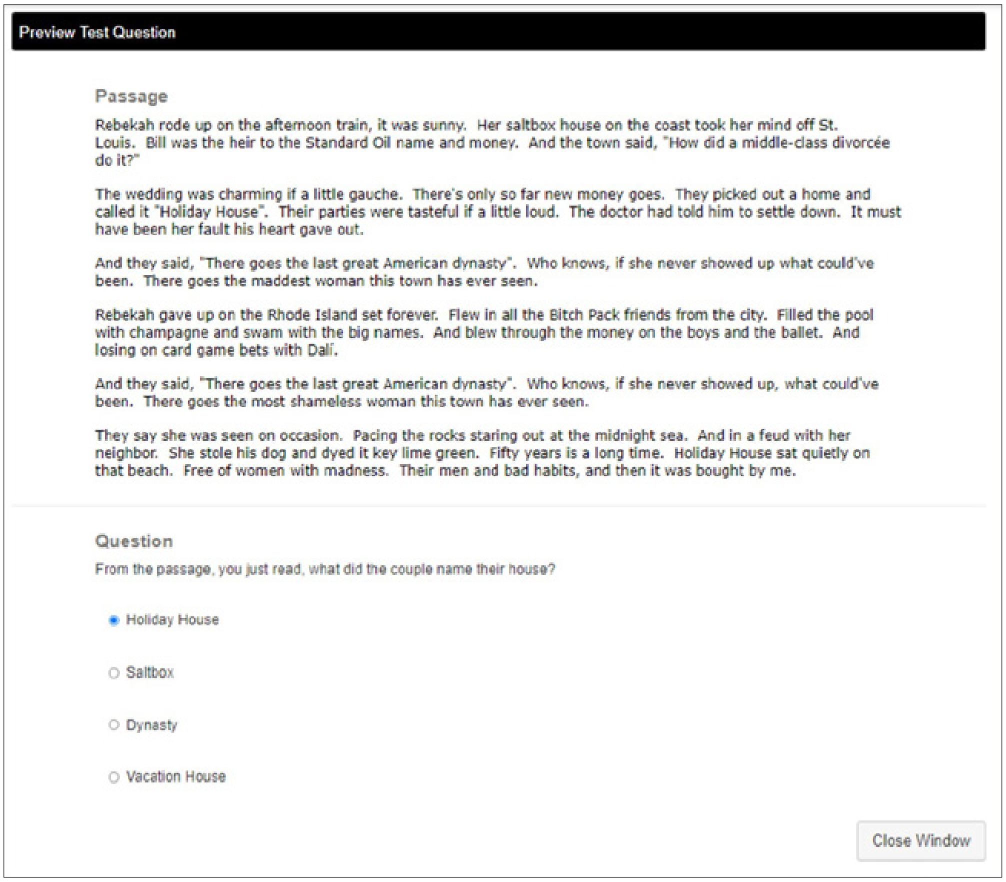
  - Enter an answer choice in the Response text field. Use the CKEditor to style as desired.
  - If the answer choice entered is correct, click the **checkbox** next to Correct Response.

  - Provide an answer choice for every available response.
  - Use the **up arrow** and **down arrow** to change the order the answer choices will display.
  - Click the **Preview** button at the top of the Create Question section to open the Preview Test Question pop-up.

  TIP: Previewing your test question lets you see how the question and associated components will appear in the testing environment.

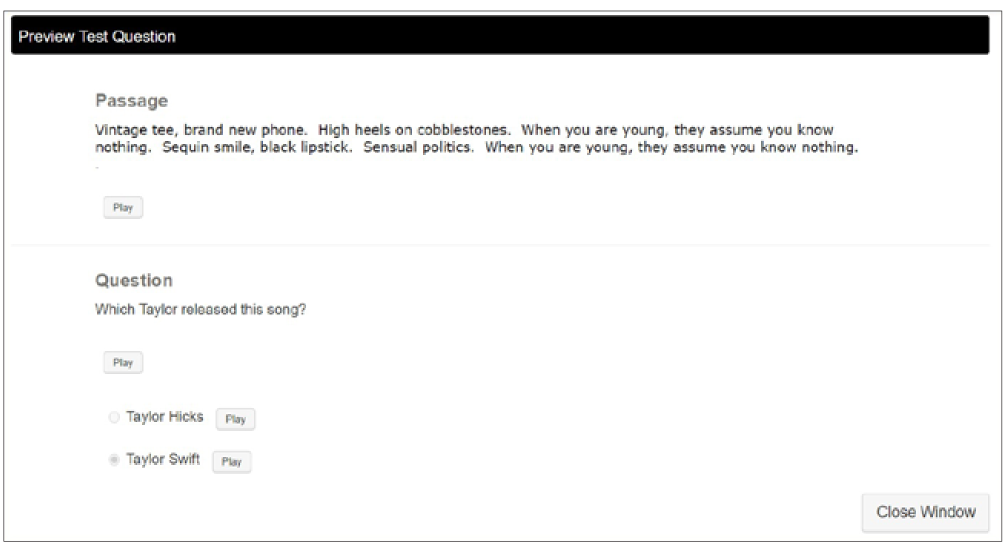
Previewing Test Questions

- In preview mode, the response that was noted as the correct response will show as being selected.



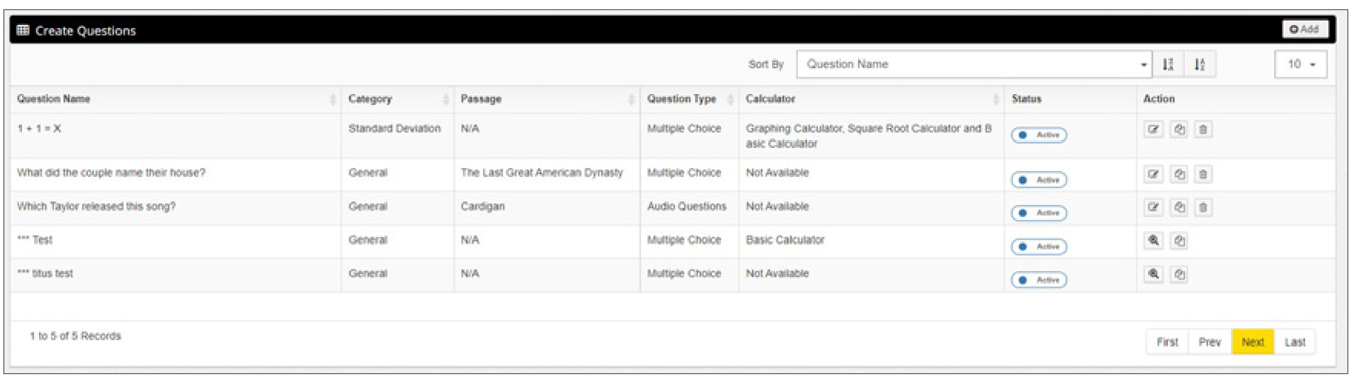
- When an audio question is delivered to a test taker, a **Play** button will Play display in the passage, question, or response areas where an MP3 file is included.
  - If a student clicks the **Play** button, the respective MP3 file will play.

    IMPORTANT: The MP3 file can be replayed up to three times.



- When a calculator option is added to a test question, the **calculator** icon is displayed in the test question header.
  - Clicking the **calculator** icon will display a list of available calculator options based on the selection made in the Calculator field of the test question.
  - These calculators, options, and functionalities are the same as those used in an ACCUPALCER exam question.

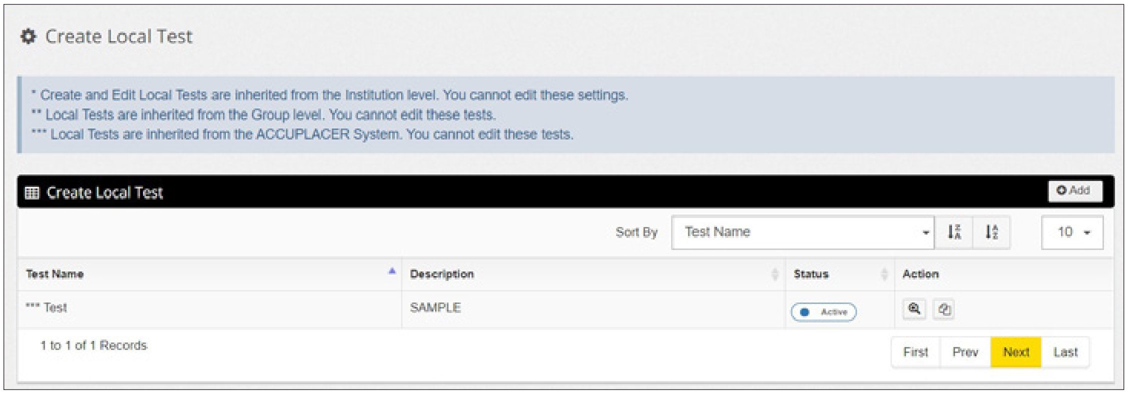
- Click the **Save** button at the top of the Create Questions section to save your work.
  - A confirmation message will display at the top of the page confirming a successful save.
- Once saved, click **Back** to return to the Create Questions home screen.
  - The newly created question is now listed on the Create Questions screen under the Create Questions section.



Create Local Test

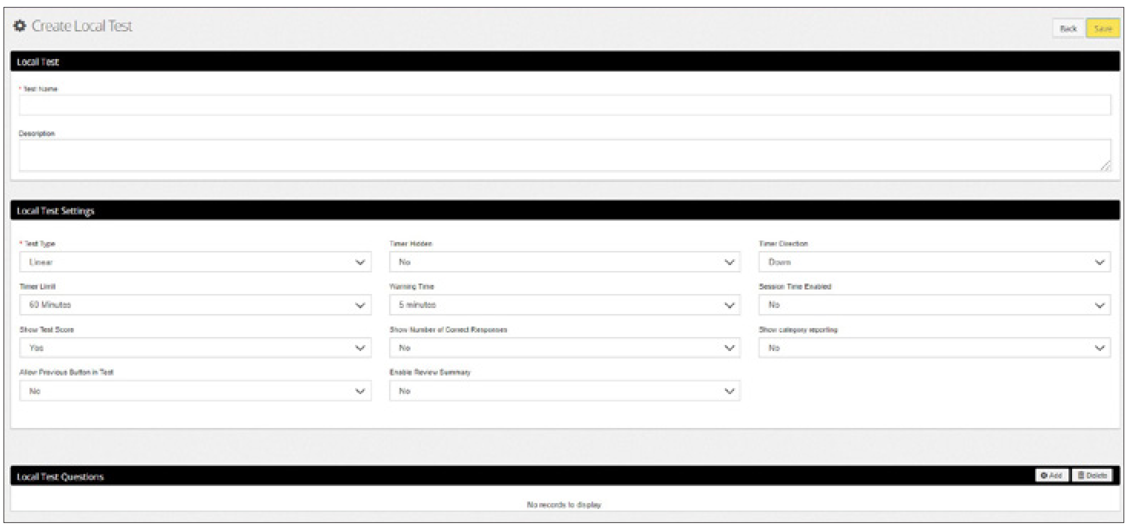
Once all your test questions have been created, you can begin creating your Local Test.

- Click on **Create Local Test** under the **Test Setup > Local Test** menu to open the Create Local Test section.
- A list of all available Local Tests will be displayed in the Create Local Test section.
  - * Create and Edit Local Tests are inherited from the institution level. You cannot edit these settings.
  - ** Local Tests are inherited from the group level. You cannot edit these tests.
  - *** Local Tests are inherited from the ACCUPLACER system. You cannot edit these tests.



- To create a new Local Test, click the **Add** button in the Create Local Test header bar to display the Create Local Test data entry screen.

- The Create Local Test data entry screen is comprised of three parts: Local Test, Local Test Settings, and Local Test Questions.

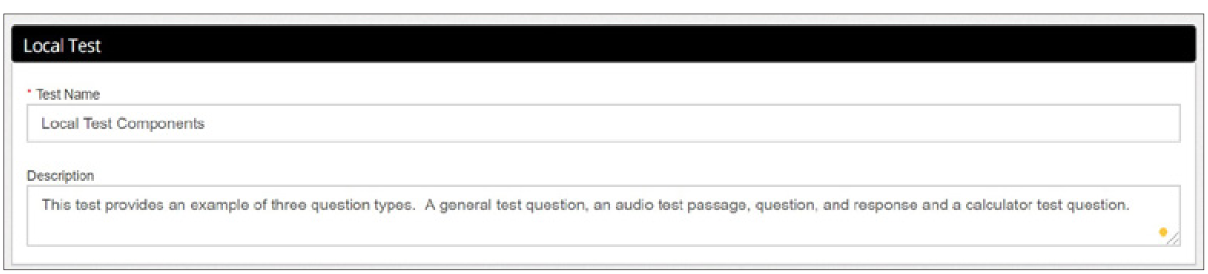


Local Test

In the Local Test area enter:

- **Test Name:** Enter the name of your test in this field. A test name short in length and relatively easy to discern the test purpose is recommended.

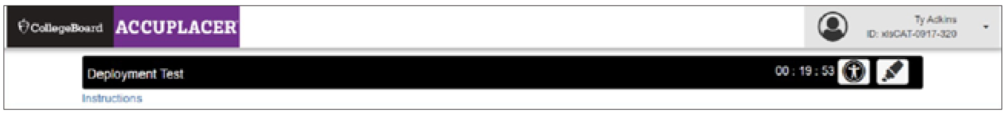
  NOTE: This will be the test name shown to students during test admin and in reporting.
- **Description (optional):** The Description field offers the ability to go into greater detail describing the components of the test.



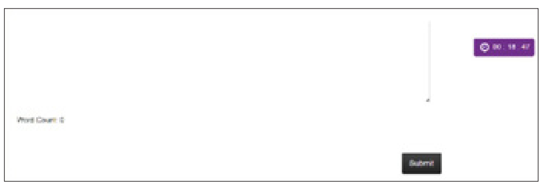
Local Test Settings

The Local Test Settings area provides the ability to configure the settings that control how the Local Test will be administered. The available settings are:

- **Test Type:** Controls what order the questions will appear in.
  - Linear (default): All test questions will be administered in the same order.
  - Random: Test questions will be administered in random order.
- **Timer Hidden:** Controls if a timer is visible to the test taker.
  - Yes
  - No (default)
    - **NOTE:** If **Yes** is selected and **Yes** is selected for Session Time Enabled, the timer will initially display in the header bar.



    - Scrolling down the page removes the timer from the header bar and moves it down the page as the test taker scrolls.
      - This allows the test taker to be able to see how much time is left without scrolling back to the top of the page.



- **Timer Direction:** Controls if the timer starts at zero and counts up or starts at a set time (e.g., 60 minutes) and counts down to zero.
  - Down (default)
  - Up
- **Timer Limit:** Controls the amount of time a test taker has to complete the Local Test.
  - No Limit
  - 10 Minutes
  - 20 Minutes
  - 30 Minutes
  - 40 Minutes
  - 50 Minutes
  - 60 Minutes (default)
  - 70 Minutes
  - 80 Minutes
  - 90 Minutes
  - 120 Minutes
  - 150 Minutes
  - 180 Minutes

  IMPORTANT: If a timer limit is set for the Local Test, the test window will close when the time limitation has been met.

    - If the Local Test is the last test in the BP, the screen will go back to the login screen.

- If the Local Test is not the last test in the BP, the next test in the BP will be presented.
- Items not completed will be counted as incorrect.
  - No response entries will be displayed for items not completed or skipped.
- If the test is saved (Save and Finish Later) and time remains, when the test resumes, it will start with the time that remains available.

- **Warning Time:** Controls if a time warning message will be provided to the test taker and at what point the time warning message will display based on time left.
  - No Warning
  - 1 Minute
  - 2 Minutes
  - 3 Minutes
  - 4 Minutes
  - 5 Minutes (default)
  - 10 Minutes
- **Session Time Enabled:** This must be set to **Yes** for the timer to take effect.
  - Yes
  - No (default)
- **Show Test Score:** Controls if the score will be reported on the ISR.
  - Yes (default)
  - No
- **Show Number of Correct Responses:** Controls if the number of questions answered correctly is shown to the test taker.
  - Yes
  - No (default)
- **Show Category Reporting:** Controls whether category scores are shown to the test taker.
  - Yes
  - No (default)
- **Allow Previous Button in Test:** Controls if a test taker can return to a test question previously answered during the administration of a Local Test.
  - Yes: Students can go back to previous questions.
  - No (default): Students cannot go back to previous questions.

    IMPORTANT: If Allow Previous Button in Test is set to **Yes**, **Previous** and **Next** buttons will replace the **Submit** and **Confirm** buttons. The test taker's answers will be submitted with the click of **Next** or **Previous**, but the answer can be changed through further navigation. At the event of a timeout, all completed answers will be retained.

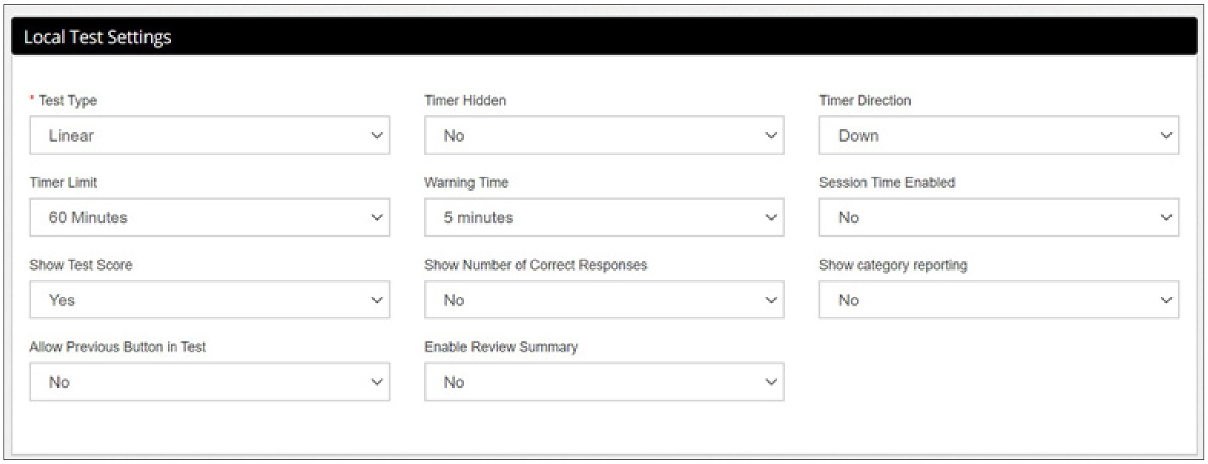
    - On the last item of the test, there will be a **Previous** and a **Submit** button. When they click **Submit** followed by the **Confirm** button, the test taker will no longer be able to go to a previous test question.
- **Enable Review Summary:**
  - Yes: When set to **Yes**, a test taker can review and bookmark questions at any time during test administration using the **Review** and **Bookmark** buttons displayed in the test question header row. Upon answering the last test question, a summary review is presented, allowing the test taker to review and edit their answer choices. The summary page also shows them how many questions were answered and not answered. When satisfied, the test taker submits the test.
  - No (default)

IMPORTANT: Selecting **Yes** to the Enable Review Summary option will:

- Set the Allow Previous Button in Test option to **Yes**.
- Grey out/disable the ability to change the Allow Previous Button in Test option to **No**.

IMPORTANT: When Test Type is set to **Random**, Enable Review Summary is not an available option.

- The Enable Review Summary option will default to **No**.
- The Enable Review Summary option will be greyed out and cannot be changed.



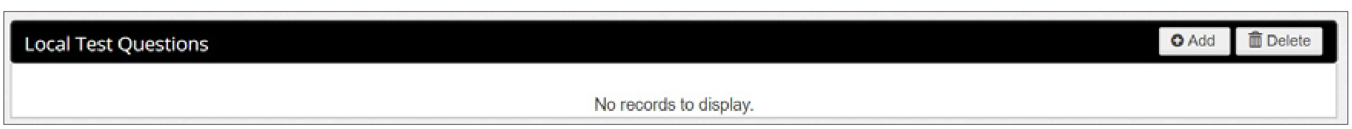
Local Test Questions

The Local Test Questions area displays the questions that are included in the Local Test.

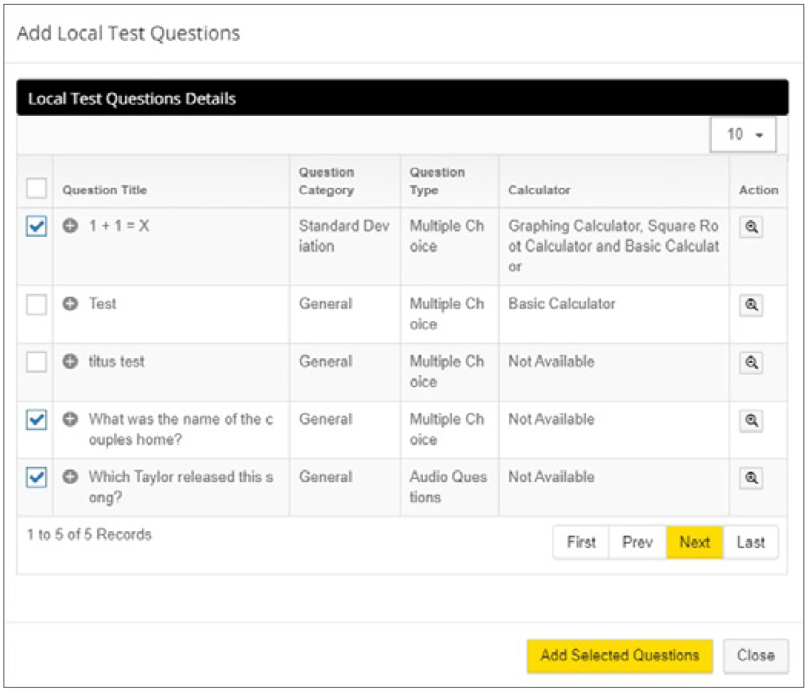
To add test questions to your test:

- Click the **Add** button in the Local Test Questions header bar to open the Add Local Test Questions pop-up. The Add Local Test Questions pop-up displays a list of all Local Test questions.

  NOTE: Questions listed in the Local Test Questions area will not be included in the list of available questions on the Add Local Test Questions pop-up.

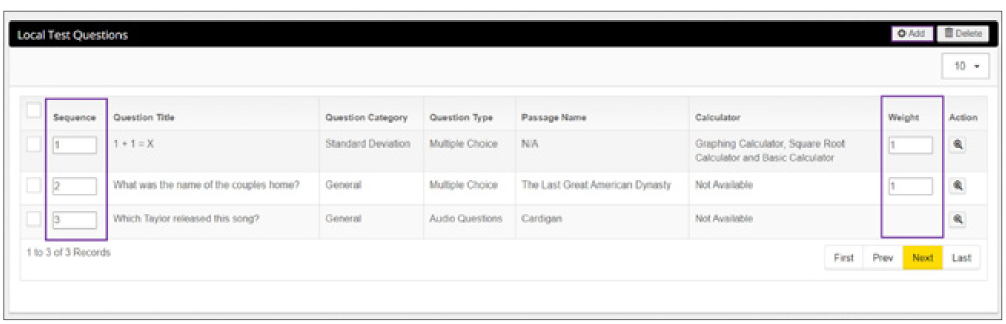


- Local Test Questions Details displays the Question Title, Question Category, Question Type, Calculator, the **Action view** icon, and Passage Title (by clicking on the **red plus** icon).
  - Click the **checkbox** next to the questions to be included in the Local Test.
    - Clicking the **view** icon will preview the test question as a test taker (i.e., the correct answer will not be selected)
  - Click the **Add Selected Questions** button to add the selected question(s) to the Local Test.



- The Local Test Questions area displays the Sequence, Question Title, Question Category, Question Type, Passage Name, Calculator, Weight, and Action.
  - **Sequence:** If **Linear** was selected under Local Test Settings (Test Type), you can determine the sequence in which test questions are presented by entering the number of the question in the Sequence box.
  - **Weight:** Weight can be assigned to each question by putting the desired weight in the corresponding box.
  - **Action:** Clicking the **view** icon in the Action column displays a preview of the test question as it will appear during test administration.

  TIP: To remove a question from the Local Test Questions area, click the **checkbox** next to the question and the click the **Delete** button in the Local Test Questions header.



- Click **Save** at the top of the Create Local Test screen to save your work.
- Click **Back** at the top of the Create Local Test screen to return to the Create Local Test main section.
  - The newly created Local Test will display.

Retest Rules

User Role Access: IA and SM

The Retest Rule section can help an IA and SM manage their retest policy. Through the use of a retest rule, it is possible to limit the number of retest attempts on a test within ACCUPLACER.

- IAs can establish the limits and push (force update) the limits down to individual sites.
- SMs can override what is pushed down to them from the institution and establish their own limits.
- SMs can also revert to the IA settings.

  IMPORTANT: Every attempt where at least one test item is completed will be counted toward the retest limit.

  NOTE: Although institutions can set their own retest policies, College Board recommends:

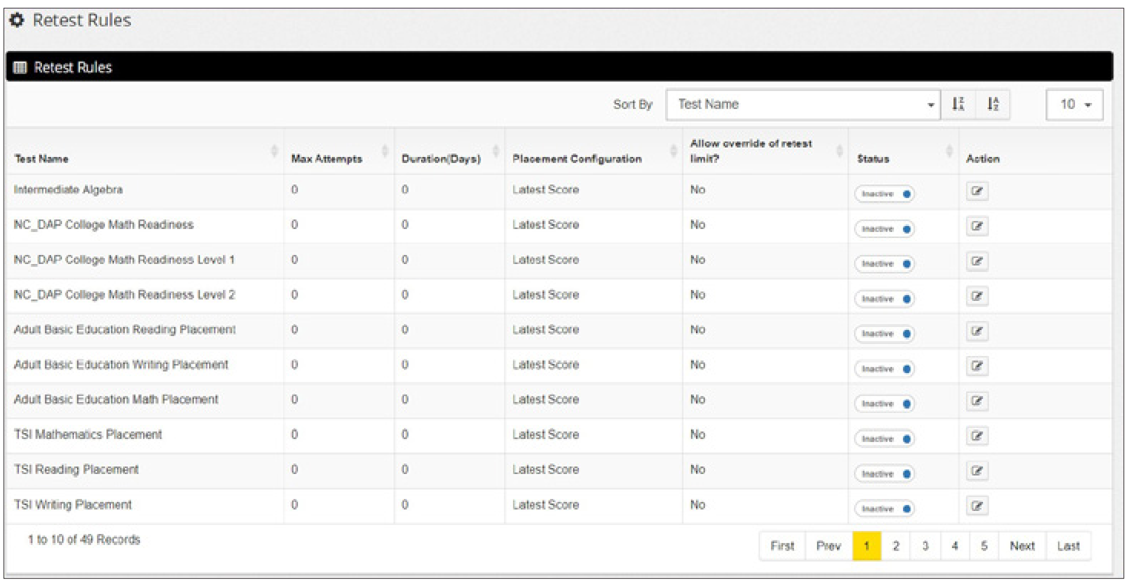
    - A student who does not achieve a placement score on the initial test be given a chance to retest in two weeks (14 days) from their initial test date.
    - It is recommended that test takers allow at least one week of practice for each test subject.
    - A test taker who does not achieve the desired course placement score after the second test may test for the third time three months (90 days) after the second test.
        - This is because test takers who continually fail to meet an institution's placement requirements should be given more time to focus on improving their score by identifying possible areas for improvement.
    - A test taker who does not achieve the desired course placement score after the third test may retest four weeks (30 days) from the third test. This applies to subsequent retests.

  - Retest rules are optional and do not need to be used. They can remain inactive.
  - If a test taker reaches the max attempt value during test administration, the SM or IA can override the re-test rule during test administration if the "Allow Override of Retest Limit?" setting is configured to **Yes**.
    - For more retest policy information, refer to the ACCUPLACER Program Manual by navigating to **Resources > Resources > Manuals & Guides > ACCUPLACER Program Manual** within the ACCUPLACER platform.

To access the Retest Rules section:

- Click on **Retest Rules** under the Test Setup menu to display the Retest Rules section and all available retest rules that have been created.
- The Retest Rule area provides the Test Name, Max Attempts, Duration (Days), Placement Configuration, Allow Override of Retest Limit? Status, and Action for each retest rule.
  - **Test Name:** Displays the name of all tests that are available to the institution or site that a retest rule can be created for.
  - **Max Attempts:** Displays the maximum number of attempts a test can be taken.
    - **NOTE:** A max attempt set at 1 means a test taker can only take the test once and then the limit is reached. When the max attempt is set at 1, the duration period a test taker must wait before testing again is ignored.
    - With a max attempt set at 2, the test taker would be able to take the test a second time within the set duration period.
  - **Duration (Days):** Displays the number of days a test taker must wait before testing again.
    - Days can be set from 14 days to 1,440 days.

- **Placement Configuration:** Displays the placement rule configuration that will be used when retest limits are exceeded.
  - Options available to the user will be the highest or latest score.
  - When looking for highest or latest, it will only look from the scores within the duration specified for the test.
- **Allow Override of Retest Limit:** Displays if an override of the retest rule is allowed.
  - When set to **Yes**, an authorized user can override the retest rule, thereby allowing the test taker to retest.
    - The Authentication screen displays at the start of the test session. If there are multiple tests that have reached the limit, the application will display a list and an SM can select tests for override approval. The selected tests will be administered as an override; those unselected will be skipped.
  - When set to **No**, the tests that have reached the limit cannot be administered/ overridden by any user.
- **Status:** Displays if a retest rule is active or inactive.
  - Active: When a retest rule status is active, the number of retests available will be enforced.
  - Inactive: When a retest rule status is inactive, there will be an unlimited number of retests available.
- **Action:** Displays the **Edit, Force Update to All Sites** (IA only), and **Reset to IA Settings** (SM only) icons.



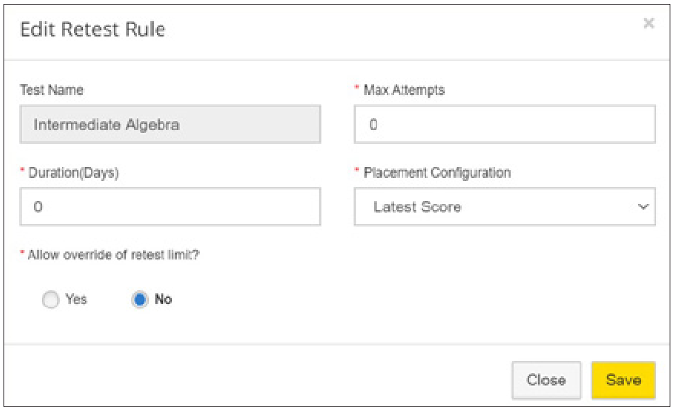
Test Name	Max Attempts	Duration(Days)	Placement Configuration	Allow override of retest limit?	Status	Action
Intermediate Algebra	0	0	Latest Score	No	Inactive	
NC_DAP College Math Readiness	0	0	Latest Score	No	Inactive	
NC_DAP College Math Readiness Level 1	0	0	Latest Score	No	Inactive	
NC_DAP College Math Readiness Level 2	0	0	Latest Score	No	Inactive	
Adult Basic Education Reading Placement	0	0	Latest Score	No	Inactive	
Adult Basic Education Writing Placement	0	0	Latest Score	No	Inactive	
Adult Basic Education Math Placement	0	0	Latest Score	No	Inactive	
TSI Mathematics Placement	0	0	Latest Score	No	Inactive	
TSI Reading Placement	0	0	Latest Score	No	Inactive	
TSI Writing Placement	0	0	Latest Score	No	Inactive	

1 to 10 of 49 Records

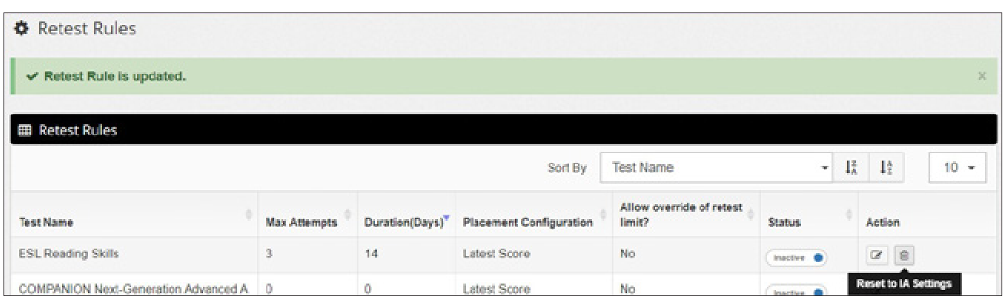
First Prev 1 2 3 4 5 Next Last

Creating a retest rule:

- Click the **Edit** icon under the Action column for the test you want to create a retest rule for.
- The Edit Retest Rule pop-up will display.

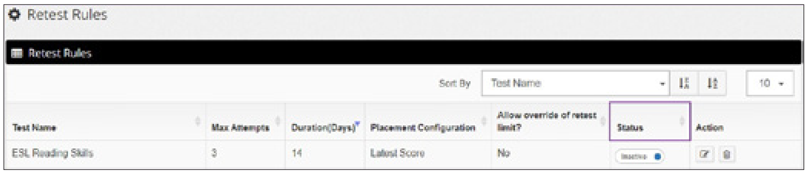


- The Edit Retest Rule pop-up contains: Test Name, Max Attempts, Duration (Days), Placement Configuration, and Allow Override of Retest Limit? options. Enter the information you want used for the designated test:
  - **Test Name:** Displays the name of the test selected from the list of test names on the Retest Rules section.
    - The field is grayed out and cannot be edited.
    - If the incorrect test name is displayed, click **Close** and make the selection again.
  - **Max Attempts:** Enter the number of attempts a test taker can take this test.
  - **Duration (Days):** Enter the number of days a test taker must wait before testing again.
    - Enter a number between 14 days (2 weeks) and 1,440 days (approx. 47 months or 3.9 years).
  - **Placement Configuration:** From the drop-down menu, select either:
    - Latest Score
    - Highest Score
  - **Allow Override of Retest Limit?:** Select **Yes** or **No**.
  - Click **Save** once finished.
- The Retest Rules pop-up screen will close and the Retest Rules section will display, along with a confirmation message of a successful save at the top of the Retest Rules section.
  - The newly created retest rule will display in the Retest Rules listing.
  - A new **action** icon will display, providing the ability to:
    - Force update to all sites (IA only)
    - Revert to the original retest rule (SM only)

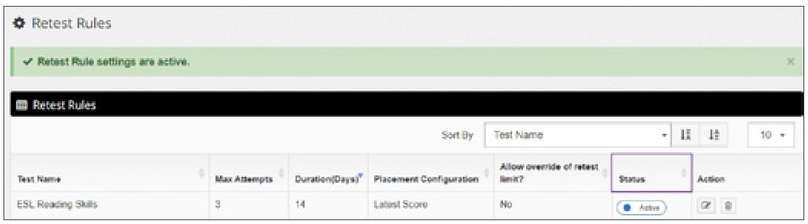


Retest Rule Status

To change the status of an established retest rule:



- In the Status column, click the **Active/Inactive** button to toggle the rule to active or inactive for the desired test name.
    - A confirmation message will appear at the top of the Retest Rules section confirming the activation.



        - **IMPORTANT:** If the retest rule is not active, it cannot be used.

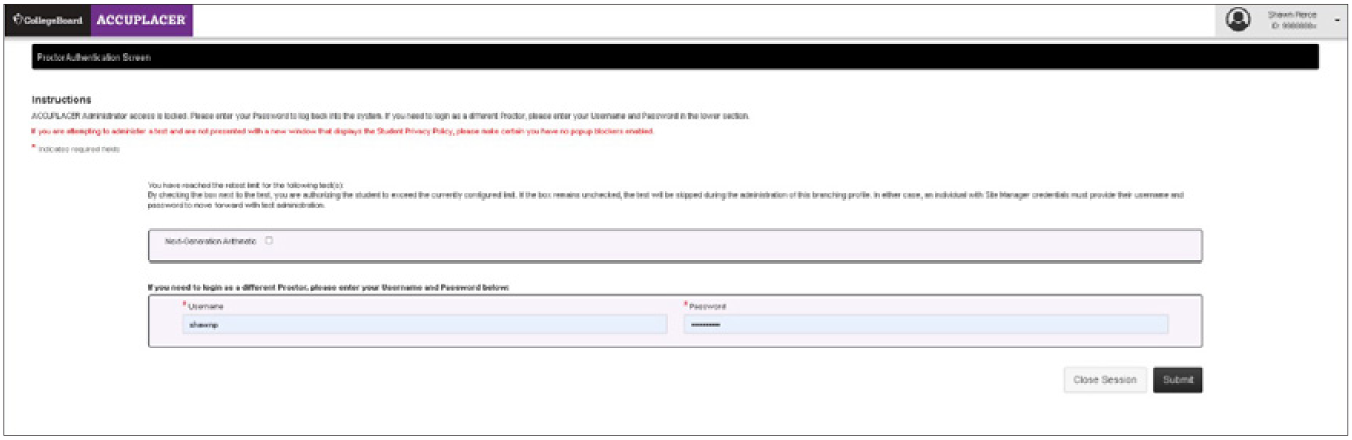
Available Retest Rule Actions

Action icons that may be available depending on the retest rule setup and your user role are:

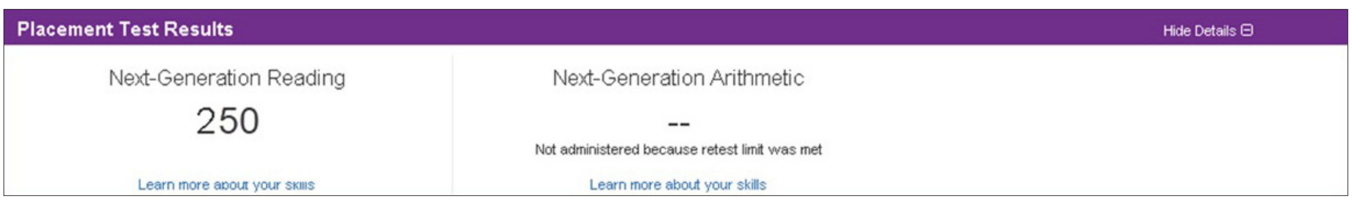
- An IA or SM can edit a retest rule at any time by clicking the **Edit** icon, modifying the criteria, and saving the changes.
- When a retest rule is modified by an IA or SM, a **trashcan** icon will display. To undo a modification, click the **trashcan** icon. The Reset Retest Limit Values to Default pop-up will display. At the prompt, "Are you sure you want to reset the selected Retest Limit setting to default value?" select **Yes**.
    - As an SM, clicking the **trashcan** icon (reset to IA settings) returns the retest rule for the exam to the established rule set at the IA level.
        - The icon is not available to an SM for a rule automatically inherited from the institution level.
        - This icon is only available after an inherited retest rule has been modified.
    - As an IA, clicking on the **trashcan** icon (reset to default) returns the retest rule for the exam to the default (i.e., no retest rule).
        - This icon is only available after a retest rule has been created.
- After saving a new or modifying an existing retest rule, an IA can choose to Force Update to All Sites by clicking the **forward arrow** icon.
    - Retest rules created/modified by an IA at the institution level:
        - That have not been created by an SM at a site will automatically be pushed and activated at the site.
        - That have already been created by an SM at a site will not automatically be pushed and change the existing site rule.
        - That have already been created by an SM at a site will be overridden by the IA established rule only if the IA clicks the **Force Update to All Sites (forward arrow)** icon.

Retest Rule Validation During Test Administration

- For a new test administration, the warning message/approval screen will appear after **Start Test** is clicked. At this point, the BP will be analyzed, and the retest limit(s) verified.
  - This treatment will be the same for all tests started from Test Administration, Voucher, Widget, and Fast Track.
- In the case of a resume test scenario, the validation will take place after the user clicks **Begin Test**. The user will then be presented with the message/approval screen.



- If a test session/BP is completed for a student and a test within that BP was not administered because the retest limit was encountered, a message will appear on the ISR. See example below.



Placement Setup

User Role Access: IA and SM

Placement rules are based on the course placement scores used at your institution. By using this feature, students' placements can be reported on their Individual Score Report (ISR) generated at the end of testing.

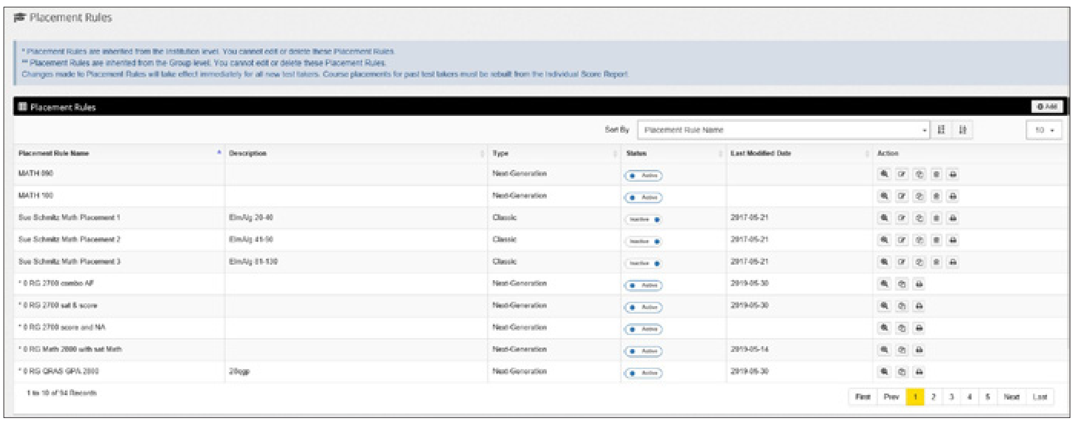
- Placement rules created by the IA are available for use at all sites.
- Placement rules created by the SM are available for use at the site only.

Placement Rules

Placement rules contain conditions for which students will receive specific course placements. Before you begin to create your placement rules, you must first create course groups, courses, majors/programs (optional), user-defined fields (optional), and composite scores (optional) that will be used in the placement rules.

Creating a Placement Rule

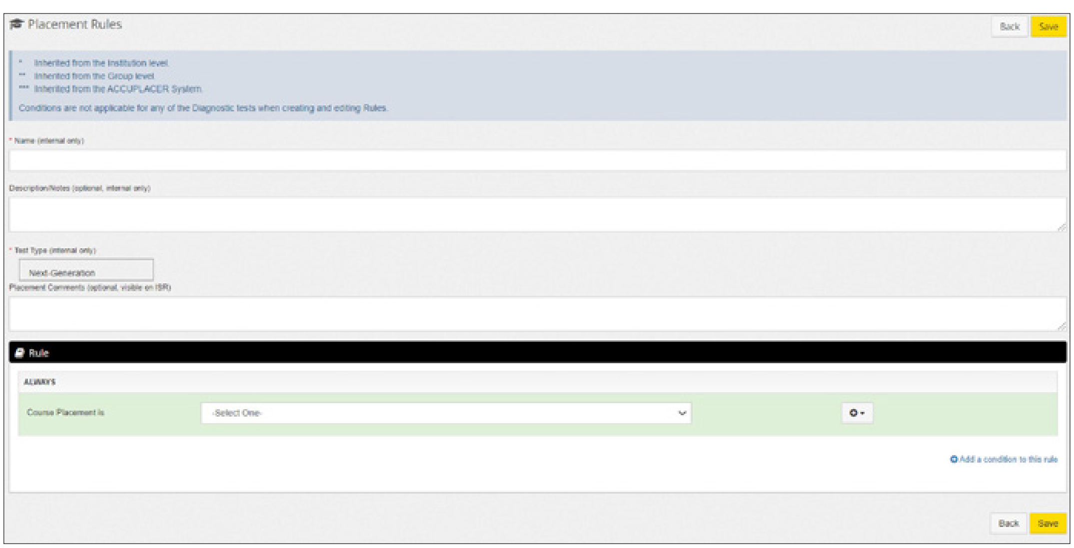
- Click on **Placement Rules** under the **Placement Setup** menu and a list of all placement rules that have been added to the site will display.



To add a new placement rule:

- Click the **Add** button in the Placement Rules header bar to display the Placement Rules data entry screen.

- The Placement Rules data entry screen is made up of two sections: Placement Details and Rules.



- Enter the placement details by completing:
  - **Name (internal only):** Enter the name for the placement rule.
    - This is for internal use only (not visible on a report).
  - **Description/Notes (optional, internal only):** Use this field to record any information that describes the placement rule.
    - Maximum length is 500 characters.

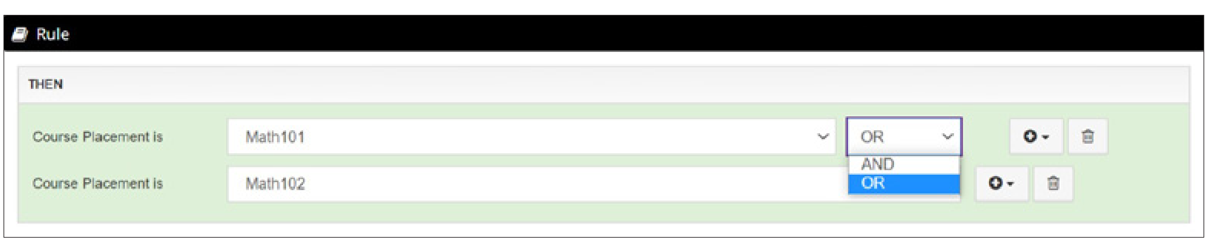
      NOTE: This is an internal field (not visible on a report) that helps the user keep track of the intent of the placement rule.
  - **Placement Comments (optional, visible on ISR):** Enter any comment/details for the benefit of a test taker.
    - Maximum length is 4,000 characters.

      NOTE: If the Placement Comments field is populated, it will appear on the student's ISR.

- Complete the Rules section by:
  - Selecting a course:
    - **Course Placement is:** From the drop-down menu, select a course.

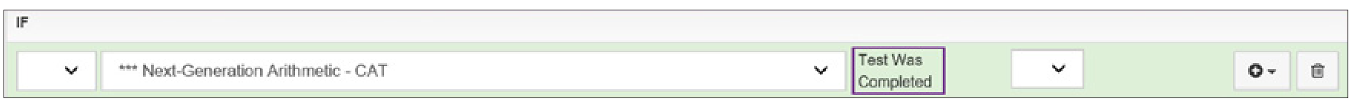
      NOTE: Multiple courses can be selected by clicking on **Add a course.**

    - Courses can be connected using **AND/OR** to form a more complex placement rule.
      - **AND:** If both conditions are true, then the entire condition is true.
      - **OR:** If any one of the conditions is true, then the entire condition is true.

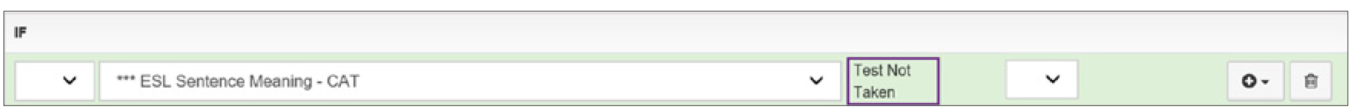


- Adding a condition:
  - **Add a Condition to this Rule:** Click the **Add a condition to this rule** hyperlinked text to display the New Condition Type pop-up.
  - From the **Condition** drop-down menu, select the desired condition.
  - There are eight different condition types that can be used in a placement rule: Test Was Completed, Test Not Taken, Academic Factor, Background Question, Single Test Score, Major/Program, User Defined Field, and Composite Score.

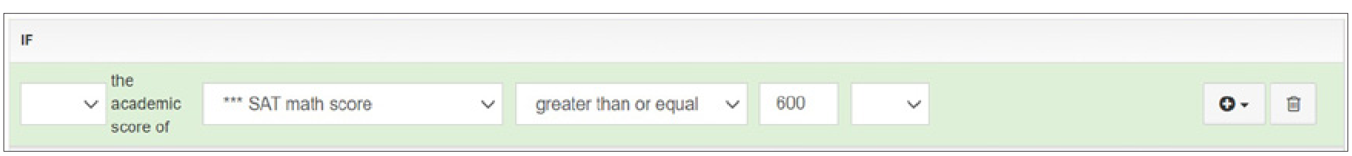
1. **Test Was Completed:** Used when a course placement is based on the score of a test that was completed.
   - All ACCUPLACER tests, active Local Tests, and WritePlacer settings are available in the drop-down menu.
   - Choose the test you want to use as a part of this condition.
   - The placement recommendation is made only when the condition is evaluated as true.



2. **Test Not Taken:** Used to create a course placement based on the Test Not Taken condition, which validates whether a test taker took a specific test.
   - Incomplete tests are considered not taken.



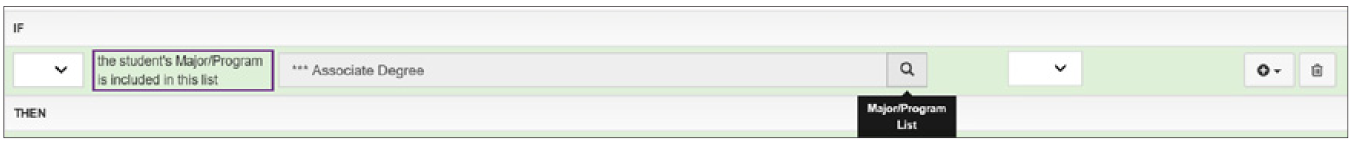
3. **Academic Factors:** Used to create a course placement based on academic factors that are available in the drop-down (e.g., SAT math score).



4. **Background Question:** Used when a course placement recommendation is based on a test taker's response to a background question administered during the test session.
   - All active background questions created at the system level, the institution level, or the site level will appear in the drop-down menu.
   - Select the background question and the response you want to use to evaluate this condition type.

5. **Single Test Score:** Used when a course placement recommendation is based on a score from a test that was administered.
    - All ACCUPLACER tests, active Local Tests, and WritePlacer settings are available in the drop-down menu.
    - Choose the test you want to use as part of this condition and enter the appropriate values in the text boxes.

6. **Major/Program:** Used when course placement recommendation is based on the major the student selected during the test session.
    - To choose a major, click the **Major/Program List** icon and select a major/program from the list.
    - Multiple majors/programs can be included in this condition.



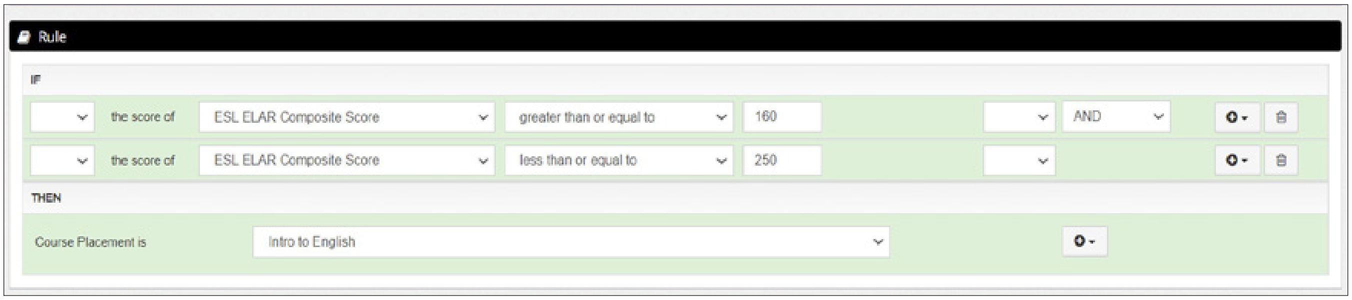
7. **User Defined Field:** Used when a course placement recommendation is based on the value of a user-defined field.
    - All active user-defined fields created by an SM appear in the drop-down menu.
    - Choose the user-defined field you want to use and enter a value.
        - To enter values for user-defined fields, click on the **Reports** menu and select **List and Enter User.**

          WARNING: You will have to enter the value of the user-defined field after a test taker has completed the test session.
        - User-defined fields can also be included during pre-registration.

          NOTE: For the placement that is based on the user-defined field to show on a test taker's ISR, you will have to open the student's ISR after testing and click the **Rebuild Course Placement Using Current Placement Rules** link at the bottom of the page.

8. **Composite Scores:** Used when a course placement recommendation is based on a composite score.
    - In the example below, a composite score titled ESL ELAR English Composite Score was created based on the total test scores earned from taking the ESL Language, ESL Reading, and ESL Sentence Meaning exams.

- In the placement rule example below, if the ESL ELAR Composite Score field is greater than or equal to 160 and less than or equal to 250, then the composite score course placement would be Intro to English.

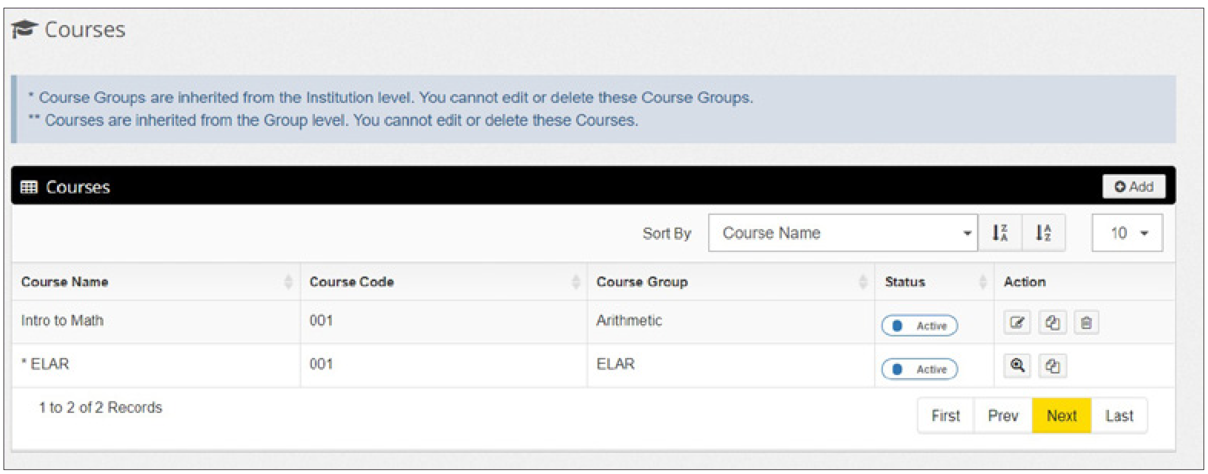


- Conditions can be connected using **AND/OR** to form a more complex condition statement.
  - **AND:** If both conditions are true, then the entire condition is true.
  - **OR:** If any one of the conditions is true, then the entire condition is true.

Courses

The Courses section contains a listing of all available courses. To access the Courses section:

- Click on **Courses** under the **Placement Setup** menu.



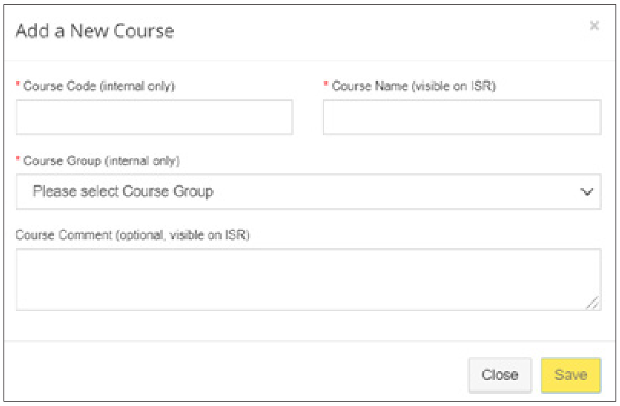
To add a new course:

- Click the **Add** button in the Courses header bar to display the Add a New Course pop-up.

- From the Add a New Course pop-up, create the new course by completing the required fields:
  - **Course Code (internal only):** An alphanumeric code used to identify the course you create.
    - Maximum length is 100 characters.
  - **Course Name (visible on ISR):** An alphanumeric name used to identify the course and must be unique within the site.
  - **Course Group (internal only):** The name of the group under which the course is assigned.
  - **Course Comment (optional, visible on ISR):** Describes the course and is reported in the ISR.

– Maximum length is 2,000 characters.

- **WARNING:** Using all 2,000 available characters in the Course Comment field may cause the test taker's ISR to print on two pages.



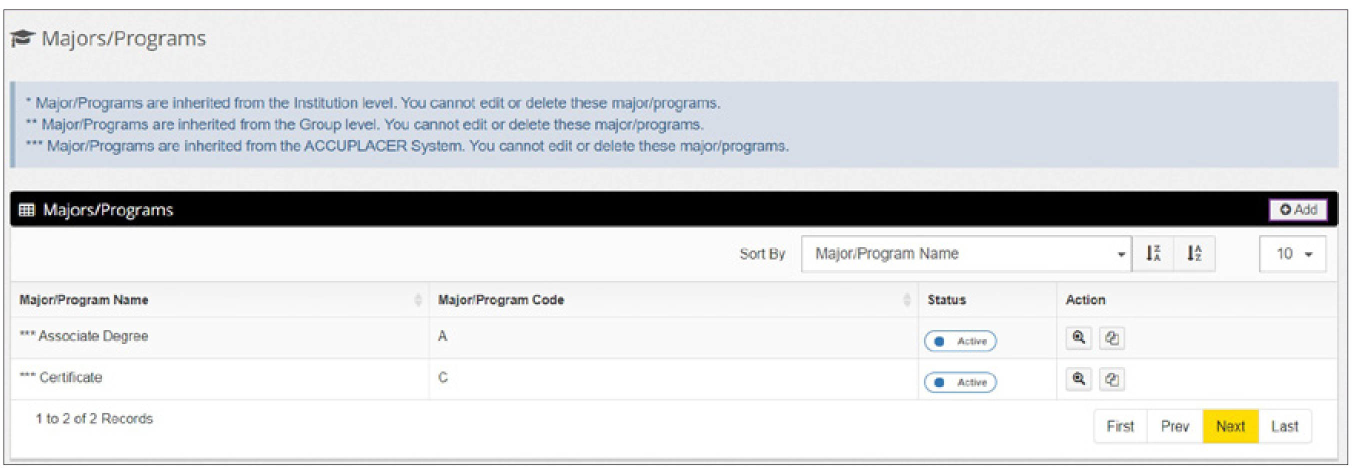
- Click the **Save** button to close the Add a New Course pop-up and save the newly created course.
- The Courses section will display with the newly created course displaying in the course listings.

Majors/Programs

User Role Access: IA and SM

To add a major/program:

- Click on **Majors/Programs** under the **Placement Setup** menu to display the Majors/Programs section.
  - A list of majors/programs that have been added will display.

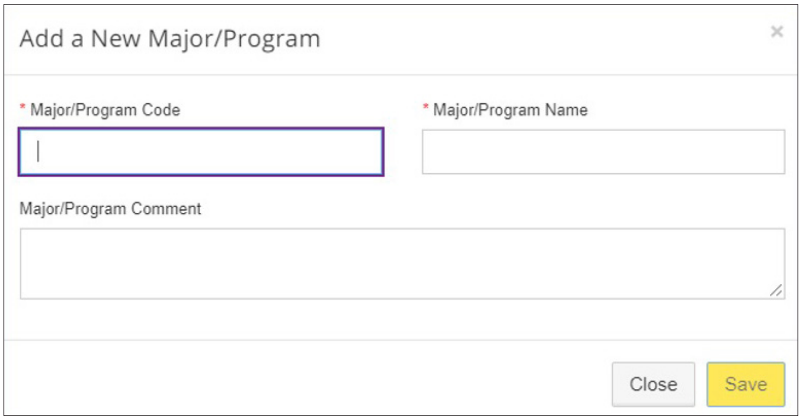


Creating a Major/Program

- Click the **Add** button in the Major/Programs header bar to display the Add a New Major/Program pop-up.

- To enter a new major/program, complete the required fields in the Add a New Major/Program pop-up:
  - **Major/Program Code:** A code assigned by the IA or SM.
    – Maximum length is 15 characters.

- **Major/Program Name:** Enter the name of the major/program to be added.
  - Maximum length is 100 characters.
- **Major/Program Comment:** An optional field that provides the ability to add insight into the major/program area on the students' ISR.
  - Maximum length is 100 characters.



User-Defined Fields

User-defined fields allow you to add additional student information that can be used in placement rules and reports. Examples of user-defined fields are:

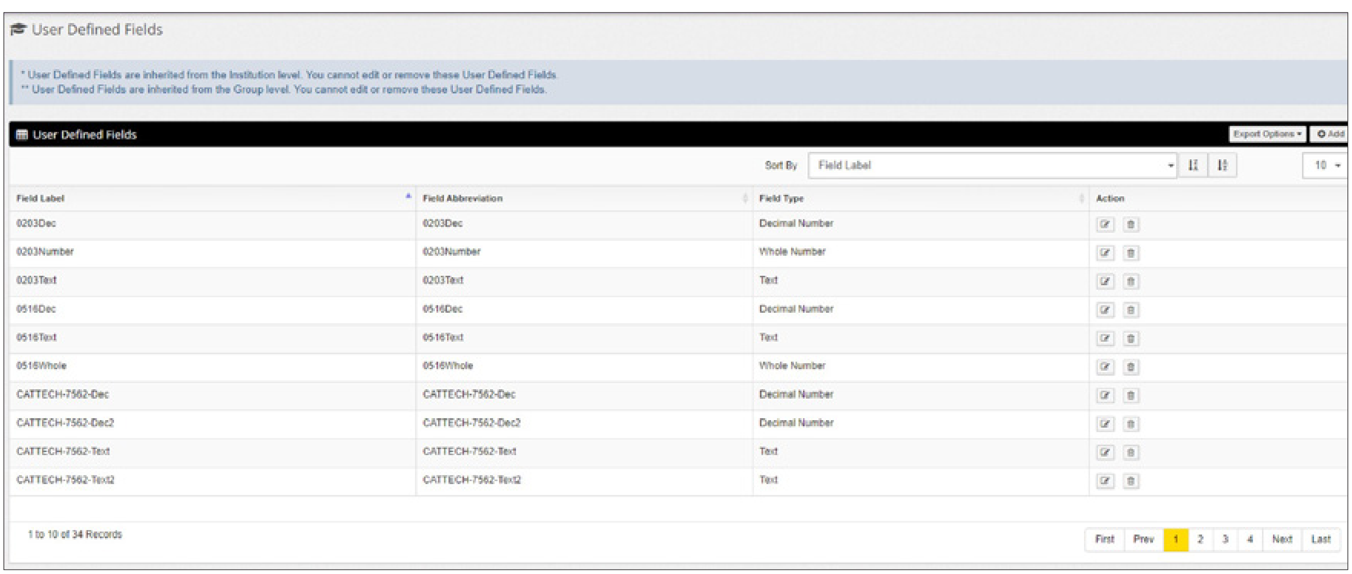
- Scores from essays graded by your faculty
- Scores from Local Tests not administered through the Local Tests feature of ACCUPLACER

The User Defined Fields section lists all available user-defined fields.

- As an SM, user-defined fields created at the institution or group level are available to use but cannot be deleted or edited.
- As an IA, user-defined fields created at the group level are available to use but cannot be deleted or edited.
  - An IA will not have access to any user-defined fields created at the site level.

To access the User Defined Fields section:

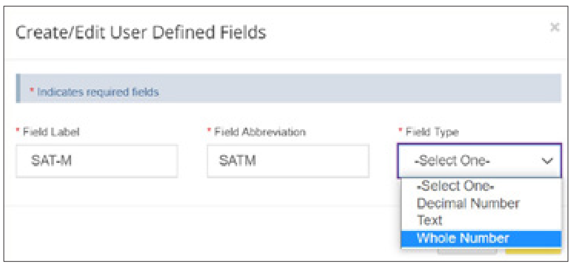
- Click on **User Defined Fields** under the **Placement Setup** menu.
  - A list of fields that currently exist on the site will display.



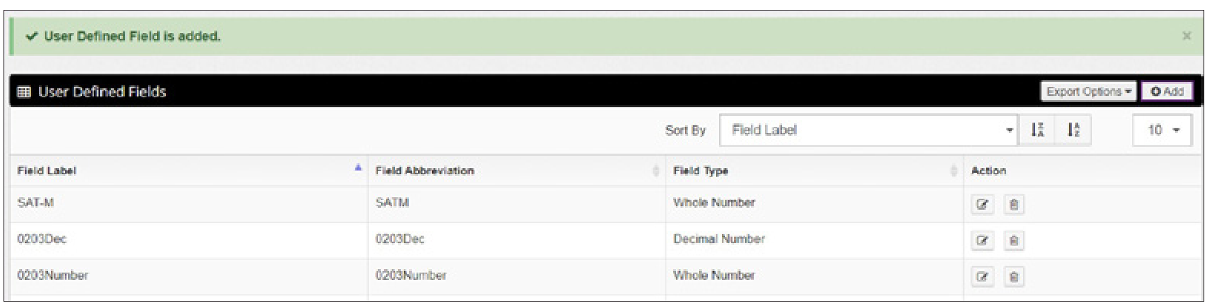
Creating a User-Defined Field

- Click the **Add** button in the User Defined Fields header bar to display the Create/Edit User Defined Fields pop-up.

- In the Create/Edit User Defined Fields pop-up, complete the following fields:
  - **Field Label:** Enter the name of the additional scored exam or student information to be used.
  - **Field Abbreviation:** Enter an abbreviation for this field.
  - **Field Type:** From the drop-down menu, define a value for this field by selecting one of the three available options:
    - Decimal Number
    - Text
    - Whole Number



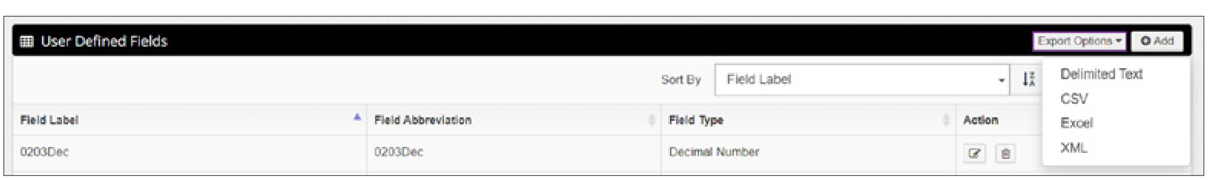
- When done, click the **Save** button.
  - The Create/Edit User Defined Fields pop-up will close.
  - A confirmation that the newly created user-defined field was saved successfully will appear at the top of the User Defined Fields main page.
- The new user-defined field will display in the list of all available fields.



Exporting User-Defined Fields

The full list of available user-defined fields can be exported. To export the full list:

- Click on the **Export Options** button in the User Defined Fields header bar and select the export file type. Available options are:
  - Delimited Text
  - CSV
  - Excel
  - XML

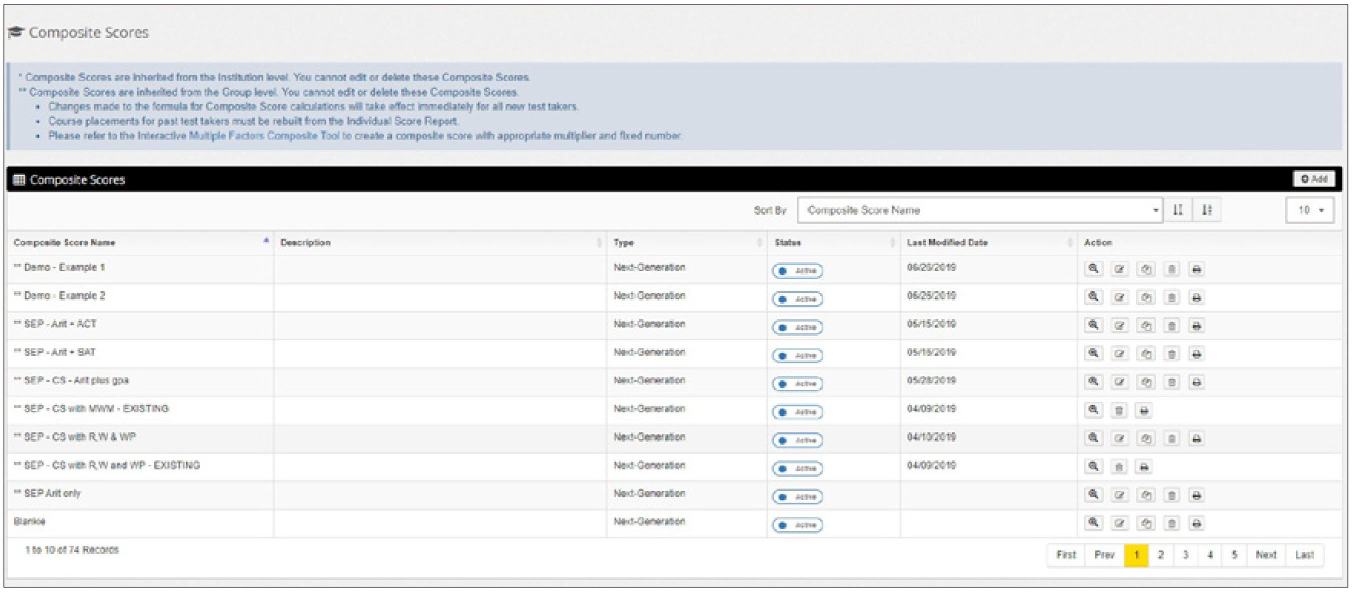


Composite Scores

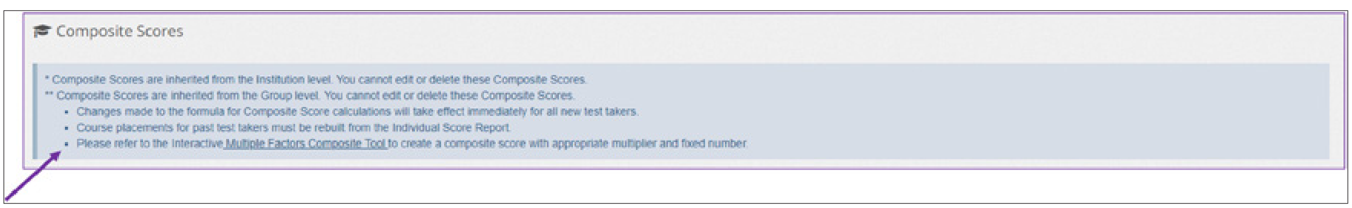
In statistics, and particularly psychometrics, composite scores are calculated from data in multiple variables in order to form reliable and valid measures of latent, theoretical constructs. ACCUPLACER offers the ability to create a composite score that can be used in placement rules, included in reports, and uploaded to campus student information systems.

To access the Composite Scores section:

- Click on **Composite Scores** under the **Placement Setup** menu.
    - A list of all available composite scores will display.



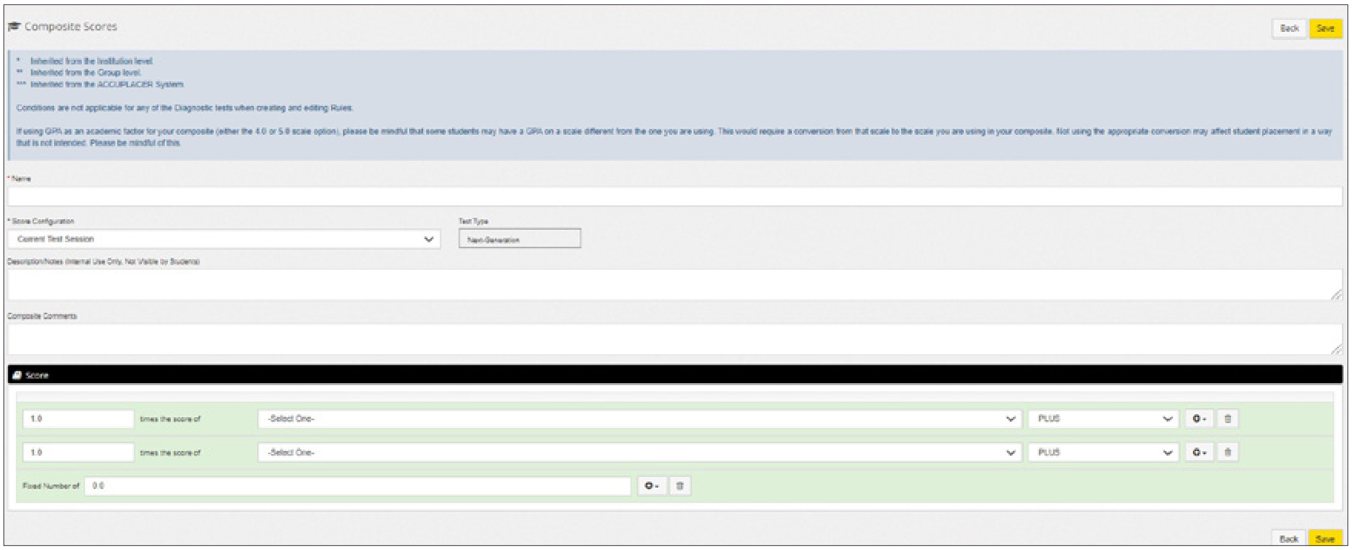
- Multiple Factors Composite Tool
    - Please refer to the interactive Multiple Factors Composite Tool to create a composite score with appropriate multiplier and fixed number.
        - Clicking on the hyperlinked **Multiple Factors Composite Tool** text will automatically download the Excel Multiple Factors Composite Tool.



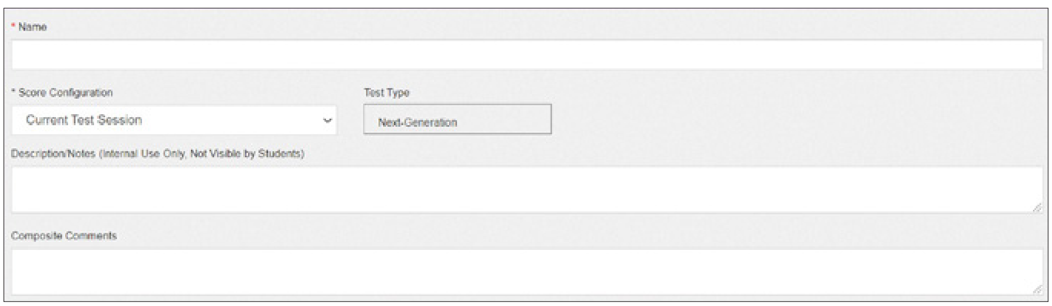
Creating a Composite Score

- Click the **Add** button in the Composite Scores header bar and the Composite Scores data entry screen will display.

- The Composite Score data entry screen is made up of two areas: Composite Score Details and Score.



- Begin by entering the composite score details by completing the following fields:



  - **Name:** Enter the name for the composite score.

    TIP: Use a name that makes it easy to discern what the composite score represents.

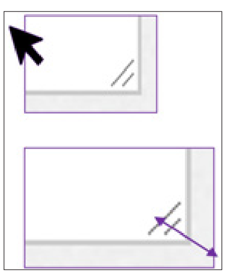
  - **Score Configuration:** From the drop-down menu, select one of the seven available options.
    - This will determine the exam score to be used in the composite score.
    - The available score configuration options are:
      - **Current Test Session (default):** Scores from the current test session will be used to calculate the composite score.
      - **Latest Score:** The most recent test score, or the score from the current test session, will be used when calculating the composite score.

        IMPORTANT: Scores will be evaluated based on the Test Session End Date.
      - **Highest Score:** The highest score available for the test taker from all available records will be used to calculate the composite score.

        - **Highest Score for Last Six Months:** Using the Test Session End Date, the highest score available for the test taker from all available records of the last six months will be used to calculate the composite score.
        - **Highest Score for Last 12 Months:** Using the Test Session End Date, the highest score available for the test taker from all available records of the last twelve months will be used to calculate the composite score.
        - **Highest Score for Last Two Years:** Using the Test Session End Date, the highest score available for the test taker from all available records of the last two years will be used to calculate the composite score.
        - **Highest Score for Last Three Years:** Using the Test Session End Date, the highest score available for the test taker from all available records of the last three years will be used to calculate the composite score.

- **Test Type:** Displays whether the composite rule was based on ACCUPLACER Classic placement tests or Next-Generation placements tests.
    - No changes can be made to the Test Type.
    - This is intended for internal ACCUPLACER/College Board use only.
- **Description/Notes (internal use only, not visible by students):** Use this field to record any information another user may find beneficial to know.
    - Maximum length is 500 characters.
- **Composite Comments:** Enter details here that would be useful for someone else to know regarding how or what makes up the composite score.
    - Maximum length is 4000 characters.

    TIP: Wish the Description/Notes or Composite Comments text field containers were larger so you could easily read the entered text without scrolling? Hover over the bottom right corner of the text field where you see two diagonal lines.



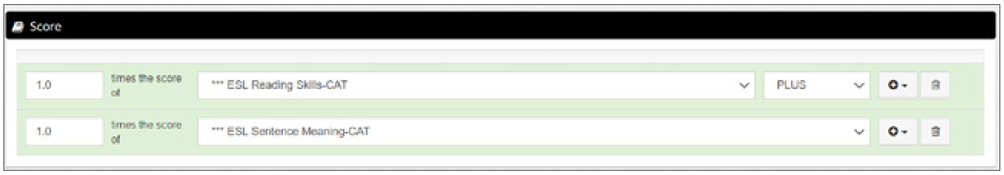
    - When hovering over the corner, the mouse pointer will change into a double arrowhead diagonal line.
    - Click, hold, and drag the mouse downward to expand the text field container.

- When rebuilding placements, if there has been a change in the score configuration selection, the latest values will be used in the rebuild.
    - The new values will be stored in the database and will appear on the ISR.

From the Score area:

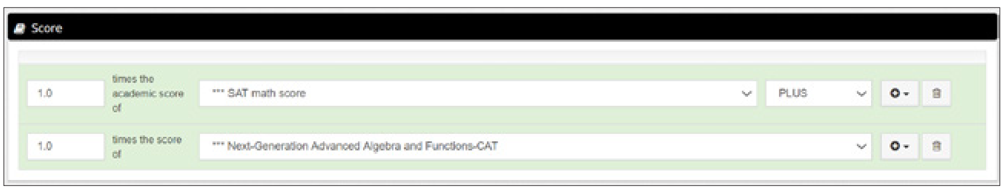
- The Score area contains three score types:
    - **Single Test Score:** Selecting the **Single Test Score** option allows a single test score to be included in the composite score.
        - When a single test score is added, clicking **-Select One-** in the **times the score of** field, will display a list of all the available active tests to choose from.

- **Single Test Score Example:** In the example below, the scores of ESL Reading Skills and ESL Sentence Meaning are being added together to create the composite score.



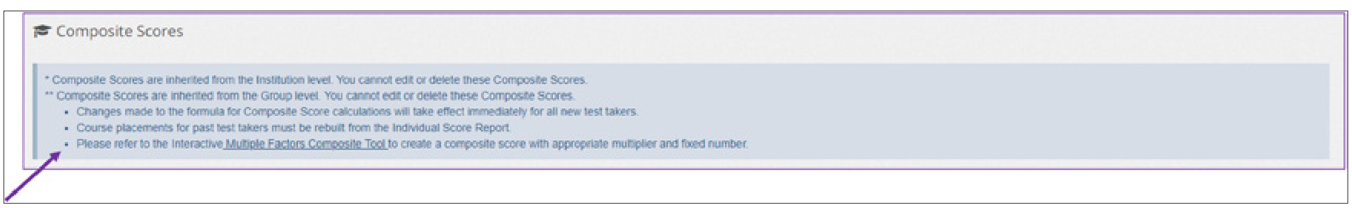
- **Academic Factors:** Selecting **Academic Factor** allows GPA, ACT, PreACT, PSAT™, or SAT® to be included in the composite score.
  - When an academic factors score is added, clicking on **-Select One-** in the **times the academic score of** field, will display a list of all the available academic factors to choose from.

- **Academic Factor Example:** In the example below, the scores of SAT Math and Advanced Algebra and Functions are being added together to create the composite score.



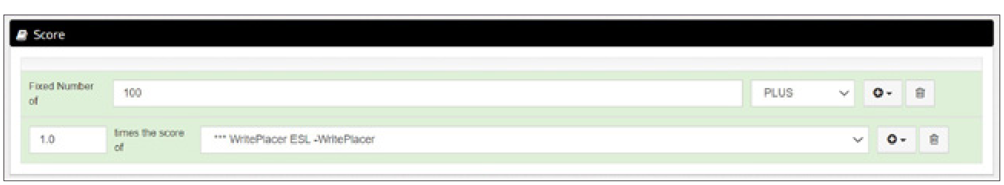
WARNING: Please refer to the Interactive Multiple Factors Composite Tool to create a composite score with appropriate multiplier and fixed number.

- A link to download the Interactive Multiple Factors Composite Tool is located at the top of the Composite Score main section page.



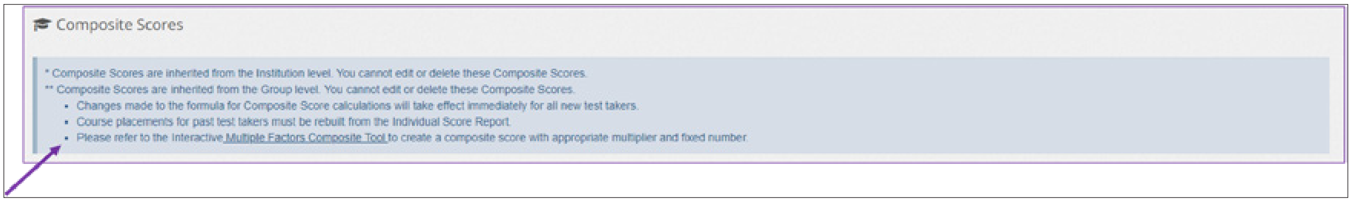
- **Fixed Number:** Selecting the **Fixed Number** option allows a fixed number to be added to a test score to create a composite score.
  - When a fixed number score is added, the determined fixed number will be entered in the **Fixed Number of** field, replacing the 0.0 default entry.

  - **Fixed Number Example:** In the example below, 100 is being added to the WritePlacer ESL score.

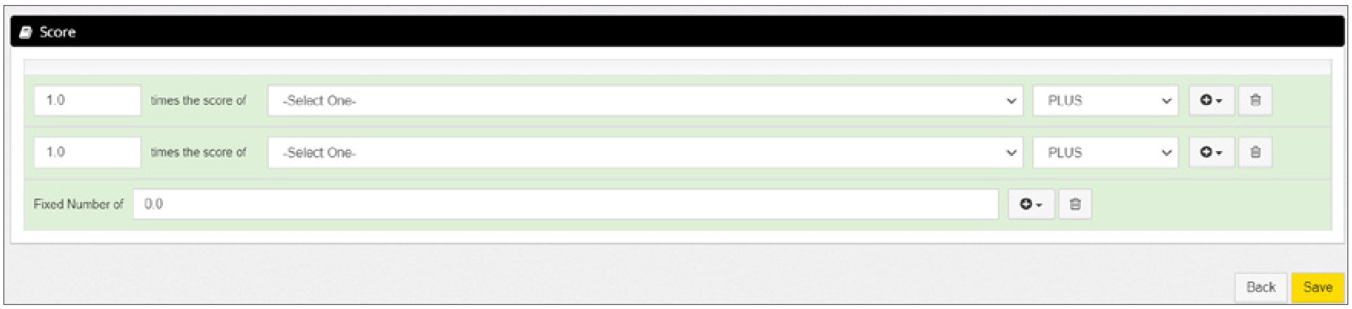


WARNING: Please refer to the interactive Multiple Factors Composite Tool to create a composite score with appropriate multiplier and fixed number.

- A link to download the Interactive Multiple Factors Composite Tool is located at the top of the Composite Score main section page.

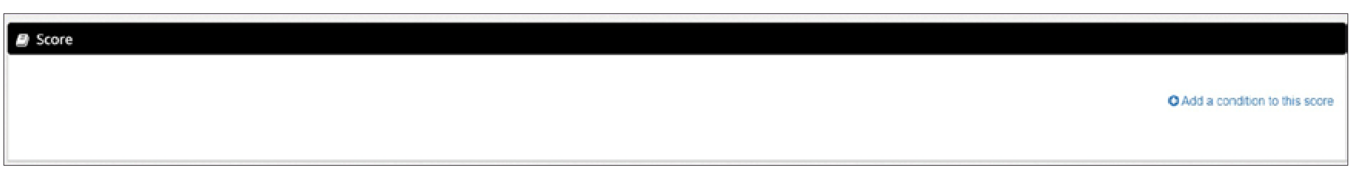


- By default, the Score area displays two **times the score of** fields and a **Fixed Number of** field.

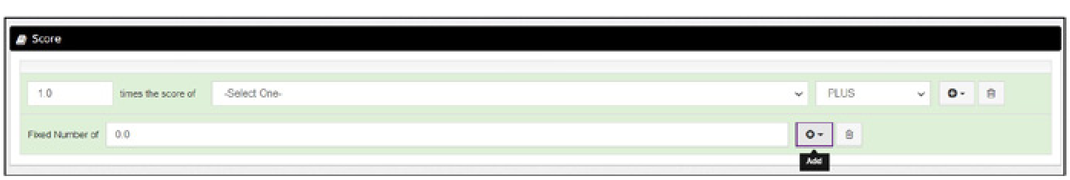


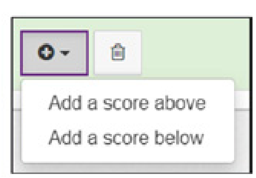
- The default score options can easily be modified:
  - Click the **trashcan** icon to delete a score option line.

NOTE: If all the score option lines are deleted, the **Score** area will display hyperlinked text that reads, **Add a condition to this score.** Clicking on the text will display the Select New Score pop-up to choose score options to add.

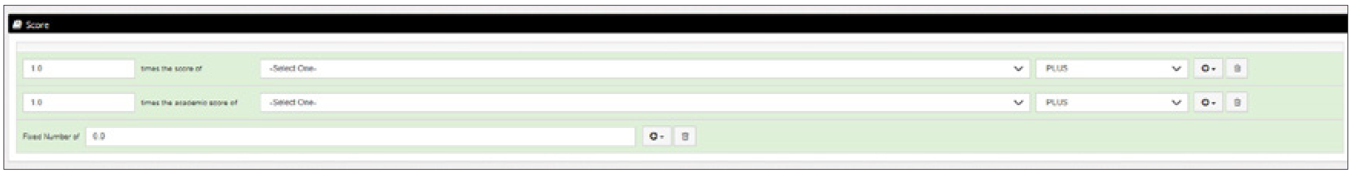


  - Click the **plus** icon to add a score option line.
    - Clicking the **plus** icon provides two options on where to place the new score type.
      - Select by clicking on either:
        - **Add the score above**
        - **Add the score below**





- Selecting either option will display the Select New Score pop-up.
- Select one of the three available options from the Score drop-down menu.
- Click the **Add** button to add the selected score type to the composite score.

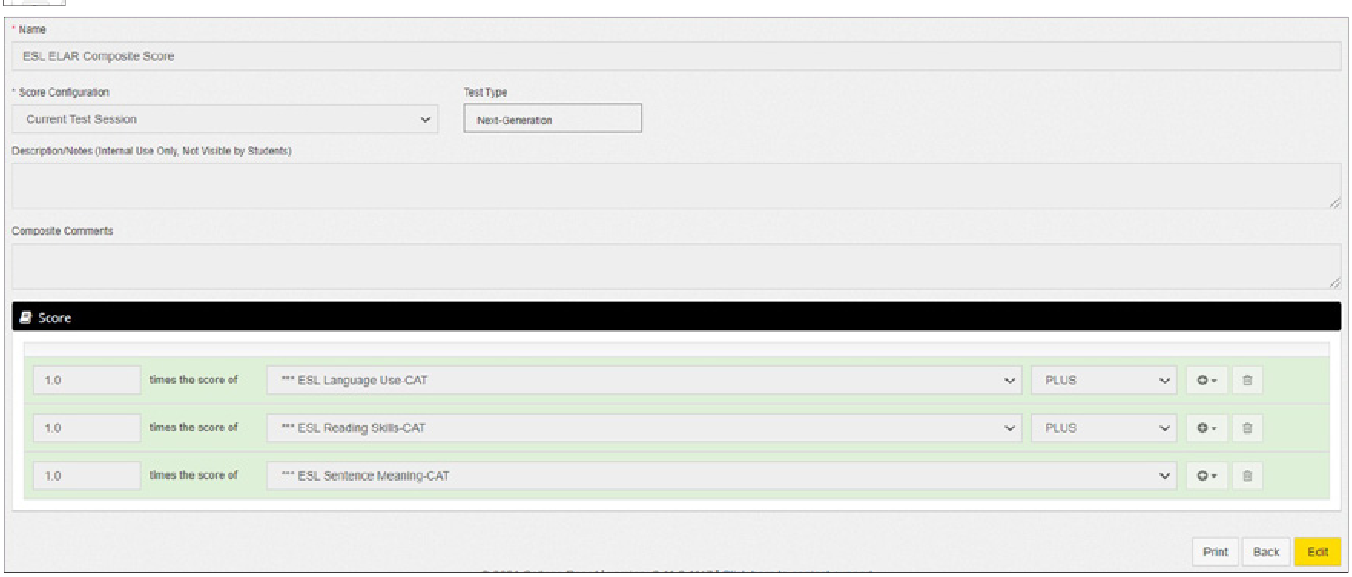


- Once done building the composite score, click the **Save** button.
  - A confirmation message will display at the top of the Composite Score data entry screen confirming the composite score was successfully added.
  - Composite Score Name will be grayed out.
  - Click the **Back** button to return to the Composite Score main section and the newly created composite score will appear at the top of the list.

Modifying a Composite Score

- Composite score hierarchy:
  - Composite scores inherited from the group level are noted by two asterisks (**) preceding the composite score name. The group level composite scores cannot be edited or deleted.
  - Composite scores inherited from the institution level are noted by one asterisk (*) preceding the composite score name. The institution level composite scores can only be edited or deleted by an IA. All other user types cannot edit or delete these scores.
- To view a composite score in a read-only status:

  - Click the **view** icon for the composite score to be reviewed.
  - The composite score details will display in read-only versions.



- To delete a composite score:

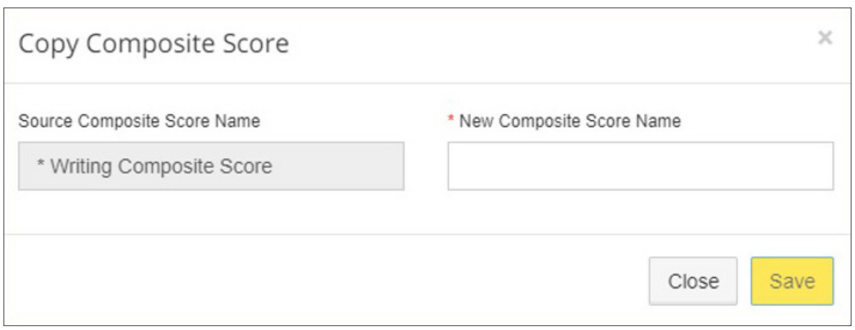
  - Click the **delete** icon for the composite score to be removed.
  - When prompted to confirm that the composite score should be deleted, click **Yes**.
- To edit a composite score:

  - Click the **edit** icon for the composite score to be edited.
  - The composite score details will display.
  - Make the necessary edits and click **Save** to save the changes.

    WARNING: Changes made to the formula for composite score calculations will take effect immediately for all new test takers.

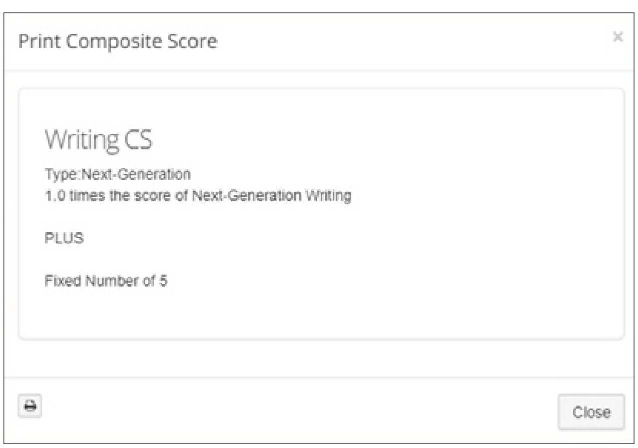
    – Course placements for past test takers must be rebuilt from the ISR.
- To edit a composite score that was inherited:

  - Click the **copy** icon for the composite score to be edited.
  - The Copy Composite Score pop-up will display.
  - Enter the name for the copied composite score in the New Composite Score Name field.
    – Click the **Save** button to save the copied composite score with its new name that can now be edited.



- To print a composite score to share with faculty:

  - Click the **print** icon for the composite score that is going to be printed.
  - The Print Composite Score pop-up will display.
  - Click the **print** icon in the lower left corner to print the composite score details displayed.
  - Click the **Close** button to close the Print Composite Score pop-up.



ACCUPLACER Learning Resources

Overview

What Is Learning Resources?

Learning Resources is a free tool that provides hundreds of learning exercises to help strengthen students' assets, and provides teachers with tools to enhance the student learning experience. Students are assigned Learning Locator codes that supply specific materials targeted to the growth areas identified on their score reports. Educators can review Learning Resources and use the convenient Assignment Sheet feature to easily create collections of materials individualized for their students, including their own uploaded resources.

How to Use Learning Resources

Begin by collaborating and brainstorming with key stakeholders at your institution. Think of ways you could use Learning Resources to compliment your institution's programs and enhance the learning experience for your students. Below are some possible ideas:

- Summer bridge programs
- Test prep sessions
- Remediation prior to retesting
- As a corequisite resource

Next, think about the operational step. Consider giving teachers and faculty ACCUPLACER Site Reporter access and developing a plan to share student results. Here are some possible ideas:

- Score roster
- Diagnostic roster
- Placement roster (k12)

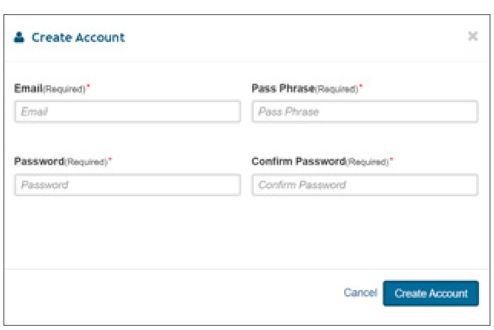
Learning Resources User Account

Educators must create a Learning Resources user account to use the platform. Students do not have to create Learning Resources user accounts to take advantage of available resources.

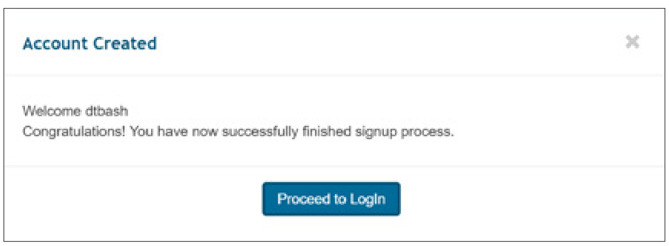
Create an Educator Account: New User

- To create your Learning Resources educator account:
  - Open your web browser and navigate to **accuplacer.pearsonperspective.com**.

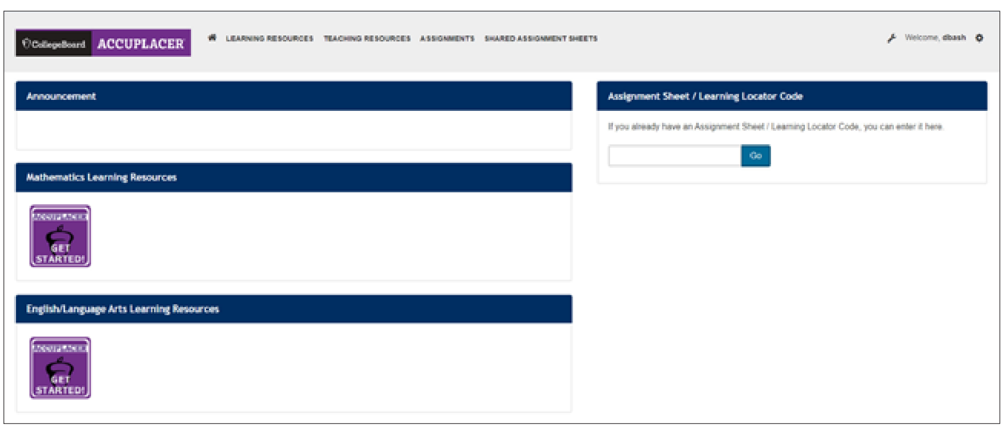
  - From the Learning Resource Welcome/Login page, in the upper right corner, click the **Sign Up** button.
  - The Create Account pop-up will display.



- Complete all fields displayed on the Create Account pop-up as follows:
  - **Email (required)***: It is recommended that you use your institutional email address.
  - **Pass Phrase (required)***: Enter ***ACCU_edu*** in this field.
    - If you do not enter the correct pass phrase, you will see the error message "Registration failed as the information provided by you do not match with a valid pass phrase."
  - **Password (required)***: Create a strong password specifically for the Learning Resource site.
    - Password should be 6 to 200 characters long.
  - **Confirm Password (required)***: Re-enter the above password to ensure its accuracy.
    - You will not be able to move forward if the two password fields do not math.
- Click the **Create Account** button when done.
  - This will set up your user credentials for the ACCUPLACER Learning Resource site.
- The Account Created pop-up will confirm your account was successfully created.

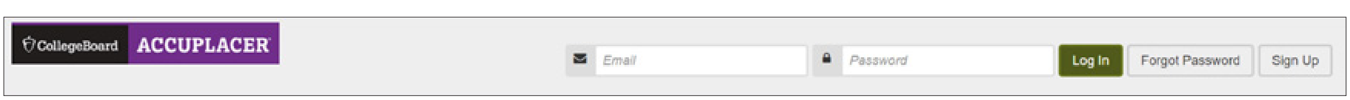


- Click the **Precede to Login** button to complete your account setup and be automatically logged into the Perspective Learning Resources site.



Returning Educator Account Users

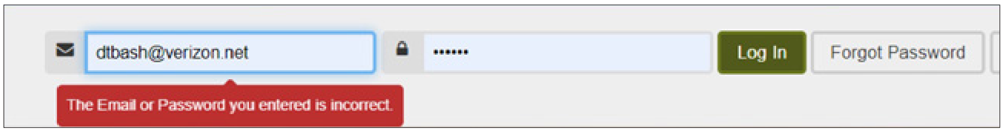
- If you have already set up your Learning Resources user account and credentials, simply log in to access all the Learning Resource content. To log in with your Learning Resources Educator account:
  - Open your web browser and navigate to **accuplacer.pearsonperspective.com**.
    - The Learning Resource landing page will display.



- Log in to the Learning Resource site by entering:
  - **Email:** Enter the email address used when creating your Educator Account.
  - **Password:** Enter your password.
  - Click the **Log In** button to access the site content.

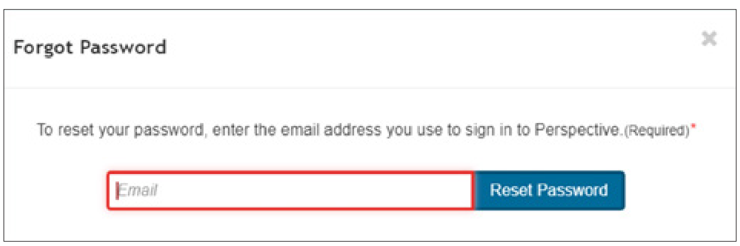
Forgot Your Username and Password

- Entering an email address or password that does not match your established user credentials will generate the error message, “The Email or Password you entered is incorrect.”

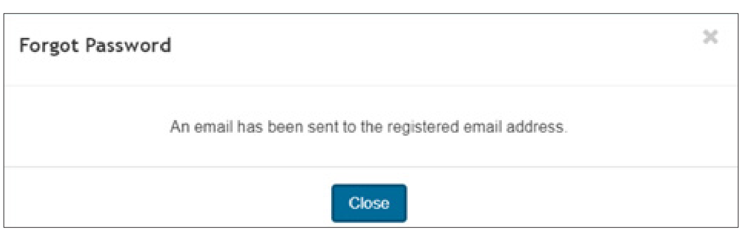


If this occurs, attempt one or both of the following options:

- Renter your email address and password to ensure they were not incorrectly entered.
  - Click the **Log In** button to try to access the site again.
- Click the **Forgot Password** button.
- The Forgot Password pop-up will display.
- Enter the email address used when creating your Educator Account and click the **Reset Password** button.

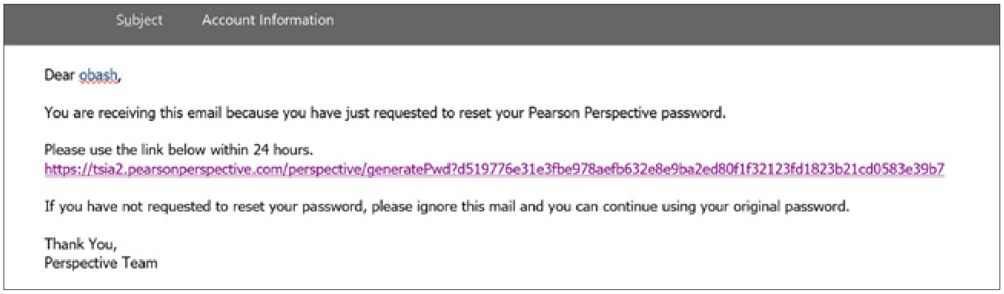


  - The message “An email has been sent to the registered email address” will display on the Forgot Password pop-up.
    - An email to reset your password will be sent to your email address if there is a match.
  - If the system is unable to find an email address match, the reset password email will not be sent.
- Click the **Close** button in the Forgot Password pop-up.



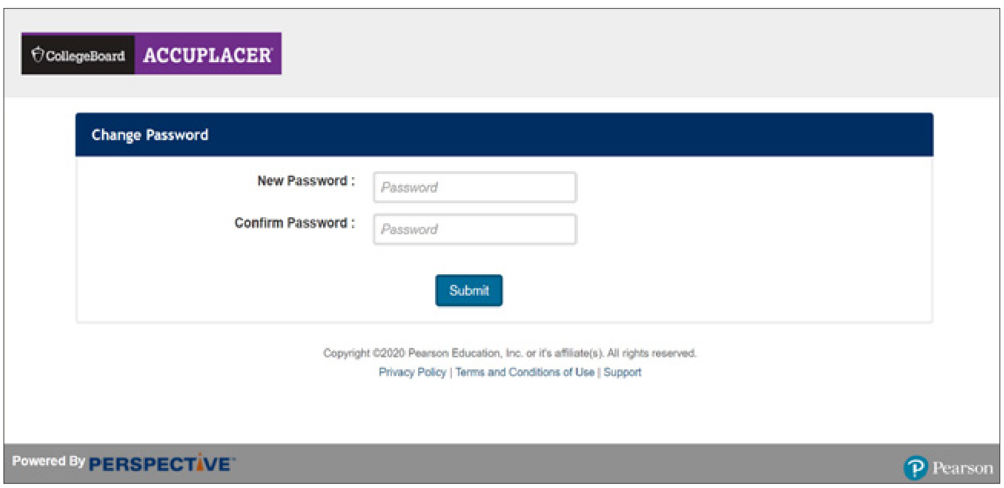
- Check your inbox for the Account Information email.

  NOTE: The Account Information email is sent from:
  noreply-perspective@pearsonperspective.com.
  It is recommended you add this email address as a trusted address.

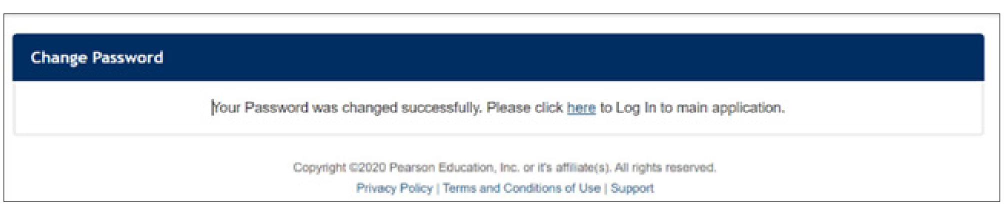


- Click the password reset link provided in the Account Information email.
  - Clicking the password reset link will display the Change Password page.

  NOTE: The link is only valid for 24 hours.
- Complete the Change Password fields by entering:
  - **New Password:** Enter your new password in this field.
  - **Confirm Password:** Renter your new password in this field to confirm it matches the password above.



- Click the **Submit** button to update your password.
- The Change Password screen will display the message, "Your Password was changed successfully. Please click **here** to Log In to main application."
  - Clicking on the hyperlinked text **here** will redirect you back to the main login page.



- Be sure to use your updated password when logging in.

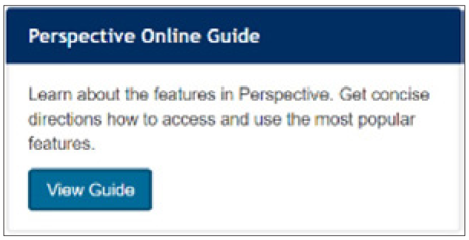
User Guide for Educators

Perspective Online User Guide

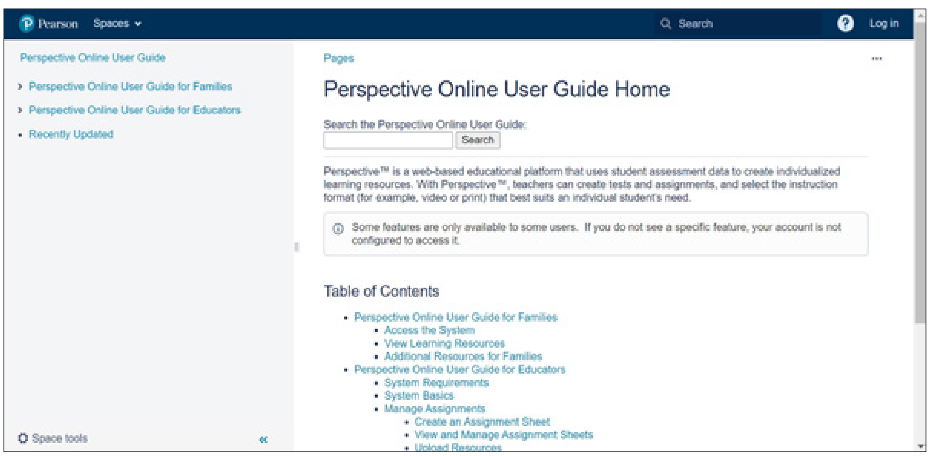
Perspective is a web-based educational platform that uses student assessment data to create individualized learning resources. With Perspective, educators can create tests and assignments and select the instruction format (for example, video or print) that best suits an individual student's needs.

Refer to the Perspective Online User Guide as you navigate through Learning Resources to take full advantage of the available resources. To access the Perspective Online User Guide:

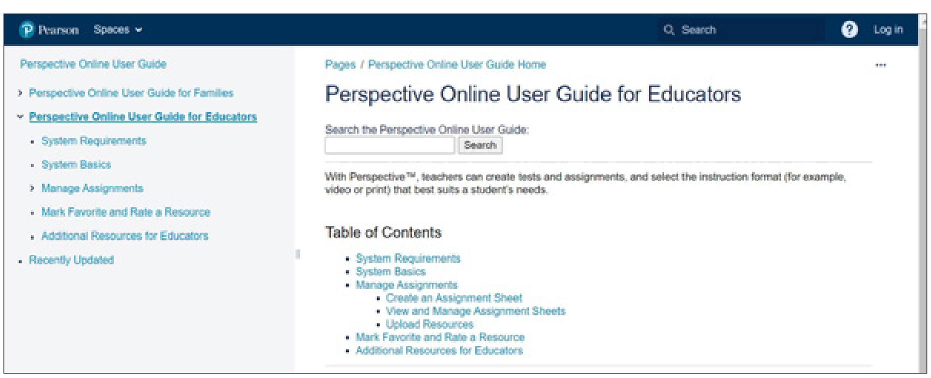
- Log in to the Learning Resources site and click **Teaching Resources** in the top navigation menu.
- Next, click **View Guide** found in the Perspective Online Guide container.



- The Perspective Online User Guide will open in a new tab.
- By default, the guide will open to the Perspective Online User Guide home page.



- From the Perspective Online User Guide left navigation menu, click **Perspective Online User Guide for Educators**.
- The Perspective Online User Guide for Educators will display on the right side of the navigation menu.



    - **TIP:** Click the **arrowhead** to the left of Perspective Online User Guide for Educators to display the available sections within the guide. Clicking on any section name will take you to that specific content.
  - The Perspective Online User Guide for Educators is where you will find:
    - System Requirements
    - System Basics
    - Manage Assignments
      - Create an Assignment Sheet
      - View and Manage Assignment Sheets
      - Upload Resources
    - Mark Favorite and Rate a Resource
    - Additional Resources for Educators

Perspective Learning Resources Site Navigation

The Perspective Learning Resources site navigation can be found in the site header. The site content is divided into:

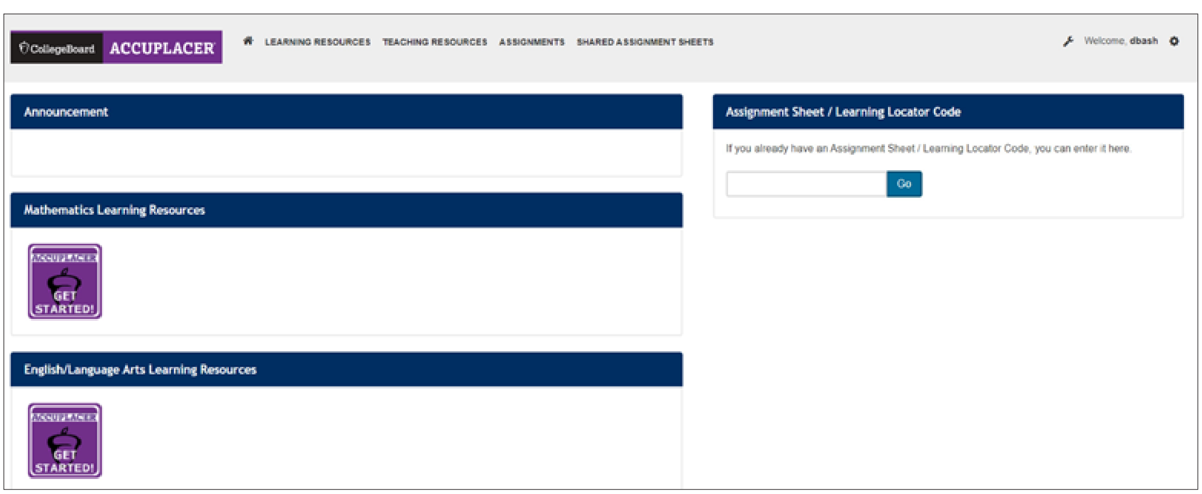
- Educator Dashboard (home page)
- Learning Resources
- Teaching Resources
- Assignments
- Shared Assignment Sheets

Click on any of the section titles to navigate there.

- ## Educator Dashboard

  Each time you log in to the ACCUPLACER Learning Resources site, you will be directed to the Educator Dashboard. The dashboard gives quick access to the available learning resources. The Educator Dashboard features:

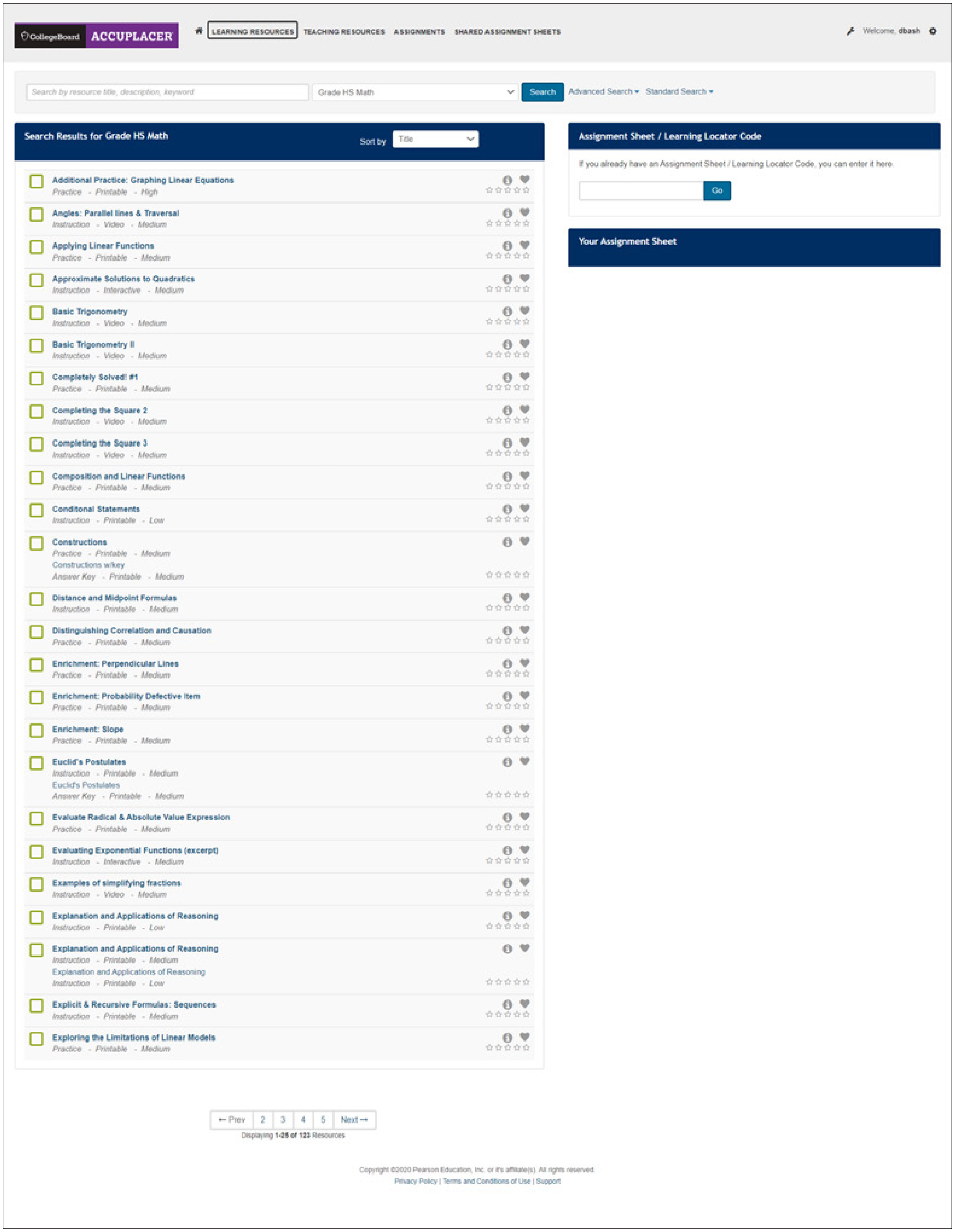
  - Announcement
  - Curated Course Specific Learning Resources
    - Mathematics Learning Resources
    - English/Language Arts Learning Resources
  - Assignment Sheet/Learning Locator Code



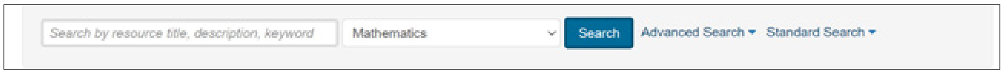
Learning Resources

The Learning Resources section is where educators and students will find resource materials targeted to the growth areas identified during test administration. To access the Learning Resources section:

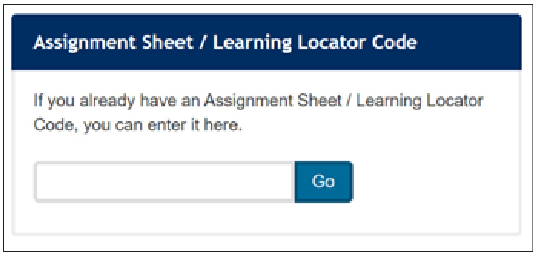
- Click on **Learning Resources** in the site navigation tabs to display the Learning Resources section.



- The Learning Resources section allows you to search for relevant content by:
  - Using the search field to search using a resource title, description, or keyword.
  - Selecting a subject from the drop-down menu.
    - Grade HS Math
    - Grade HS English/Language Arts
  - Basic search, standard search, or advanced search options.

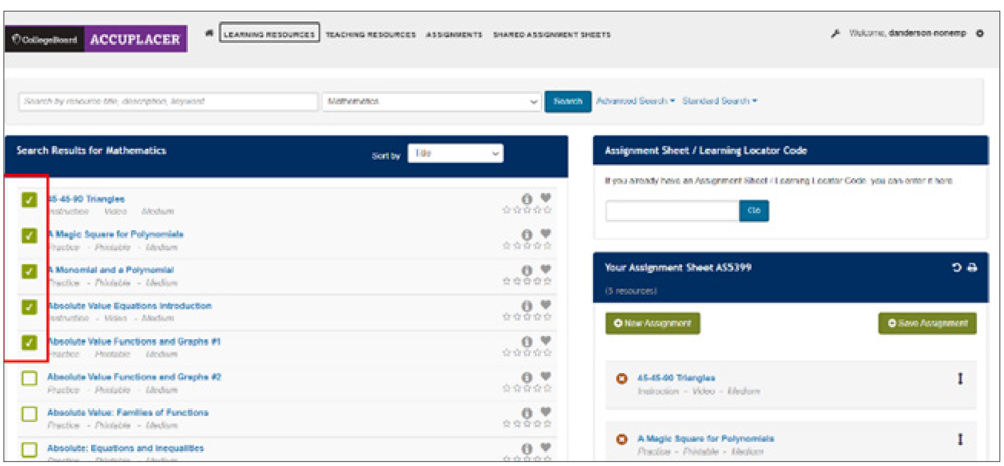


- If you already have an Assignment Sheet/Learning Locator Code, use the Assignment Sheet/Learning Locator Code field to enter your code and access the materials quickly.

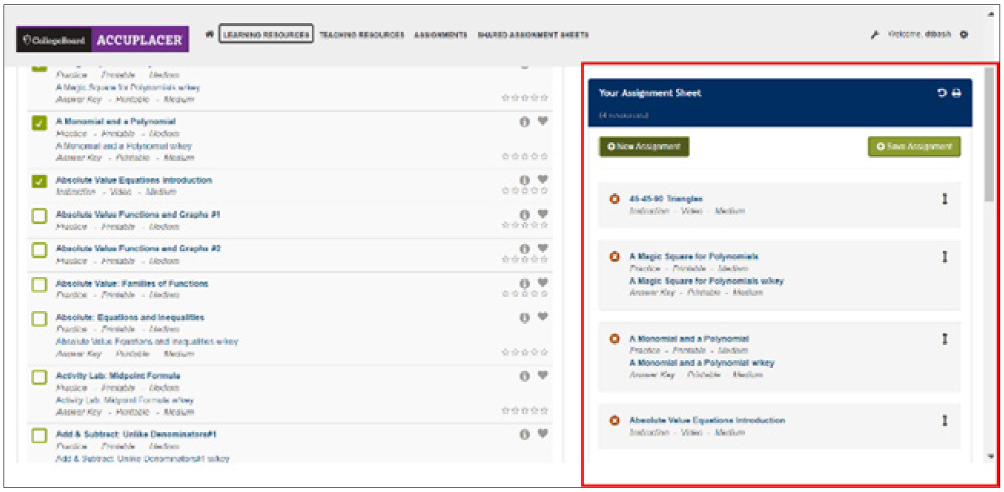


- **Manage Assignments**

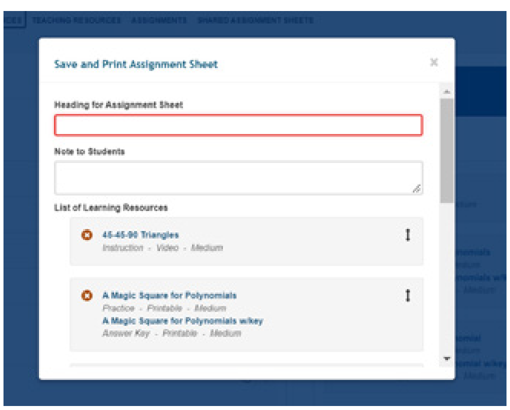
  The Learning Resources section allows you to put together relevant assignments for your students with the choice to email the assignments to students if desired. To manage assignments, navigate to the Learning Resources section:
  - Click the **Learning Resources** navigation menu.
  - Select one or multiple assignments from the available resources by clicking the **checkbox** next to each desired assignment.
    - You can refine the list of assignments by using the search field to search by topic, description, or keyword.
  - Selected assignments are automatically added under Your Assignment Sheet.

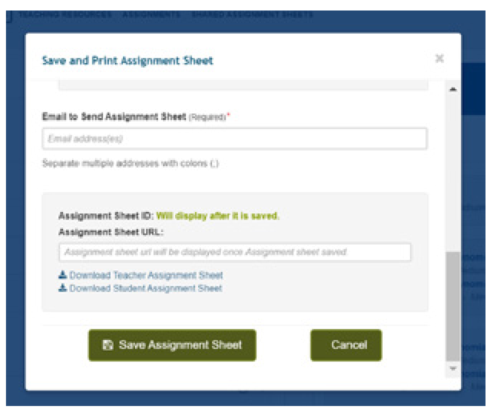


- When done, click **Save Assignment** to save the assignments you have curated.



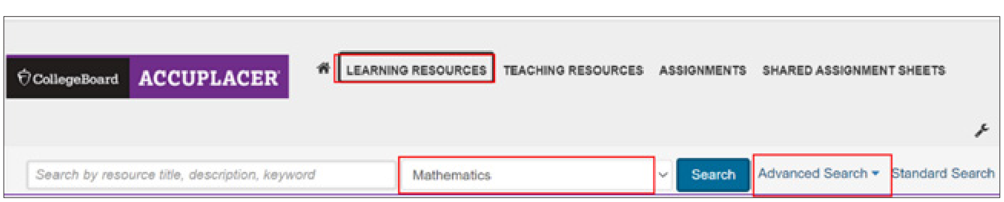
- Clicking **Save Assignment** displays the Save And Print Assignment Sheet pop-up.
  - At the top of the pop-up, enter the:
    - Heading for Assignment Sheet
    - Note to Students
  - Scroll to the bottom of the pop-up to enter the test taker's email address in the:
    - **Email to Send Assignment Sheet (required)*** field
      - **NOTE:** Multiple email addresses can be entered using a colon to separate.
- Clicking **Save Assignment Sheet** will generate the:
  - Assignment Sheet ID
  - Assignment Sheet URL



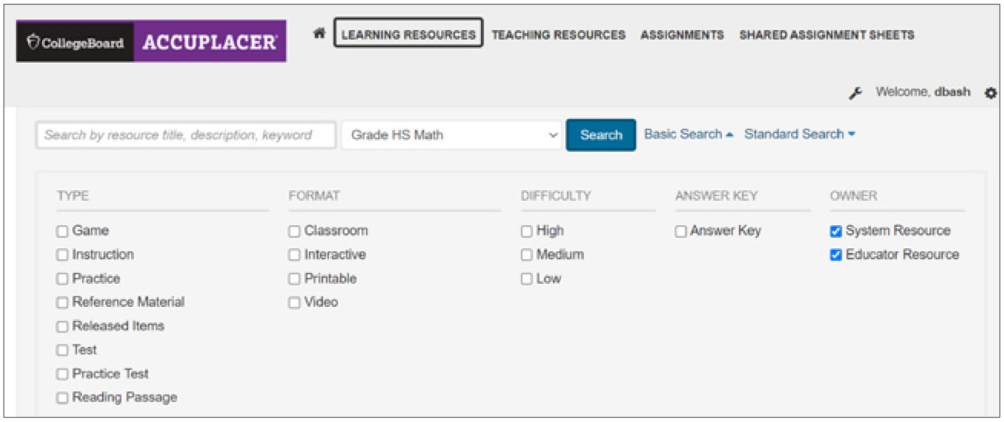


- **Assignments with Answer Key**

  To find assignments with answer keys, navigate to the Learning Resources section:
  - Click the **Learning Resources** navigation menu.
  - Select a subject from the search drop-down menu. The available subjects are:
    - Grade HS Math
    - Grade HS English/Language Arts

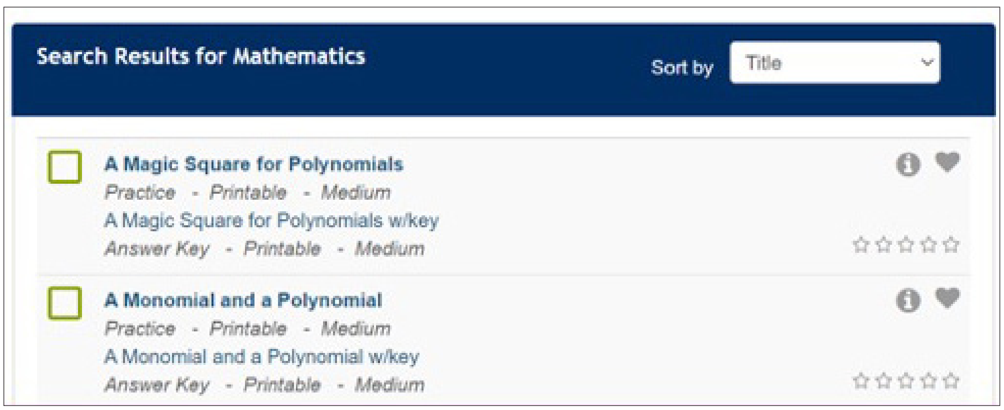


- Select **Advanced Search** to the right of the **Search** button.
  - **NOTE:** When clicking on **Advanced Search**, the text will change to **Basic Search**. This indicates you are in Advanced Search mode. Clicking on **Basic Search** will return you to Basic Search mode.



Click the **checkbox** next to **Answer Key**.

- Click the **Search** button to display the available results.



Teaching Resources

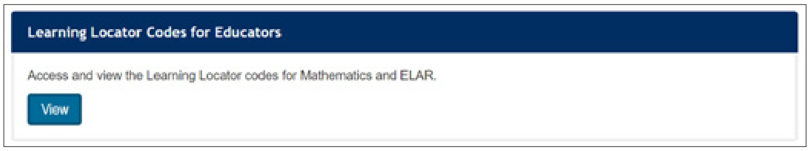
The Teaching Resources section is where educators will find the Learning Locator Codes for Educators and the Perspective Online User Guide for Educators reference materials. To access the Teaching Resources section:

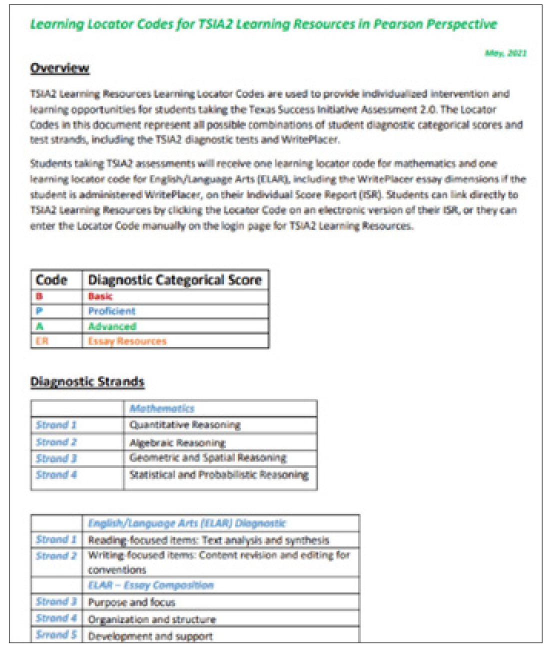
- Click on **Teaching Resources** in the site navigation tabs to display the Teaching Resources section.

- ## Learning Locator Codes for Educators

  The Learning Resources Learning Locator Codes are used to supply individualized intervention and learning opportunities for students taking any of the ACCUPLACER Assessments. To access the Learning Locator Codes for Educators:

  - In the Learning Locator Codes for Educators container under the Teaching Resources menu, click the **View** button.





Learning Locator Codes for TSIA2 Learning Resources in Pearson Perspective

May, 2021

Overview

TSIA2 Learning Resources Learning Locator Codes are used to provide individualized intervention and learning opportunities for students taking the Texas Success Initiative Assessment 2.0. The Locator Codes in this document represent all possible combinations of student diagnostic categorical scores and test strands, including the TSIA2 diagnostic tests and WritePlacer.

Students taking TSIA2 assessments will receive one learning locator code for mathematics and one learning locator code for English/Language Arts (ELAR), including the WritePlacer essay dimensions if the student is administered WritePlacer, on their Individual Score Report (ISR). Students can link directly to TSIA2 Learning Resources by clicking the Locator Code on an electronic version of their ISR, or they can enter the Locator Code manually on the login page for TSIA2 Learning Resources.

Code	Diagnostic Categorical Score
B	Basic
P	Proficient
A	Advanced
ER	Essay Resources

Diagnostic Strands

	Mathematics
Strand 1	Quantitative Reasoning
Strand 2	Algebraic Reasoning
Strand 3	Geometric and Spatial Reasoning
Strand 4	Statistical and Probabilistic Reasoning

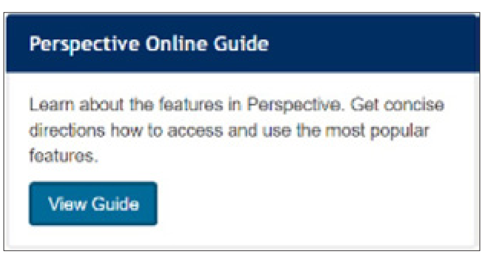
	English/Language Arts (ELAR) Diagnostic
Strand 1	Reading-focused items: Text analysis and synthesis
Strand 2	Writing-focused items: Content revision and editing for conventions
	ELAR – Essay Composition
Strand 3	Purpose and focus
Strand 4	Organization and structure
Strand 5	Development and support

  - The Learning Locator Codes for ACCUPLACER Learning Resources In Pearson Perspective PDF will display.
    - The Locator Codes in this document represent all possible combinations of student diagnostic categorical scores and test strands, including WritePlacer. This PDF guide will explain the Locator Code Configuration.
    - Students taking ACCUPLACER assessments will receive a Learning Locator Code for each ACCUPLACER assessment taken.
      - Students can find their Learning Locator Code on their Individual Score Report (ISR).
        - **IMPORTANT:** The Learning Locator Code displayed on the individual ISR is a test setting choice in the ACCUPLACER platform. By default, this choice is set to **On**. If your institution has opted to turn off this choice, you can still retrieve the Learning Locator Code by running the Learning Locator Report.
      - Students can link directly to ACCUPLACER Learning Resources by clicking the Locator Code on an electronic version of their ISR, or they can enter the Locator Code manually on the login page for ACCUPLACER Learning Resources.

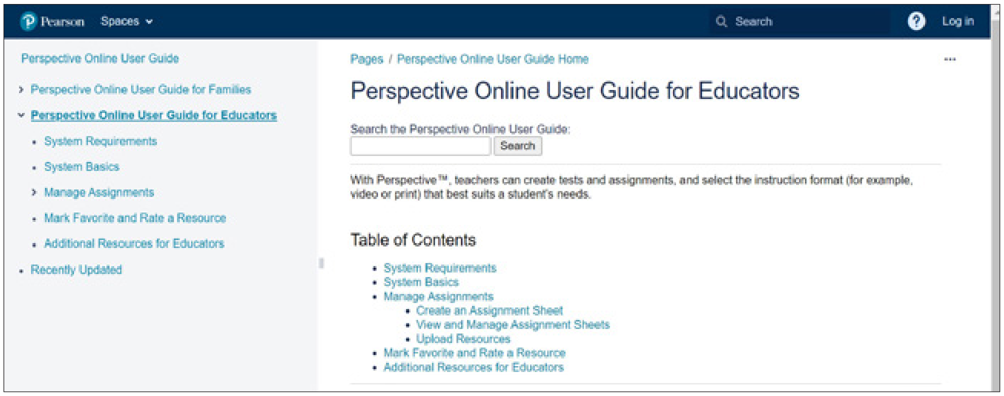
- ## Perspective Online Guide

  Refer to the Perspective Online Guide as you navigate through Learning Resources to take full advantage of the available resources. To access the Perspective Online Guide:

  - In the Perspective Online Guide container under the Teaching Resources menu, click the **View Guide** button.



    - The Perspective Online User Guide will open in a new tab.
  - From the Perspective Online User Guide left navigation menu, click on **Perspective Online User Guide for Educators**.
    - The Perspective Online User Guide for Educators will display on the right side of the navigation menu.



- The Perspective Online User Guide for Educators is where you will find:
  - System Requirements
  - System Basics
  - Manage Assignments
    - Create an Assignment Sheet
    - View and Manage Assignment Sheets
    - Upload Resources
  - Mark Favorite and Rate a Resource
  - Additional Resources for Educators

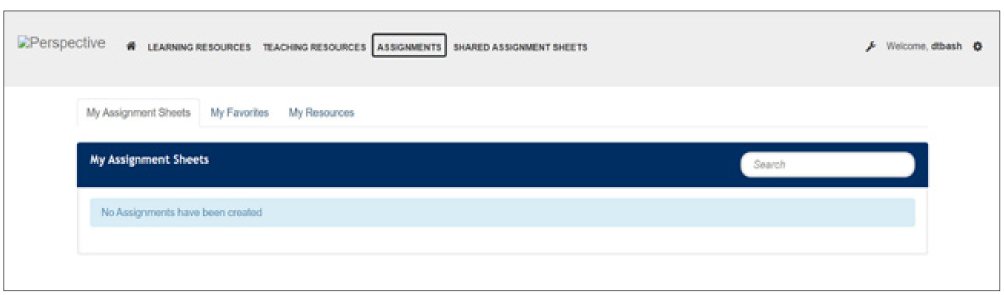
Assignments

The Assignments section is where you will find saved Learning Resources material that you have created or favorited. In the Assignments section you will see:

- My Assignment Sheets
- My Favorites
- My Resources

To access the Assignments section:

- Click on **Assignments** from the top navigation.

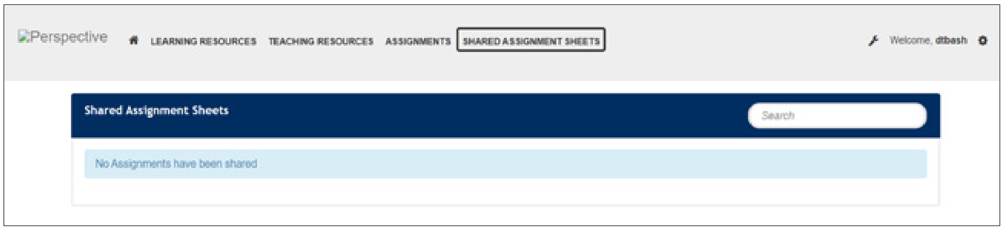


- Clicking the **My Assignment Sheets**, **My Favorites**, or **My Resources** tabs will only display the selected tab assignments.
- To learn more about Assignments, refer to the Perspective Online User Guide for Educators found under the Teaching Resources section.

- **Shared Assignment Sheets**

  The Shared Assignment Sheets section is where you will find assignment sheets that have been shared with you. To access the Shared Assignment Sheets section:

  - Click on **Shared Assignment Sheets** from the top navigation menu and the Shared Assignment Sheets section will display.

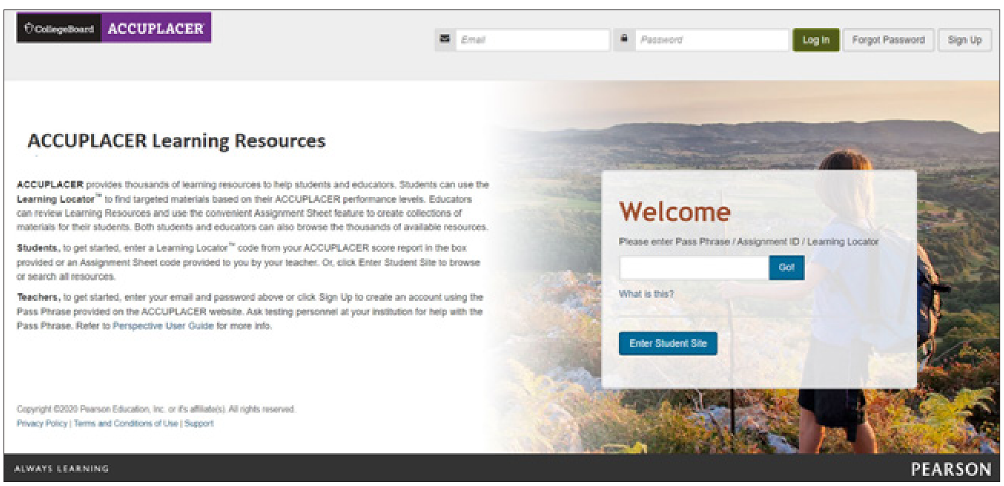


  - To learn more about Shared Assignment Sheets, refer to the Perspective Online User Guide for Educators found under the Teaching Resources section.

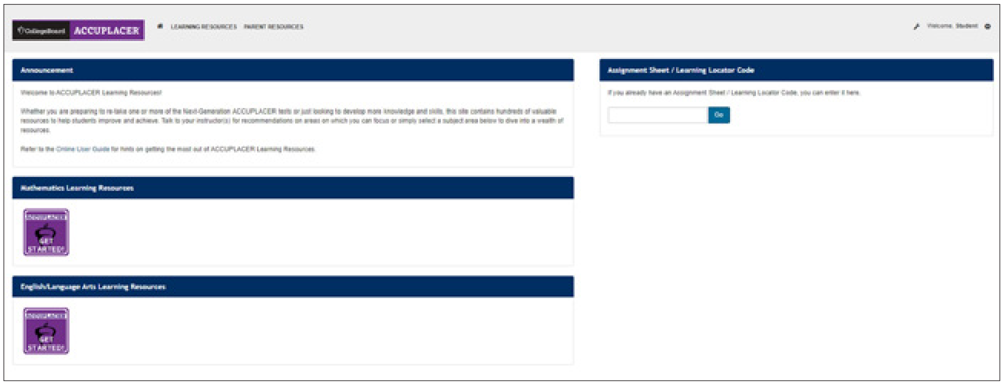
Learning Resources for Students

Students do not have to create a user account to access Learning Resource and take advantage of the targeted materials based on their test administration results. To access the Learning Resources, students can either:

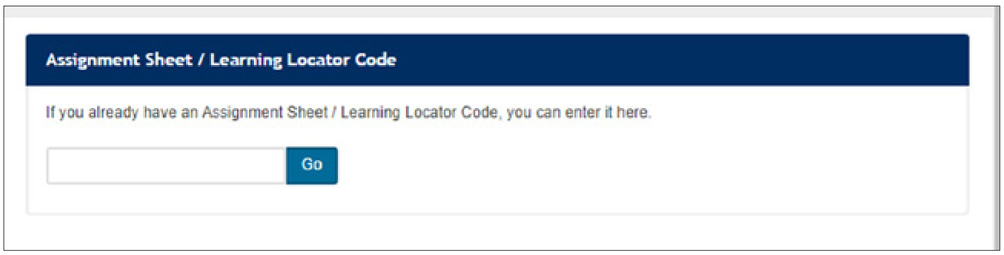
- Enter their locator code.
  - In a web browser, navigate to **accuplacer.pearsonperspective.com**.
  - Enter their Locator Code in the **Please enter Pass Phrase / Assignment ID / Learning Locator** field.
  - Click the **Go** button to go straight to the assignment.



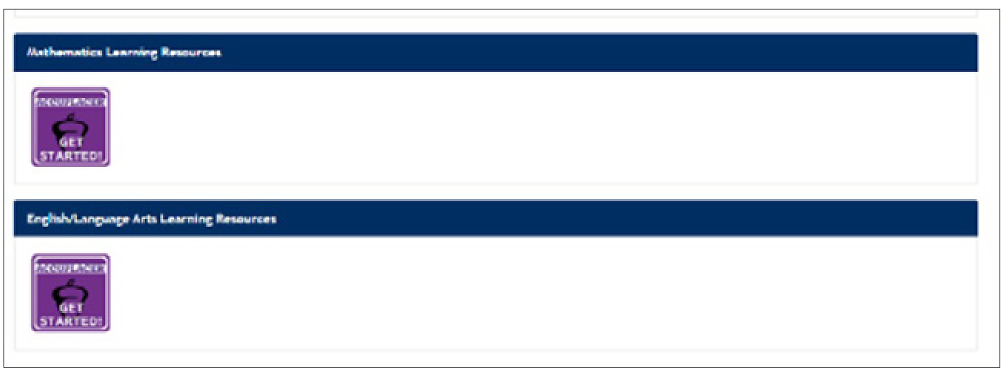
- Go to the student site.
  - In a web browser, navigate to **accuplacer.pearsonperspective.com**.
  - Click the **Enter Student Site** button.



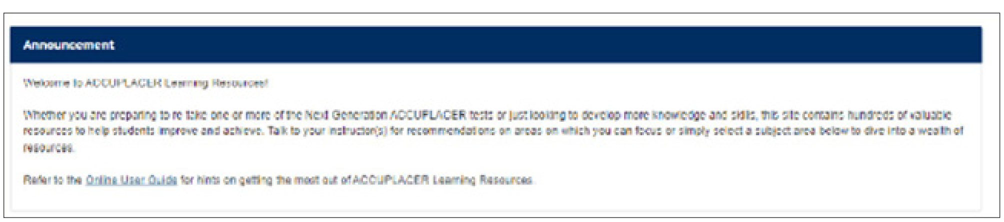
- From the student landing page you can enter your locator code in the **Assignment Sheet/Learning Locator Code** field and go directly to your specific resource.

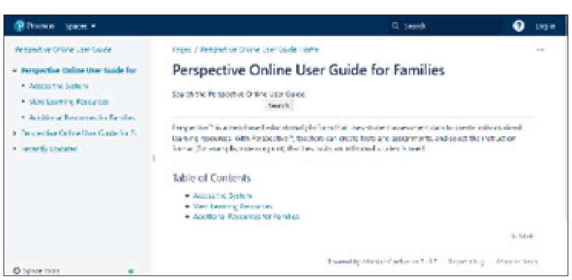


- Explore English/Language Arts and Mathematics Learning Resources by clicking on the respective icons.



- Access the Online User Guide by clicking the **Online User Guide** hyperlinked text.

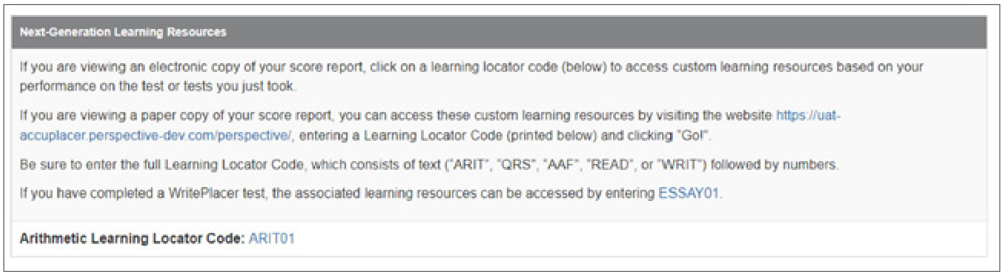




- ## How to Use Learning Resources as a Student

  It is recommended students review and take advantage of the target resource materials. Students should:

  - Review all resources prior to testing.
    - Use Locator Code(s)
    - Use Teacher Assigned Lessons
  - When Display Learning Resources on ISR (Next-Generation Tests Only) is set to **Yes** (default) under Test Setting for ISR Printout Options – Test Scores, the student's Learning Locator Code based on their test performance will display on their ISR.
    - When viewing an ISR online, clicking the **Learner Locator Code** will redirect you to the content.



Next-Generation Learning Resources

If you are viewing an electronic copy of your score report, click on a learning locator code (below) to access custom learning resources based on your performance on the test or tests you just took.

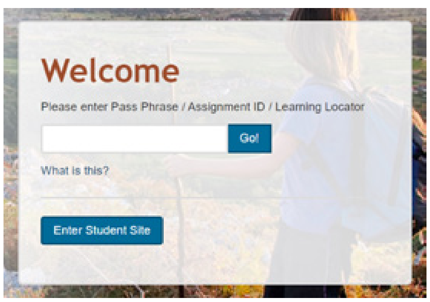
If you are viewing a paper copy of your score report, you can access these custom learning resources by visiting the website https://uat-accuplacer.perspective-dev.com/perspective/, entering a Learning Locator Code (printed below) and clicking "Go!".

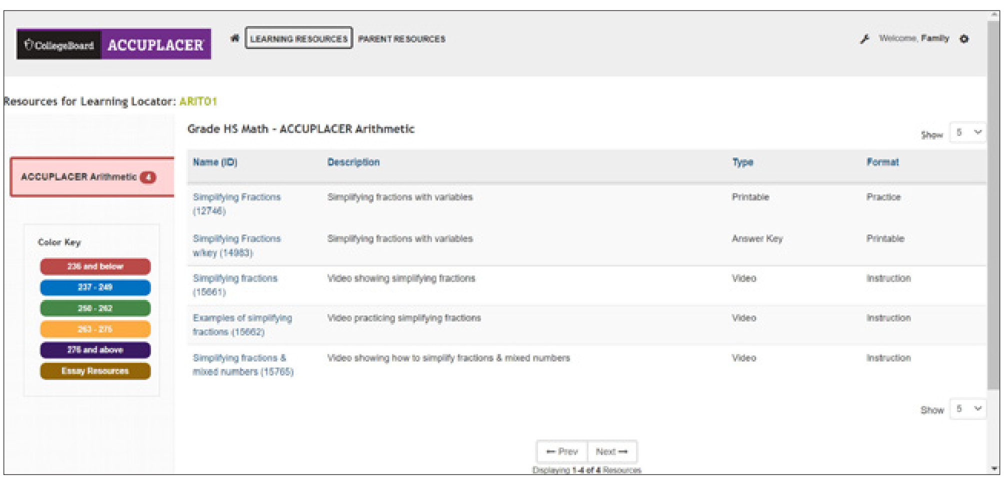
Be sure to enter the full Learning Locator Code, which consists of text ("ARIT", "QRS", "AAF", "READ", or "WRIT") followed by numbers.

If you have completed a WritePlacer test, the associated learning resources can be accessed by entering ESSAY01.

Arithmetic Learning Locator Code: ARIT01

The Learning Locator Code content can also be accessed by navigating to **accuplacer.pearsonperspective.com/perspective/** and entering the Learning Locator Code in the **Please enter Pass Phrase / Assignment ID / Learning Locator** field and clicking **Go**.





Name (ID)	Description	Type	Format
Simplifying Fractions (12746)	Simplifying fractions with variables	Printable	Practice
Simplifying Fractions w/key (14983)	Simplifying fractions with variables	Answer Key	Printable
Simplifying fractions (15661)	Video showing simplifying fractions	Video	Instruction
Examples of simplifying fractions (15662)	Video practicing simplifying fractions	Video	Instruction
Simplifying fractions & mixed numbers (15765)	Video showing how to simplify fractions & mixed numbers	Video	Instruction

ACCUPLACER Test Administration

Administer New Test Session

User Role Access: PRO and PROR

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. The proctor or proctor-reporter should only use the PRO/PROR login credentials assigned to them when administering ACCUPLACER tests.

- **IMPORTANT:** Tests cannot be administered under the Institutional Administrator (IA) or Site Manager (SM) logins.
- **WARNING:** Simultaneously logging into more than one ACCUPLACER session on the same workstation will create a security issue, and you will receive a security error message. If you receive this error message, you may have to close all open ACCUPLACER sessions and/or browser windows and log in again.
- **WARNING:** **POP-UP BLOCKERS MUST BE DISABLED TO ENABLE TEST ADMINISTRATION.** If you are presented with the locked administrator access screen after selecting **Administer Test** and no test administration window opens on top of the locked administrator access screen, then you likely have pop-up blockers enabled.
    - See the Verify System Requirements page to ensure that your workstation conforms to system requirements: **accuplacer.org/#/systemRequirement.**

There are three ways to begin an ACCUPLACER test administration:

- Standard Test Administration
- Start Test with Voucher
- Fast Track (Designed to expedite the testing process, allowing the PRO/PROR to begin testing without having to log in to all of the computers on the day of testing.)

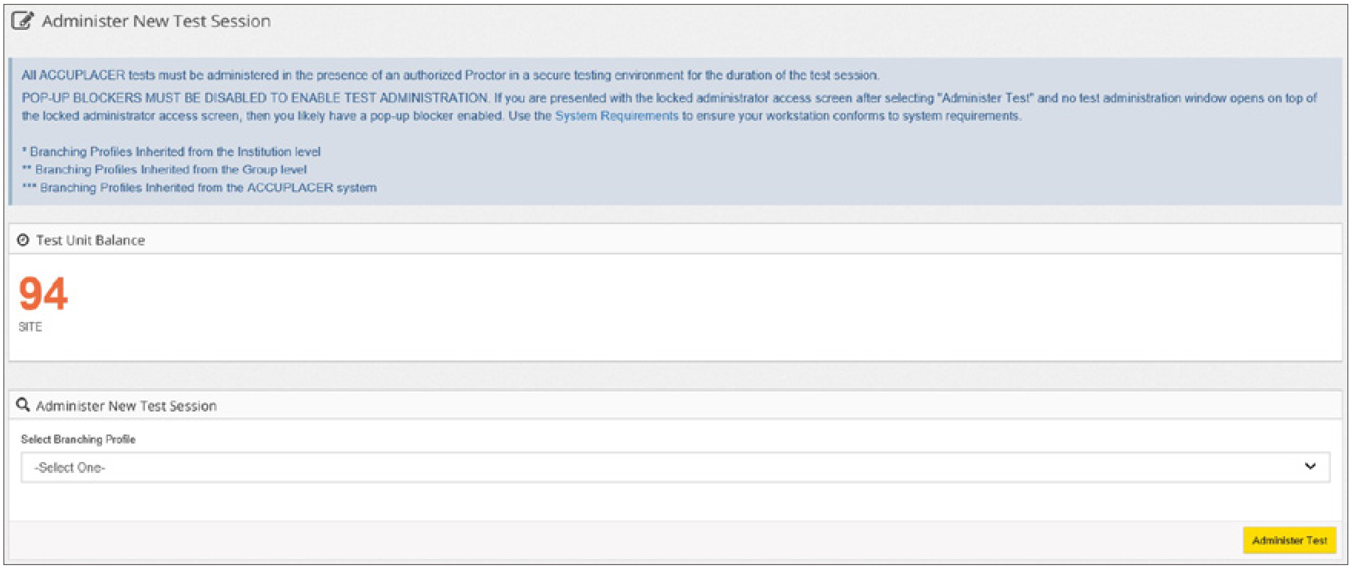
Standard Test Administration

To begin a **Standard Test Administration,** log in to the ACCUPLACER platform with your assigned PRO/PROR user credentials:

- Click on **Administer New Test Session** under the Administer Test menu to display the Administer New Test Session section.

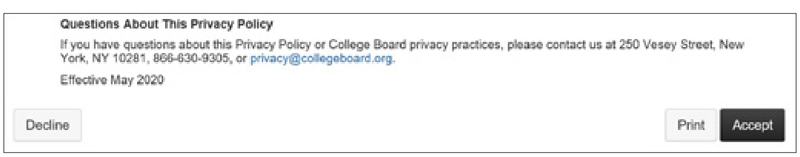
The **Administer New Test Session** section consists of two parts: the **Test Unit Balance** and **Administer New Test Session** areas.

- **Test Unit Balance:** Displays the number of available units a site has for test administration.
- **Administer New Test Session:** Displays the Select Branching Profile drop-down menu to begin a new test session.

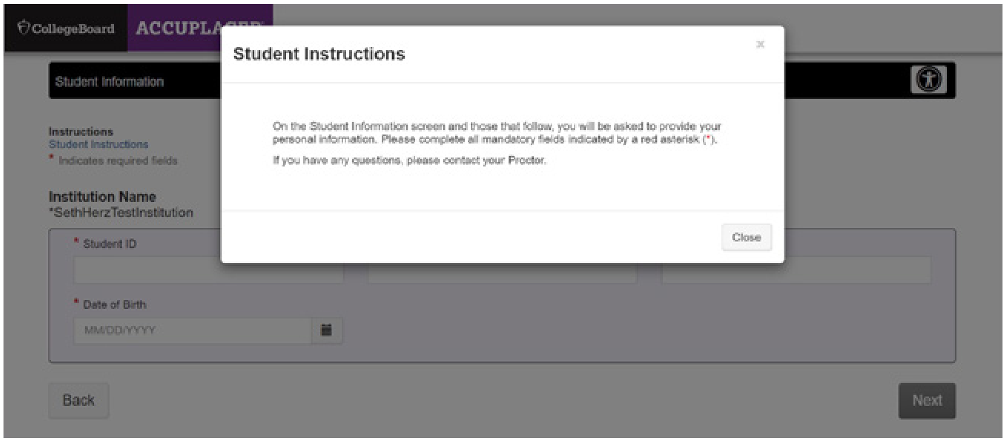


To begin a new test session, from the Administer New Test Session area:

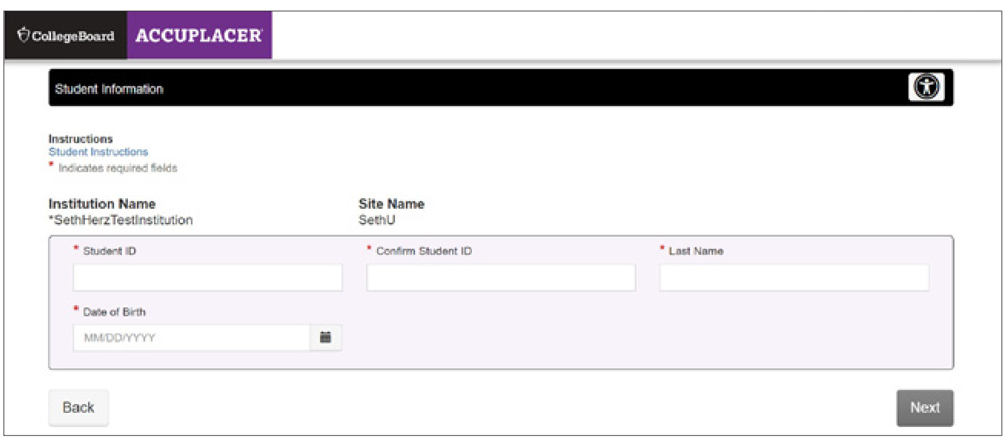
- Click in the **Select Branching Profile** drop-down menu to display the available test session options.
- Select the Branching Profile (BP) that you want used for the test session.
- Click the **Administer Test** button to begin the test session.
  - The College Board Privacy Policy screen will display.
  - Test takers may be seated at their computers at this time.
- Test takers should begin to read the policy and must either:
  - Click the **Accept** button to continue.
  - Click the **Decline** button if they do not agree with the policy.
    - **WARNING:** A test taker who chooses to **Decline** the College Board Privacy Policy statement will not be able to continue testing. Alternate testing options will need to be considered.
    - **TIP:** Click the **Print** button to print a copy of the College Board Privacy Policy so that a test taker may take it with them.



- Accepting the College Board Privacy Policy:
  - Clicking the **Accept** button launches the Student Information validation screen with the Student Instructions pop-up displaying on top of the information screen.

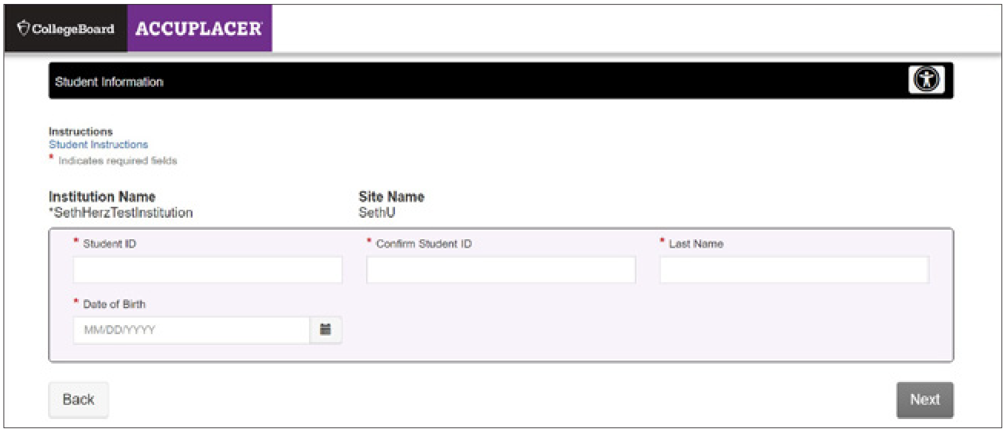


- **NOTE:** The Student Instructions pop-up is a custom message created by an SM.
  - As an SM, navigate in the platform to **Users > Custom Messages** and click **Student Instructions Message** to create or modify the text displayed here.
  - If a custom message was not created, the **Student Instructions** pop-up will not display.
- The test taker should read the instructions and click the **Close** button when done.
  - Clicking the **Close** button will close the Student Instructions pop-up and activate the Student Information validation screen behind it.
- Once the Student Information screen is activated, the test taker must complete all required fields. The required fields are:
  - **Student ID:** Enter the test taker ID assigned by their institution.
  - **Confirm Student ID:** Re-enter the test taker ID again to confirm it was entered correctly.
  - **Last Name:** Enter their last name.
  - **Date of Birth:** Enter their date of birth in the format MM/DD/YYYY.
    - Click the **Next** button when completed.

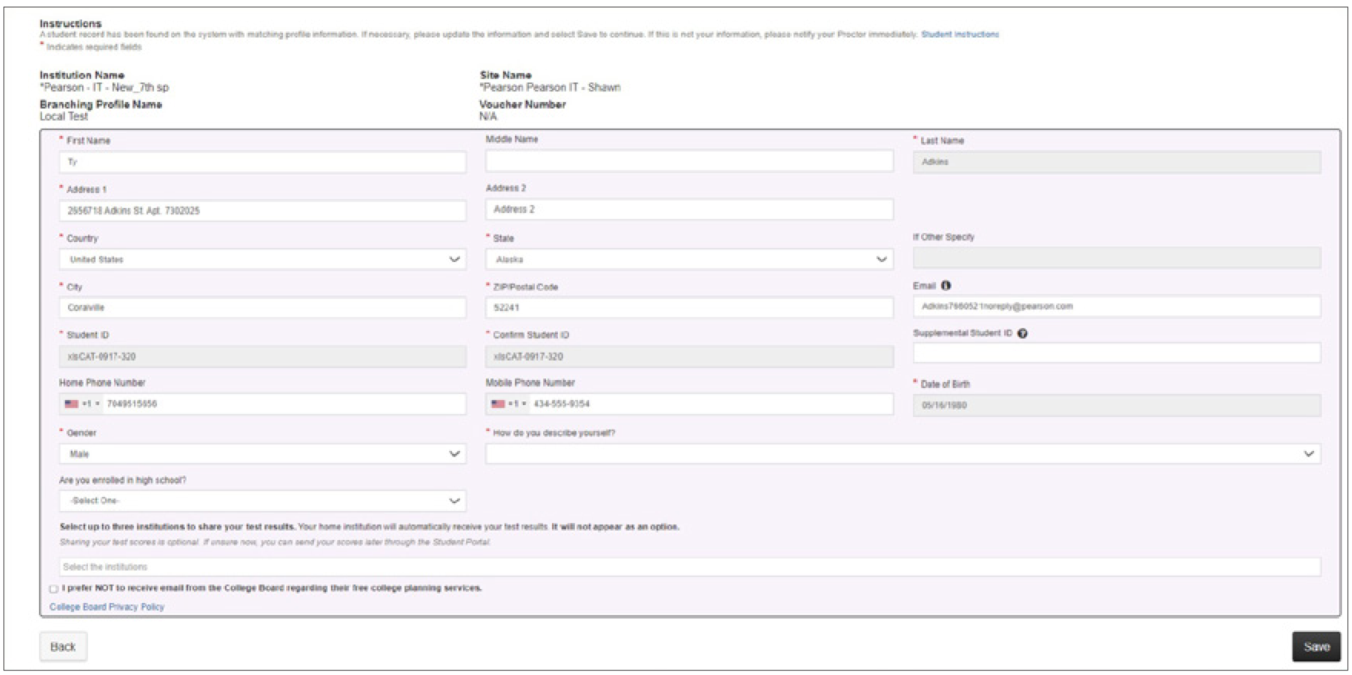


    - **TIP:** Clicking the **Student Instructions** hyperlinked text will cause the Student Instructions pop-up custom message to appear again.
- When prompted, "Are you sure you want to continue?" click the **Yes** button to continue.

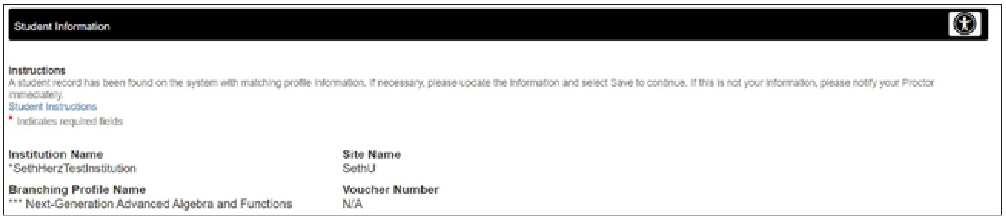
- **NOTE:** Clicking the **Cancel** button will return the test taker back to the Student Information validation screen.



- Once the test taker login details are validated, the Student Information contact details screen will display.



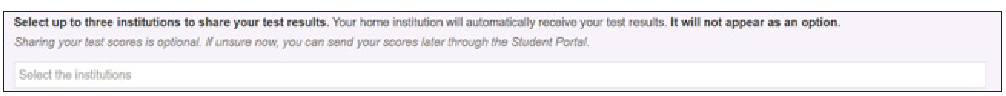
- The top of the Student Information contact details screen displays relevant testing details:
  - **Institution Name:** Displays the name of the institution affiliated with the test taker's site.
  - **Site Name:** Displays the name of the site the test taker is affiliated with.
  - **Branching Profile Name:** Displays the name of the test(s) that will be administered.
  - **Voucher Number:** Displays the voucher number if one is being used.
    - N/A will display when a voucher number is not used.



- The test taker must complete all required (*) fields before moving forward.
  - First-time test taker:
    - If the test taker has not tested before, a blank Student Information screen will display.
    - The test taker must complete all required (*) fields to begin testing.
  - Returning test taker:
    - If the test taker has tested previously, the Student Information screen will show all the information that the test taker entered from the previous test session.
    - The test taker may modify the information before beginning to test.
- The Student Information contact details screen collects:
  - **First Name** (required field, cannot be configured)
  - **Middle Name**
  - **Last Name** (required field, cannot be configured)
  - **Address 1**
  - **Address2**
  - **Country** (required field, cannot be configured)
  - **State**
  - **If Other Specify** (required field, cannot be configured)
  - **City**
  - **Zip/Postal Code**
  - **Email**
    - **WARNING:** While the email field by default is optional, it is highly recommended to update the default setting to required.
    - An email address is required for a test taker to access their test scores, whether to view or share with another institution, through the Student Portal.
    - It is recommended that a test taker use a personal email address and not one provided by their institution should the test taker need to access their scores after no longer attend the institution.
      - Manage this setting by navigating to **Test Setup > Test Settings** and select **Student Profile Settings** while adding or editing an established test setting.
      - For **Email,** click the **Required** radio button and save the change.

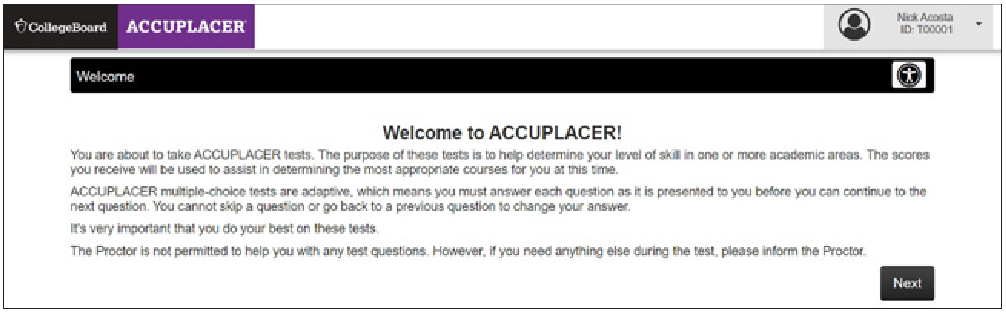
  - **Student ID** (required field, cannot be configured)
  - **Confirm Student ID**
  - **Supplemental Student ID**
    - The Supplemental Student ID provides the option to assign a test taker a unique ID (e.g., home or mobile phone number) that may be easier to remember than the one assigned through an institution's student information system software.

        - A test taker will need to know either their Student ID or Supplemental Student ID in order to access their test scores through the Student Portal.
    - **Home Phone Number**
    - **Mobile Phone Number**
    - **Date of Birth** (required field, cannot be configured; the test taker's date of birth must be entered in a MM/DD/YYYY format)
    - **Gender** (required field, cannot be configured)
        - Male
        - Female
        - I choose not to answer
    - **How do you describe yourself?** (required field, cannot be configured)
    - **Are you enrolled in high school?**
        - If **Yes,** the Select/Enter Your High School field will display.
        - If **No,** the Select/Enter Your High School field will not display.
    - **Select/Enter Your High School**
    - **Select up to three institutions to share your test results** (prior to testing, a test taker may select up to three institutions to send their scores to)
        - Clicking in the **Select the Institutions** field displays a list of institutions that have opted to accept test scores.
        - Sending test scores is optional.
        - Test scores can be sent later through the Student Portal.
            - **IMPORTANT:** Scores will automatically be sent to the "home" institution (the one using units for their test).
            - **WARNING:** For a test taker to access their test scores through the Student Portal, there must be a valid email address on file in their student profile. The test taker will not receive the email with their secure link otherwise.



    - **Opt-out of College Board communications** (by clicking the **checkbox,** the test taker is opting out of receiving communications from College Board)
        - **NOTE:** Unless otherwise specified, required fields may be updated by an IA or SM in Student Profile Settings under the **Test Settings > Test Setup** menu.
        - **TIP:** Create different BPs with different student profile settings based on who the testers are. For example, perhaps less information is required from students tested at a high school.
    - Once all required fields have been completed, click the **Save** button to save the Student Information contact details and move to the Welcome to ACCUPLACER screen.
- When prompted, "Are you sure you want to continue?" click **Yes** to continue.

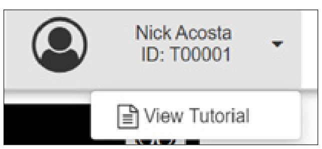
    - **NOTE:** Clicking the **Cancel** button will return the test taker back to the Student Information contact details screen.
- The Welcome to ACCUPLACER screen displays.



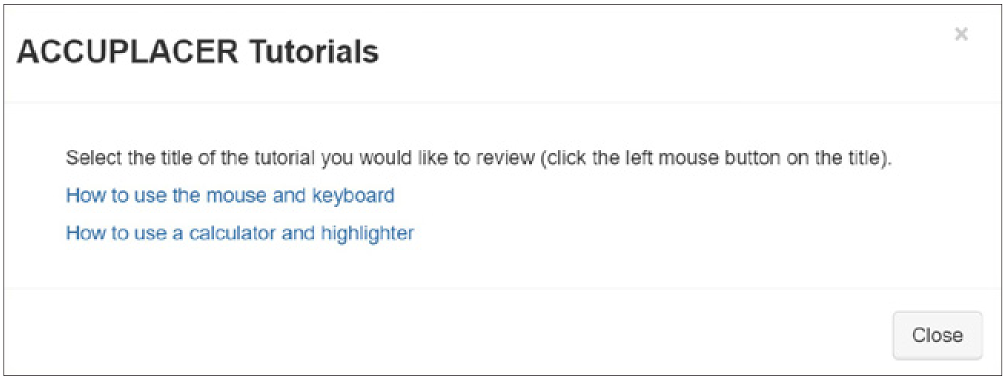
- **NOTE:** The default Welcome to ACCUPLACER messaging can be customized by an SM by creating a Custom Welcome Message under Test Settings.
  - As an SM, navigate in the platform to **Users > Custom Messages** and click on **Welcome Message** to create or modify the text displayed here.
- **TIP:** This is a great opportunity to remind the student to take their time, explain that they are allowed to use the restroom, and give any other important test administration details you want to share.

- Beginning with the Welcome to ACCUPLACER screen, the static header will display the test taker profile.
- The test taker profile displays:
  - The test taker's full name
  - The test taker's student ID

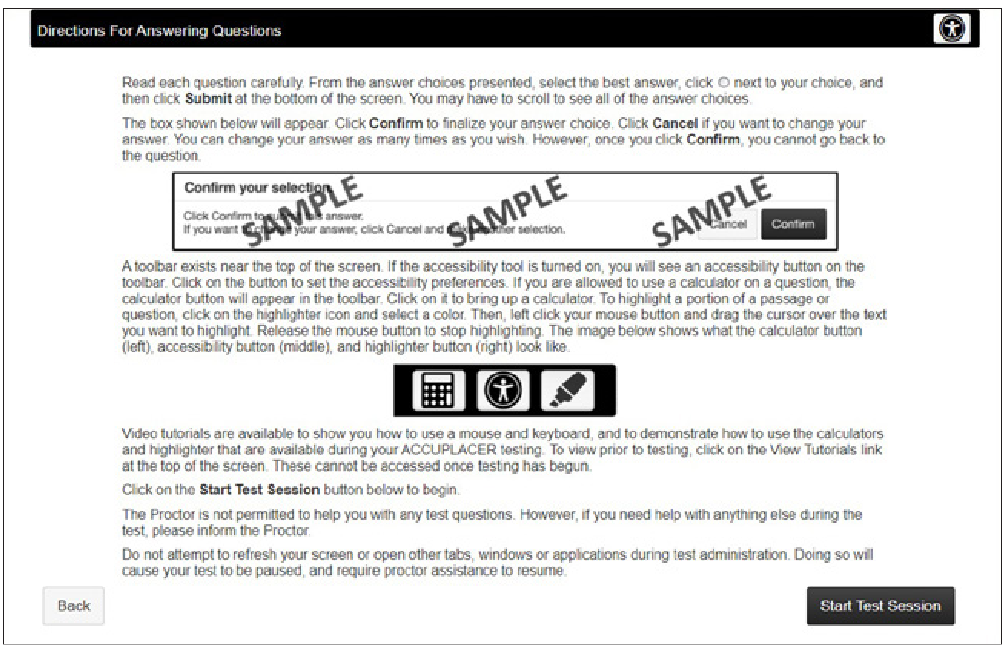
- Clicking the test-taker profile will display the View Tutorial menu item.



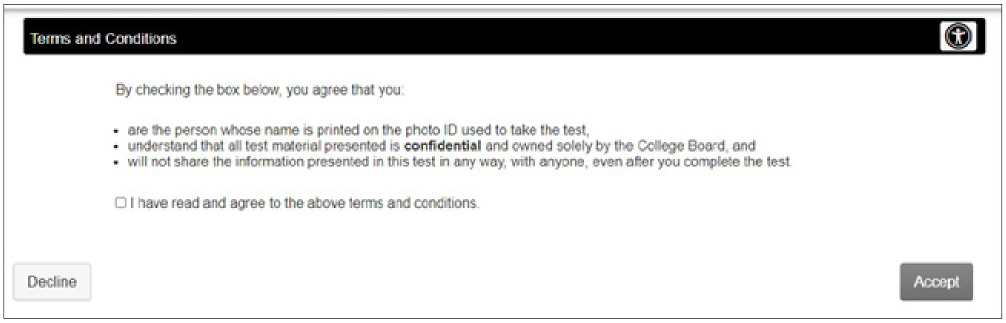
- Test takers can click **View Tutorial** to display the ACCUPLACER Tutorials pop-up.
  - Click on a provided link to watch short tutorials on:
    - How to use the mouse and keyboard
    - How to use a calculator and highlighter
      - **NOTE:** The tutorials are also available to view from the Student Portal: **studentportal.accuplacer.org/#/home**
      - **IMPORTANT:** Test takers may view these tutorials until the first sample test question is presented.
        - The tutorials will not be available during the test administration.
        - It is recommended that test takers utilize the Student Portal to familiarize themselves with these tools prior to test day.
  - Clicking the **Close** button will close the ACCUPLACER Tutorials pop-up, and the test taker can resume where they left off.



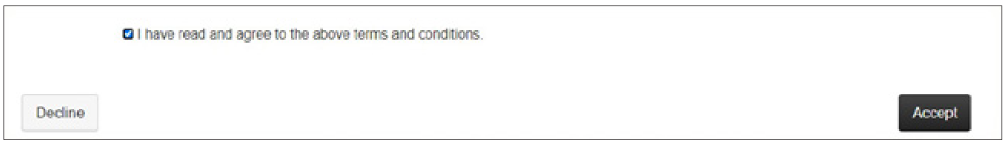
- The test taker should read the instructions carefully on the welcome screen and click the **Next** button when ready to continue.
- The Directions for Answering Questions screen displays. This screen offers guidance on:
  - How to submit and confirm answer choices
  - Accessing accessibility, calculator, and highlighter functionality
  - Accessing video tutorials
- Test takers should read the instructions carefully and then click the **Start Test Session** button when ready to begin testing.



  - The test will begin on the next screen.
- The test session begins with the test taker accepting the terms and conditions.
  - The test taker must read the terms and conditions and either:

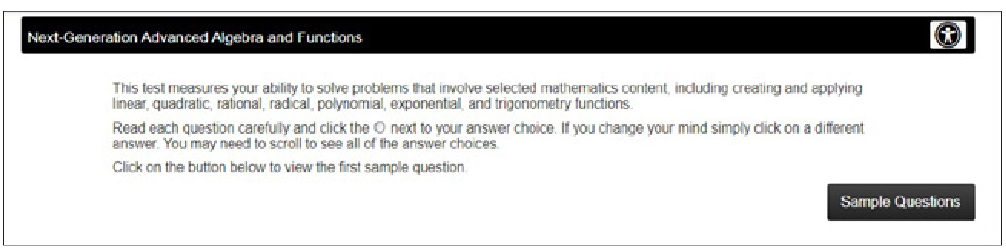


- Click the **checkbox** next to the statement, "I have read and agree to the above terms and conditions" and then click the **Accept** button to move forward.



- Click the **Decline** button to reject the terms and conditions.
  - **WARNING:** Should a test taker choose to decline the terms and conditions, their test session will end and other testing arrangements will need to be made.

- After accepting the terms and conditions, an instruction screen specific to the test that is about to be administered will display.
- The test-specific instruction screen provides information such as:
  - What is being tested
  - How to select an answer choice
  - How to submit and confirm an answer choice
- A test taker should read the test-specific instructions and click the **Sample Questions** button when ready to begin.
  - Two sample test questions will be administered before the test begins.

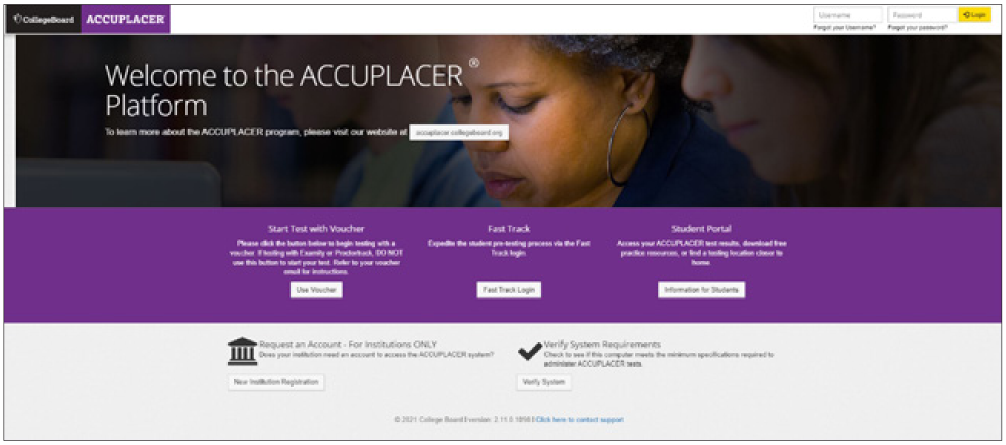


- **NOTE:** The test-specific instruction cannot be customized.

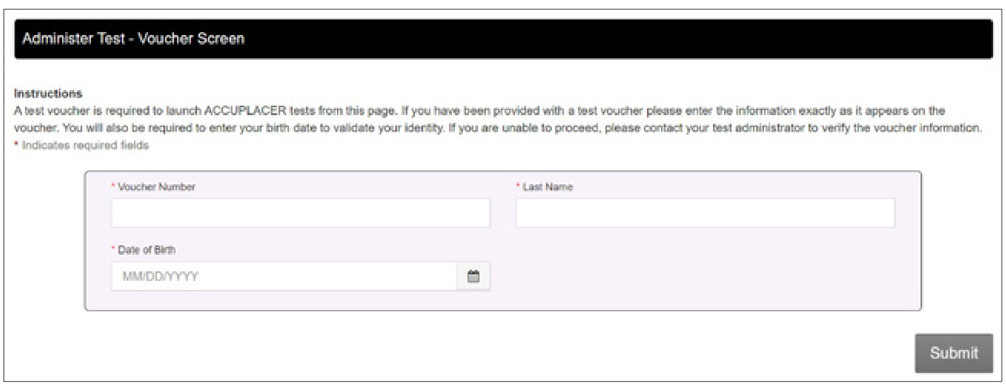
Start Test with Voucher

To begin a test administration for a test taker who is taking a test with a voucher:

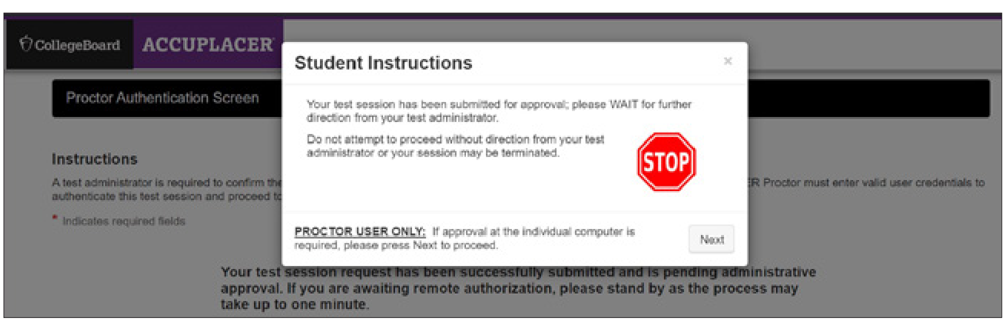
- Go to the ACCUPLACER login page.
- Click the **Use Voucher** button.



- The **Administer Test - Voucher** Screen will display in a new window.
- The test-taker may complete the **Administer Test - Voucher Screen** by entering their:
  - **Voucher Number**
  - **Last Name**
  - **Date of Birth**
    - Click on the **Submit** button once all fields are completed.
    - **NOTE:** The **Submit** button will remain inactive until all fields have been completed.

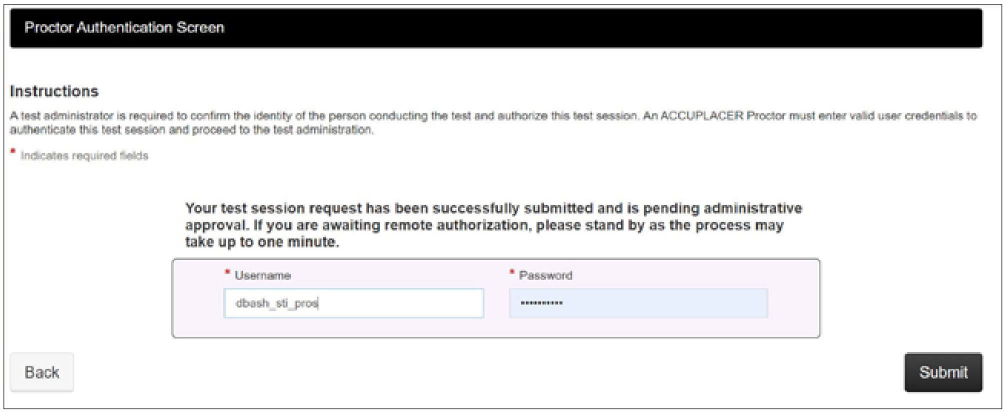


- The Proctor Authentication screen will display with the Student Instructions pop-up displaying over the authentication screen.
- Test takers will wait on this screen for the test session to begin.

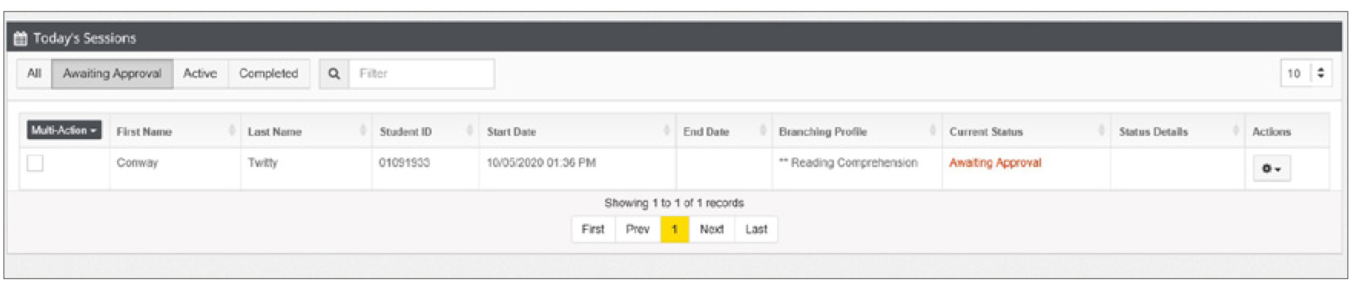


- There are two ways a PRO/PROR may authorize a test session:

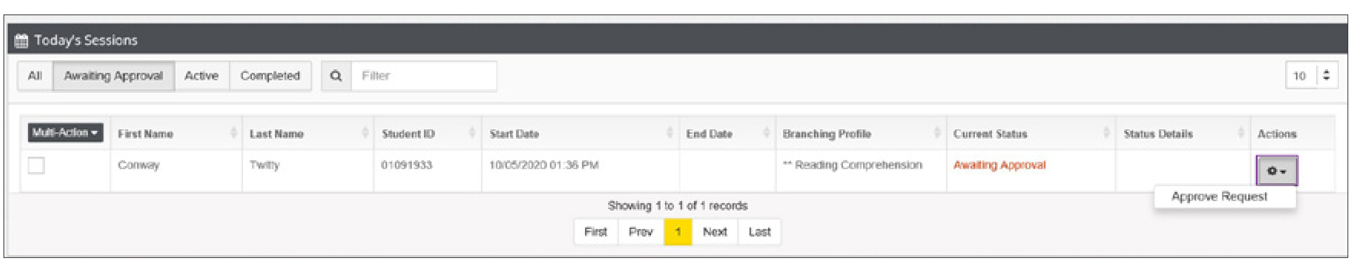
1. From the test taker's computer.
   - Click the **Next** button on the Student Instructions pop-up.
   - Enter their username and password in the corresponding fields.
   - Click the **Submit** button.



2. From the Test Center Management section.
   - Click on **Test Center Management** under the dashboard menu and click the **Awaiting Approvals** tab.
     - **NOTE:** Until the approval is done, the test taker will see the Student Instructions pop-up screen.
     - **IMPORTANT:** A test taker will not be seen in the Test Center Management section until reaching the Proctor Authentication Screen with the Student Instructions pop-up displaying.
       - Due to internet speed, number of users on the network, or other factors, it is not uncommon to experience a delay from the time a test taker reaches the Proctor Authentication Screen with the Student Instructions pop-up displaying and the test taker displaying under the Awaiting Approval tab.

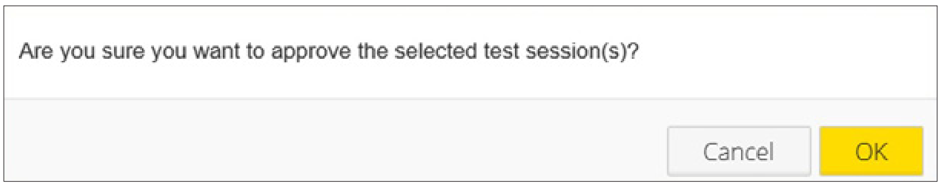


   - From the Awaiting Approvals tab, a PRO/PROR can choose to:
     - Approve test takers one at a time.
       - Approve one test taker at a time by clicking the **action** icon and then clicking **Approve Request** for each test taker listed.



- Approve test-takers in bulk.
  - Bulk approve multiple test takers at the same time by clicking the **Multi-Action** button to the left of the First Name column.
  - Click the **checkbox** next to Select All and then click **Approve Request**.

  - When prompted to confirm the approval, click **OK.**
    - **IMPORTANT:** There may be a slight delay from the time the test is approved in the Test Management Screen until the test taker sees the privacy policy screen.

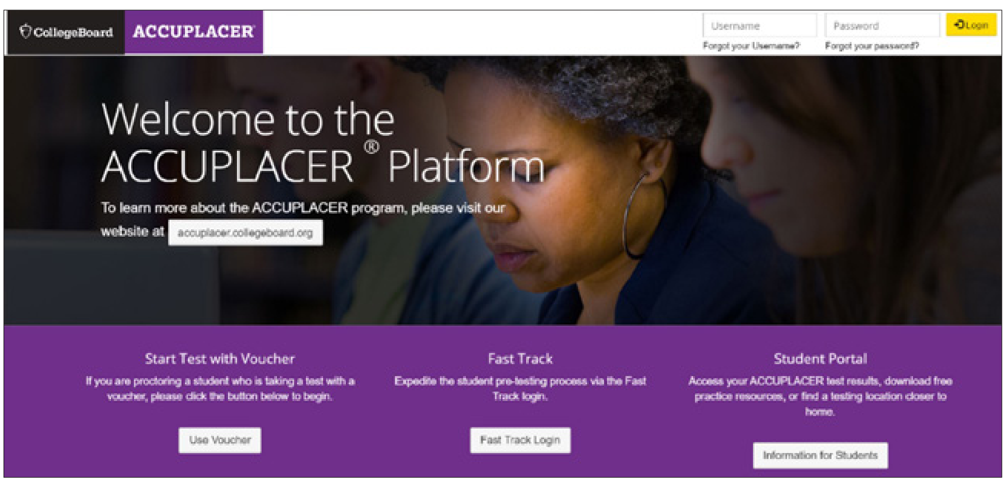


  - Once the test session(s) is authorized, the Start Test with Voucher test administration process flow is complete.
  - The College Board Privacy Policy screen displays, and the test taker follows the standard test administration flow.

Fast Track

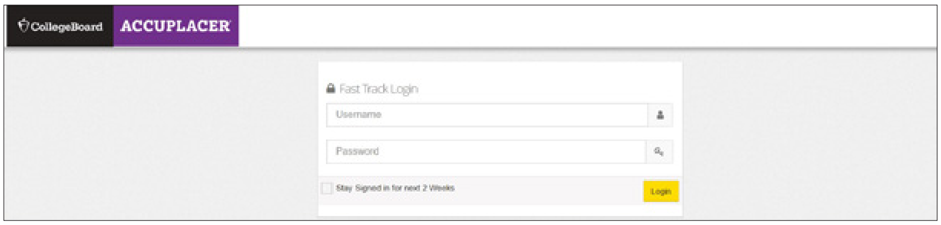
To begin a test administration using Fast Track:

- Go to the ACCUPLACER login page.
- Click the **Fast Track Login** button and the Fast Track Login screen will display.

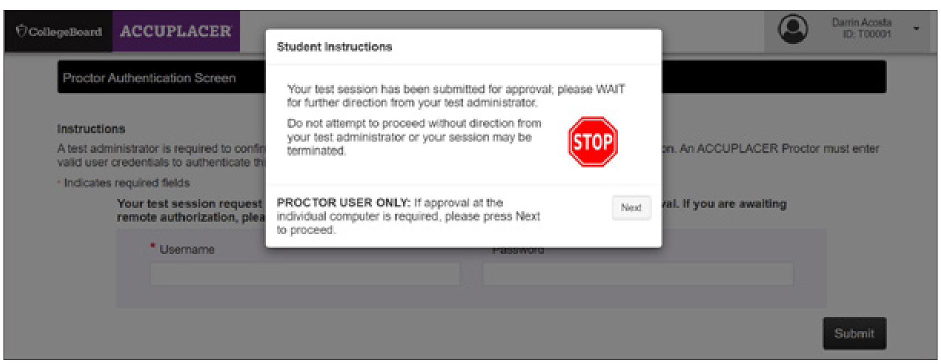


- From the Fast Track Login screen:
  - In the top box, enter your assigned PRO/PROR username credentials.
  - In the bottom box, enter the password for your PRO/PROR username credentials.
    - **WARNING:** Attempting to log in with credentials other than PRO/PROR will receive an Access Denied error message.

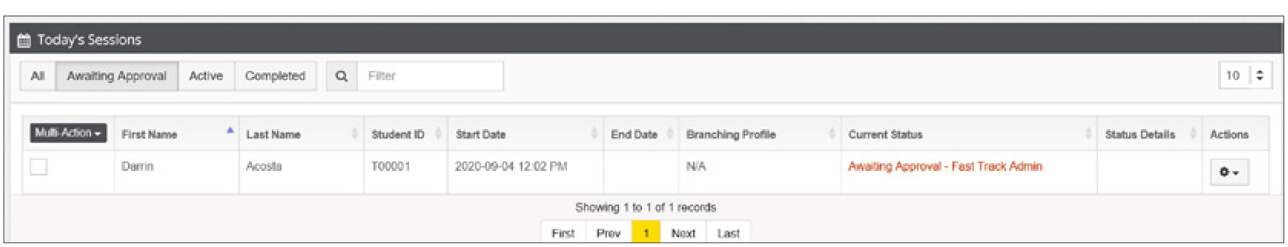
- Click the **Login** button to authenticate your user credentials.
  - **TIP:** Click the checkbox next to “Stay Signed in for next 2 Weeks” to save the cookie to that specific machine.
    - This cookie will remain on the test machine until the user clears the browser cookies or the two-week timeframe has passed.
    - By storing this cookie on each machine, the PRO/PROR will no longer have to sign into each terminal every testing day.
    - The PRO/PROR should then establish a bookmark at accuplacer.org.



  - Upon successfully logging in, the College Board Privacy Policy will display.
  - From this point the Fast Track test administration is the same as the Standard test administration through the Student Information screens.
    - The test taker must accept the College Board Privacy Policy.
    - Read the student instructions.
    - Complete the Student Information validation screen.
    - Enter/review student information contact details.
    - The Proctor Authentication screen displays with the Student Instructions pop-up displaying over the authentication screen.
      - Test takers will wait on this screen for the test session to begin.



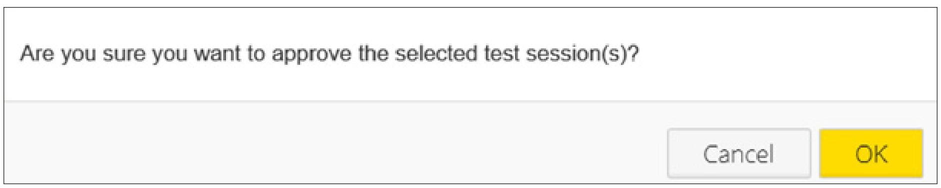
  - Once a test taker reaches the Proctor Authentication Screen with Student Instructions pop-up displaying, the test taker can be seen in the Test Center Management section.
  - Click on **Test Center Management** under the dashboard menu.
  - Click the **Awaiting Approvals** tab.
    - **NOTE:** Until the approval is done, the test taker will see the Student Instructions pop-up screen.



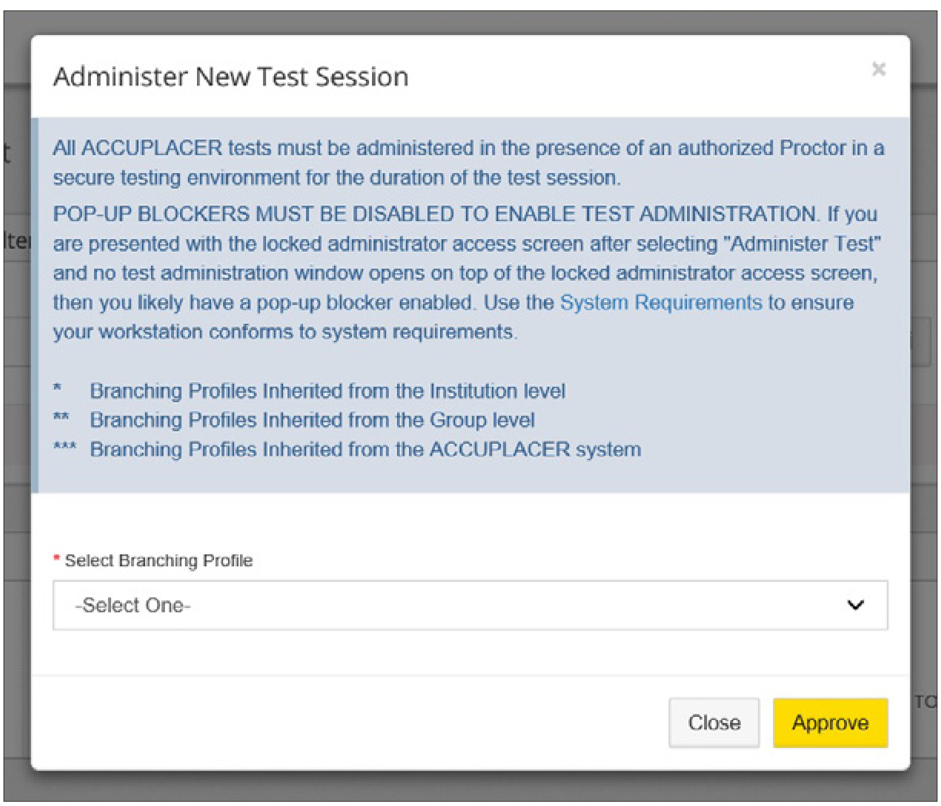
- From the Awaiting Approvals tab, a PRO/PROR can choose to:
  - Approve one test taker at a time by clicking the **action** icon and then clicking on **Approve Request.**

- To bulk approve a group at the same time, click the **Multi-Action** button to the left of the First Name column.
- Click the **checkbox** next to **Select All** and then click on **Approve Request.**

- When prompted to confirm the approval, click **OK.**



- The Administer New Test Session pop-up will display.
  - Click in the **Select Branching Profile** field and select the test/BP to be administered.



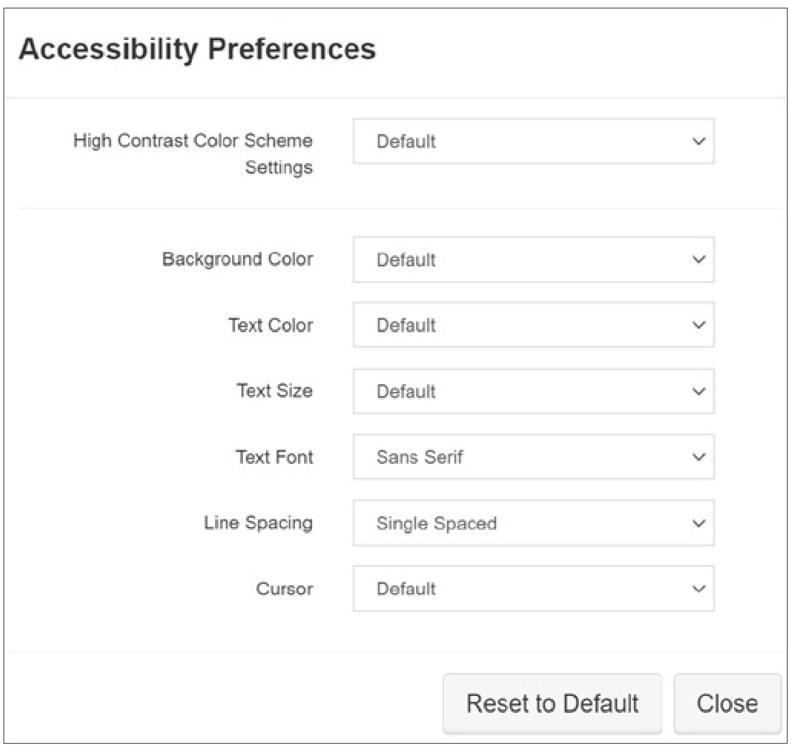
- Once a BP has been selected, the **Approve** button becomes active.

- Click **Approve** to begin the test session.
  - **WARNING:** When performing a bulk approval with Fast Track, all test takers approved in bulk will be launched with the same BP.
  - **NOTE:** A PRO/PROR still can approve a test session from the student's testing machine.
  - **IMPORTANT:** Due to internet speed, number of users on the network, or other factors, it is not uncommon to experience a delay from the time the test is approved in the Test Center Management Screen and the time the test taker sees the welcome screen.
- **Watch a Video Tutorial:** For more specific implementation guidance, please refer to the YouTube video in the **Resources** link of the ACCUPLACER platform.

Accessibility Wizard

When Accessibility Wizard Available is set to **Yes** in Tool Settings under the **Test Setup > Test Setting** menu, the Accessibility Wizard icon will be displayed in the black header row of each test administration screen.

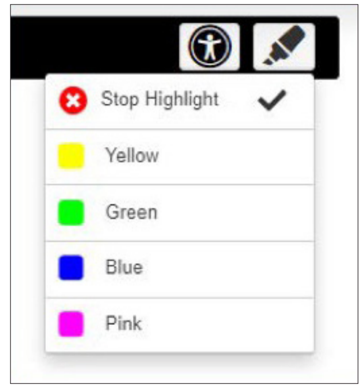
- Clicking the **Accessibility** icon will display the Accessibility Preferences pop-up.
  - The Accessibility Preferences pop-up provides a way to change the contrast, text size, font, font color, background color, line spacing, and cursor.



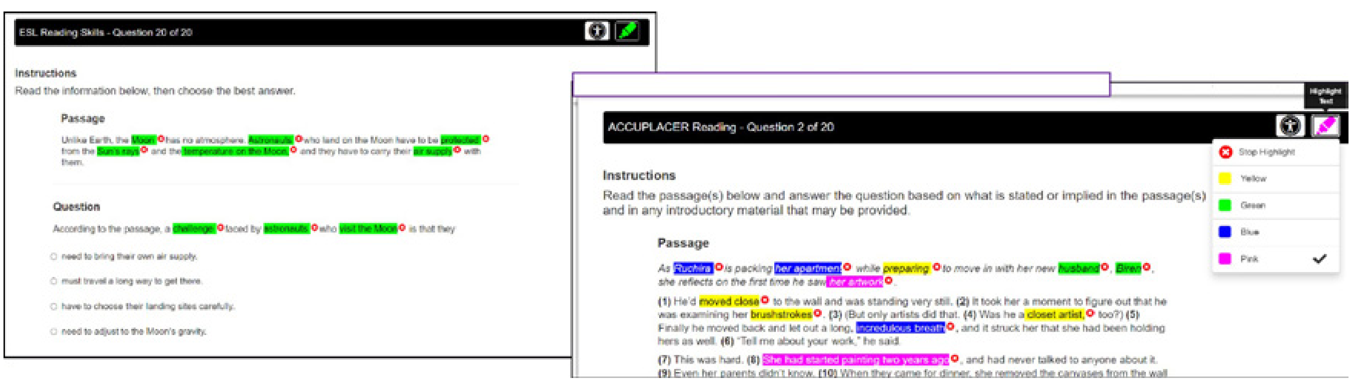
- **IMPORTANT:** For more information about the Accessibility Wizard, refer to the ACCUPLACER Program Manual found under the **Resources** section in the ACCUPLACER platform.

Highlighter

During all ACCUPLACER exams, test takers will have access to the Highlighter tool.



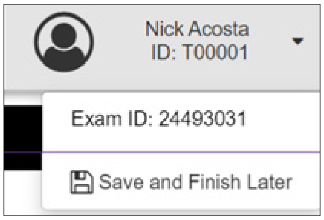
- Clicking the **Highlighter** icon will display a list of options. Available options are:
  - **Stop Highlight** (turn off the highlighting feature)
  - **Yellow** (Color choice)
  - **Green** (Color choice)
  - **Blue** (Color choice)
  - **Pink** (Color choice)
- From the drop-down menu, select the desired highlighter color.
  - Once a color is selected, move the cursor to the beginning of the text to be highlighted.
  - On the screen, place the cursor where the highlight should begin. Left-click on the mouse and hold down the button while dragging the cursor across the area to be highlighted.
  - Once satisfied, release the left-click to highlight the selection.
    - The highlight can be removed by clicking on the white x in the red circle to the right of the highlighted text.
- Highlighter user tips:
  - Once turned on, the highlighter will remain on until turned off by selecting **Stop Highlight** from the drop-down menu.
  - A test taker can choose to use more than one color by selecting a color, highlighting the text, and then selecting a different color and highlighting additional text.
  - Only passage and question text may be highlighted.
  - Instructions and answer choices cannot be highlighted.
  - Double click a single word to highlight a word quickly.
  - A user may choose to highlight a single letter or number.
    - This type of highlighting may make it difficult to read question text.
    - Removing the single letter highlighting will return the question to its original state.



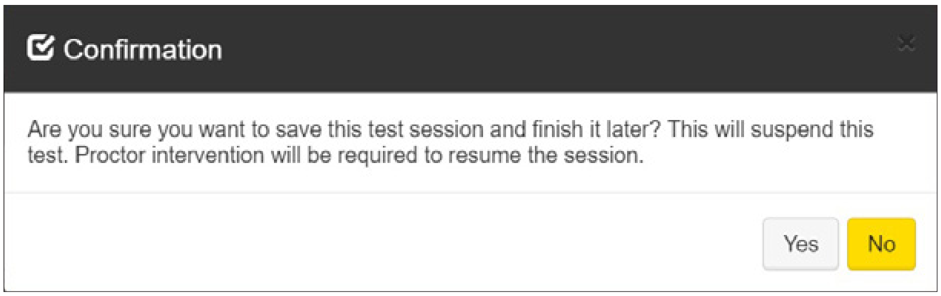
Save and Finish Later

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.

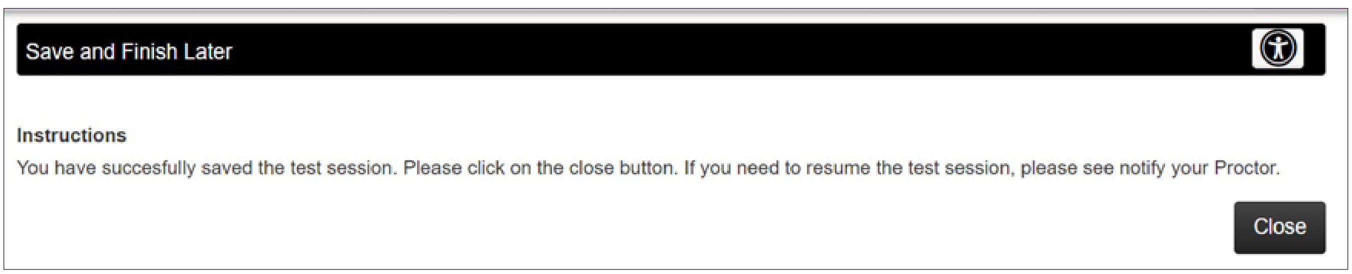
- The Save and Finish Later menu option becomes available after the test begins.
  - **WARNING:** Save and Finish Later is not an available option during the test administration of WritePlacer or WritePlacer ESL tests.



- When prompted to confirm that the test taker wants to save the test session and finish it later, click **Yes**.



- The Save and Finish Later screen will confirm a successful save.
- Click the **Close** button to close out of the test session.



  - **NOTE:** A Save and Finish Later interrupted test session becomes an Open Test Session.

Test Session Lockout

The Test Session Lockout feature provides increased test security and ensures a test taker's focus is on the test, not searching for answers during the test. If a test taker clicks outside the test administration window while an ACCUPLACER test session is underway, the Test Session Lockout screen will display.

- The test taker is automatically locked out of the testing environment and prevented from continuing their exam.

The Test Session Lockout screen is comprised of two user login areas.

- The top user login area is dedicated to the PRO/PROR who launched the test session.
- The bottom login area is for a PRO/PROR who did not launch the test session but is assisting on test administration day.

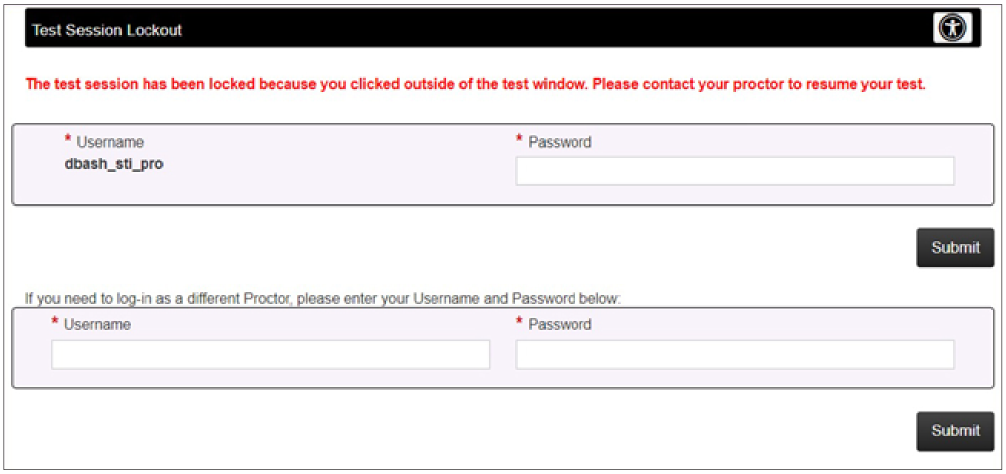
Resuming a Test Session After Lockout

A PRO/PROR is required to log in using their assigned PRO/PROR credentials to resume a locked-out test session.

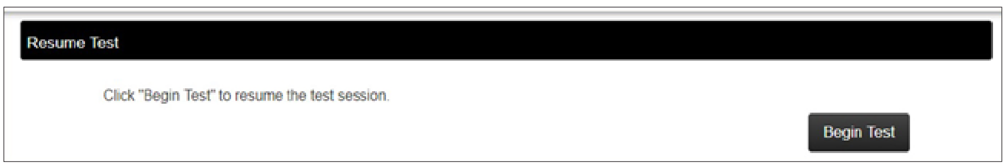
- In the top area of the Test Session Lockout screen, the username of the PRO/PROR who started the test will appear under **Username.**
  - This PRO/PROR should enter the associated password in the Password field.
- If you are not the PRO/PROR who started the test:

- Enter your assigned username and password in the bottom area of the Test Session Lockout screen.

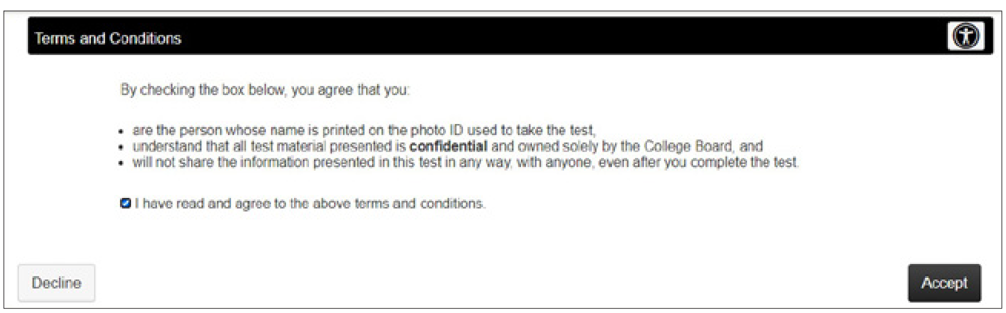
- Click the **Submit** button once the user credentials have been entered.



- The test taker will be prompted to resume the test session by clicking **Begin Test.**



- Clicking **Begin Test** acknowledges the test taker is ready to resume testing.
- The Resume Test screen closes and the Terms and Conditions screen will display.
- The test taker must accept the terms and conditions again by:
  - Clicking the **checkbox** next to the statement, “I have read and agree to the above terms and conditions,” then clicking the **Accept** button.



- The test will resume in the same location where the test taker was prior to clicking outside of the test administration window.
- The test taker will not receive the same question but instead will receive a similar question of equal difficulty.

Want to Know More? For more information on resuming a test administration, see Resuming Open Test Sessions in this guide.

Disable Test Session Lockout

When using third-party accessibility tools that require going back and forth between windows, such as Kurzweil, the Test Session Lockout feature may be disabled by an IA or SM.

- In **Tool Settings** under the **Test Setup > Test Settings** menu, click the **Yes** radio button for “Disable Test Session Lockout for use with accessibility tools.”

  - **IMPORTANT:** To maintain the proper security, disabling the Test Session Lockout feature should ONLY be done when working with a third-party accessibility tool that requires another window to complete the test.
  - **TIP:** Create a dedicated BP for accessibility test administration:
    - Create a dedicated accessibility test setting to be used within the accessibility BP.
      - Navigate to **Test Setup > Test Settings** and add a new test setting for accessibility.
      - Under Tool Settings, select **Yes** for Accessibility Wizard Available, Unblock keys for use with accessibility tool, and Disable Test Session Lockout for use with accessibility tools.
      - Save the accessibility test setting to be used in the accessibility BP.
    - Navigate to **Test Setup > Branching Profiles** and copy an existing BP.
      - Edit the copied BP by updating the BP rule containing the test setting with the accessibility test settings disabled.
      - Save the BP by appending the BP title with “for accessibility use only” or “A11Y_TestAdmin.” This makes it easy to distinguish which BP to use during test administration.

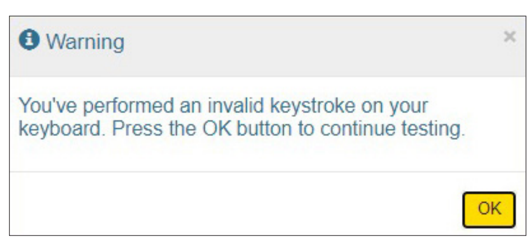
Safe Exam Browser

The Safe Exam Browser (SEB) is an open-source software that can configure any computer into a secure workstation temporarily. SEB manages access to system functions, applications, and other websites—preventing the use of unauthorized resources while an exam is underway. ACCUPLACER is fully compatible with the SEB software. To include an additional layer of security or to learn more about SEB, navigate on the ACCUPLACER platform to **Resources > Resources > Test Security Resources** and select **Safe Exam Browser Setup Instructions.**

Invalid Keystroke Warning

When a test taker performs an invalid keystroke (e.g., Shift + Alt + S) on their keyboard during the test administration, the Invalid Keystroke Warning pop-up will display.

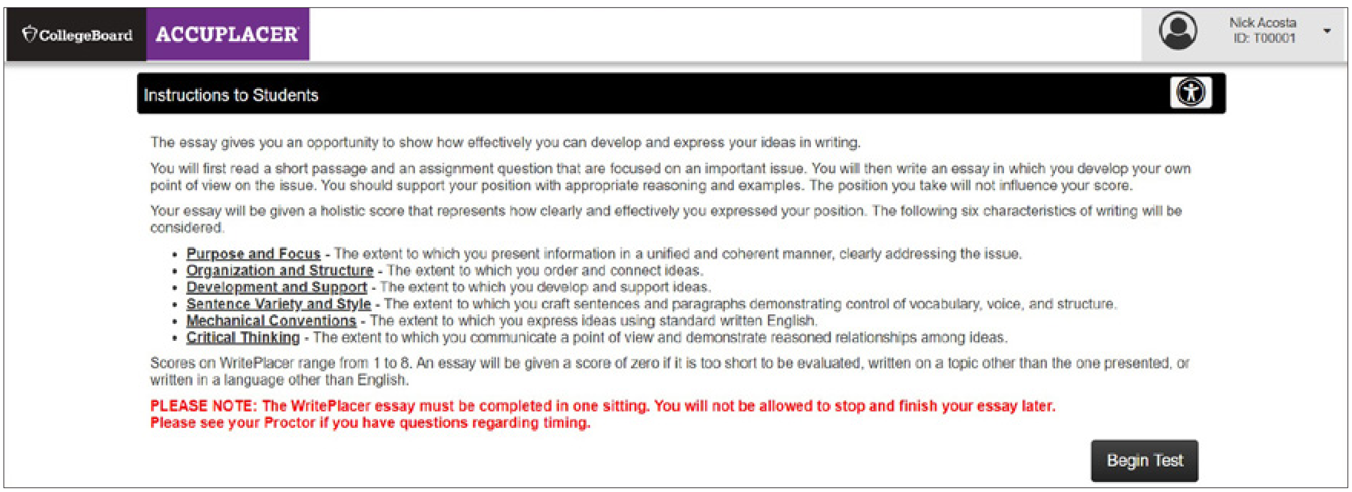
- The test taker is required to click **OK** to acknowledge their actions and continue testing.
  - PRO/PROR intervention is not required for an invalid keystroke.
  - The test taker will continue to receive the warning every time an invalid keystroke occurs.
  - There is no limit to how many times a test taker can receive this warning.



Administering WritePlacer and WritePlacer ESL

When administering WritePlacer and WritePlacer ESL, please be aware of the following:

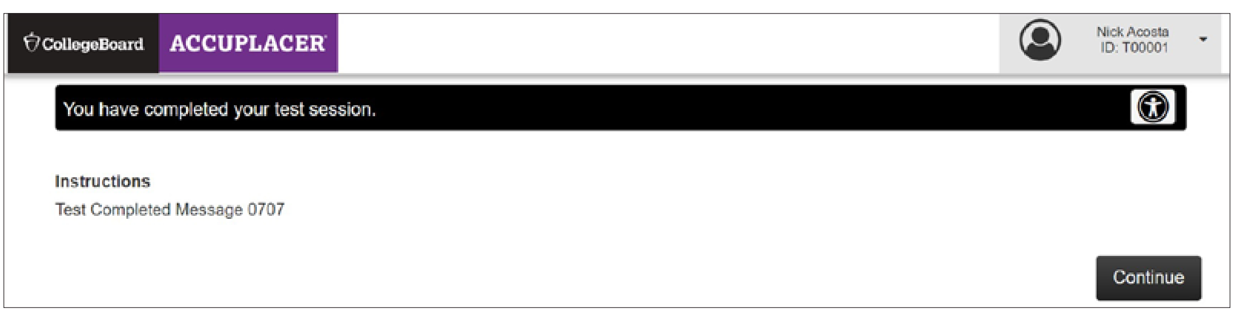
- WritePlacer and WritePlacer ESL should be administered and completed in one test session.
- To maintain test security and ensure the validity of these tests, Save and Finish Later is not available during WritePlacer and WritePlacer ESL test administrations.
    - **IMPORTANT:** In the event of a short-term disruption during the administration of a WritePlacer test (such as a fire drill), the ACCUPLACER platform will automatically save the work of the test taker.
        - Upon returning to the test, the PRO/PROR will have the capability to reopen a test taker's essay.
            - **IMPORTANT:** A limited amount of text may be lost.
    - Depending on the amount of time that has passed during the disruption, the PRO/PROR should use their discretion as to whether a test taker should continue with their original prompt or if a new prompt should be administered.
    - A "Please Note" message noting this rule is displayed in the instructions to test takers prior to beginning a WritePlacer test session.



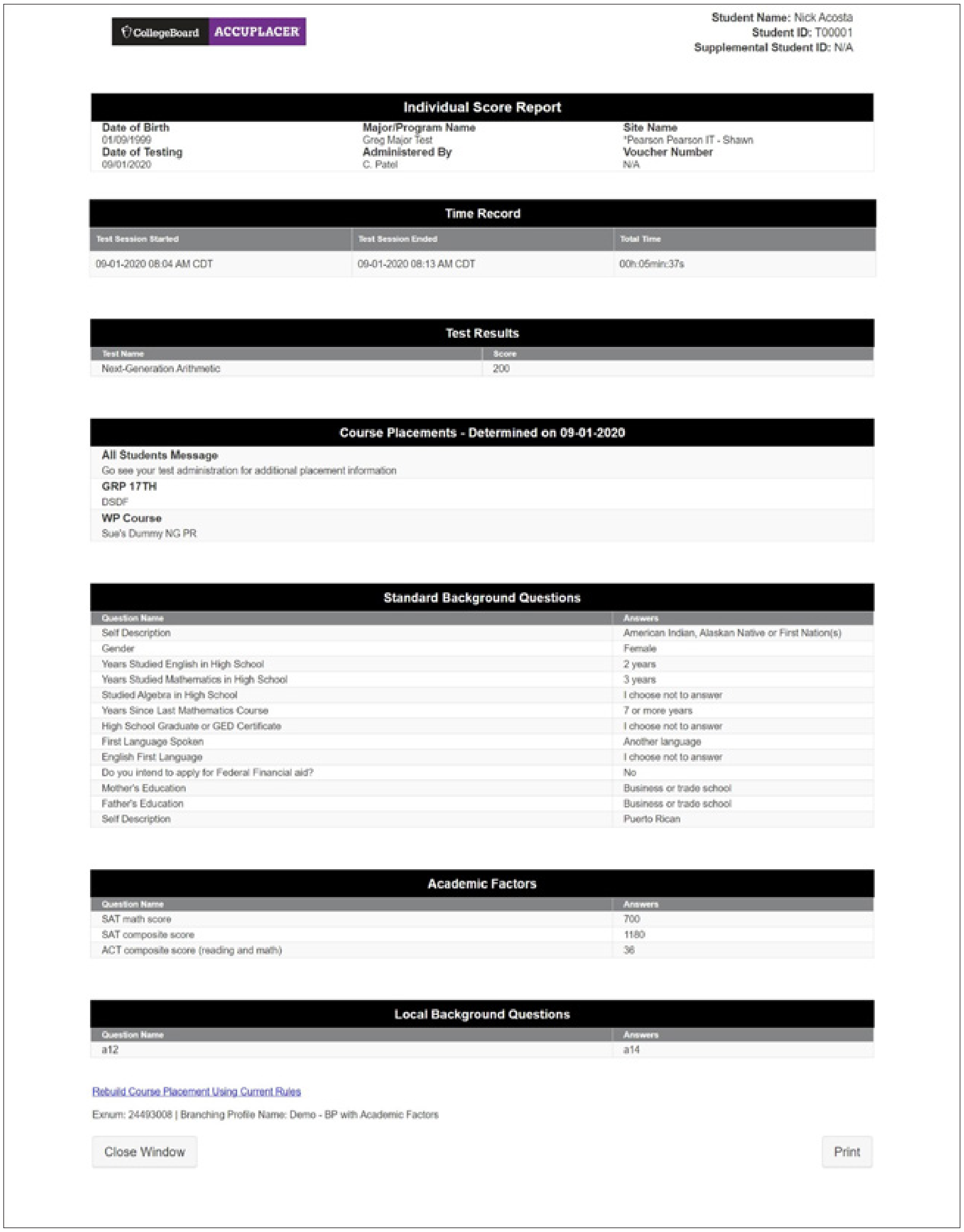
Test Session Completion

After the last test question in the test taker's test administration, the "You have completed your test session" screen will display with instructions for the test taker.

- An IA or SM can customize these instructions.
- If no instructions are created, the platform will omit this screen.



- Clicking the **Continue** button closes the completed test session screen and the Individual Score Report (ISR) will appear on the screen.



CollegeBoard ACCUPLACER

Student Name: Nick Acosta
Student ID: T00001
Supplemental Student ID: N/A

Individual Score Report

Date of Birth 01/09/1999	**Major/Program Name** Greg Major Test	**Site Name** *Pearson Pearson IT - Shawn
Date of Testing 09/01/2020	**Administered By** C. Patel	**Voucher Number** N/A

Time Record

Test Session Started	Test Session Ended	Total Time
09-01-2020 08:04 AM CDT	09-01-2020 08:13 AM CDT	00h:05min:37s

Test Results

Test Name	Score
Next-Generation Arithmetic	200

Course Placements - Determined on 09-01-2020

All Students Message
Go see your test administration for additional placement information
GRP 17TH
DSDF
WP Course
Sue's Dummy NG PR

Standard Background Questions

Question Name	Answers
Self Description	American Indian, Alaskan Native or First Nation(s)
Gender	Female
Years Studied English in High School	2 years
Years Studied Mathematics in High School	3 years
Studied Algebra in High School	I choose not to answer
Years Since Last Mathematics Course	7 or more years
High School Graduate or GED Certificate	I choose not to answer
First Language Spoken	Another language
English First Language	I choose not to answer
Do you intend to apply for Federal Financial aid?	No
Mother's Education	Business or trade school
Father's Education	Business or trade school
Self Description	Puerto Rican

Academic Factors

Question Name	Answers
SAT math score	700
SAT composite score	1180
ACT composite score (reading and math)	36

Local Background Questions

Question Name	Answers
a12	a14

Rebuild Course Placement Using Current Rules

Exnum: 24493008 | Branching Profile Name: Demo - BP with Academic Factors

Close Window

Print

Individual Score Report

- The test taker's ISR:
  - Displays the selected Score Report Settings options (located under the **Test Setup > Test Settings** menu) associated with the BP used during test administration.
    - **TIP:** Selecting **EXNUM (unique test session identifier)** and **Branching Profile** options from **ISR Header (select no more than 2 items),** under **Score Report Settings > ISR Printout Options — General** will:

ISR Header (select no more than 2 items): ☐ Student Id ☐ First Name ☐ Last Name ☑ Exnum ☑ Branching Profile

- Display on screen the EXNUM and BP at the bottom of the last page of the ISR.

Local Background Questions	
Question Name	**Answers**
a12	a14

Exnum: 24493008 | Branching Profile Name: Demo - BP with Academic Factors

- Display in the header of each page when printing an ISR.

9/1/2020 Exnum :24493008 Branching Profile Name :Demo - BP with Academic Factors

CollegeBoard ACCUPLACER

Student Name: Nick Acosta
Student ID: T00001
Supplemental Student ID: N/A

Individual Score Report

- This information is provided to assist customer service representatives when troubleshooting test administration discrepancies.

Printing an ISR

To generate a printed copy of the ISR for a test taker:

- Scroll to the last page of the ISR.
- Click the **Print** button, located in the lower right side of the ISR.
- When done reviewing the ISR, click the **Close Window** button on the last page of the ISR in the lower left side.
  - Clicking the **Close Window** button closes the ISR and ends the test session.

Exnum: 24493008 | Branching Profile Name: Demo - BP with Academic Factors

Close Window Print

Generate QR Code

A test taker can access their ISR via a QR code when activated by an IA or SM in Test Settings.

- In the Score Report Settings in the End of Test Session section, located under the **Test Setup > Test Settings** menu: When Generate QR Code is set to **Yes,** the **Generate QR Code** button will appear at the end of the standard ISR onscreen display.

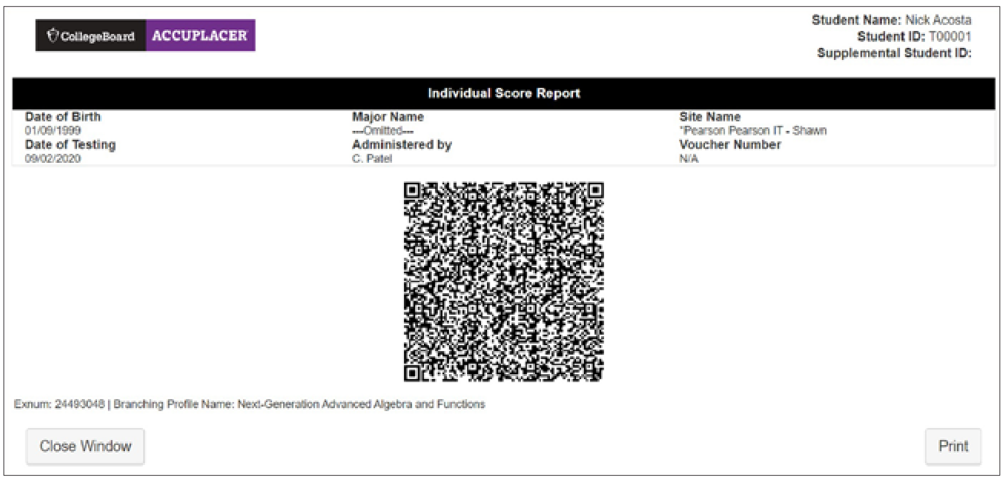
Previous Test Results			
Test Name	**Test Date**	**Score**	**Proficiency Level(Diagnostic)**
Next-Generation Advanced Algebra and Functions	09-02-2020	200	
Next-Generation Arithmetic	09-01-2020	200	
Deployment Test	03-19-2016	0	
Deployment Test	03-17-2016	3	
Diagnostic Arithmetic	**03-19-2016**		
Computation with Integers and Fractions		1	**Needs Improvement**
Computation with Decimal Numbers		1	**Needs Improvement**
Problems Involving Percent		1	**Needs Improvement**
Estimation, Ordering, and Number Sense		2	**Needs Improvement**
Word Problems and Applications		1	**Needs Improvement**

Exnum: 24493048 | Branching Profile Name: Next-Generation Advanced Algebra and Functions

Close Window Generate QR code Print

- **NOTE:** When creating a new test setting, Generate QR Code is set to **No** by default.

- Clicking the **Generate QR code** button will display the ISR QR code view.
- A test taker can:
  - Scan the QR code from the screen with a mobile device to view their ISR.
    - **IMPORTANT:** The test taker will be required to authenticate before they can view the ISR.
- Click the **Print** button at the bottom of the ISR QR code view and use the QR code later to access a copy of their score report.
- Click the **Close Window** button to end the test session.



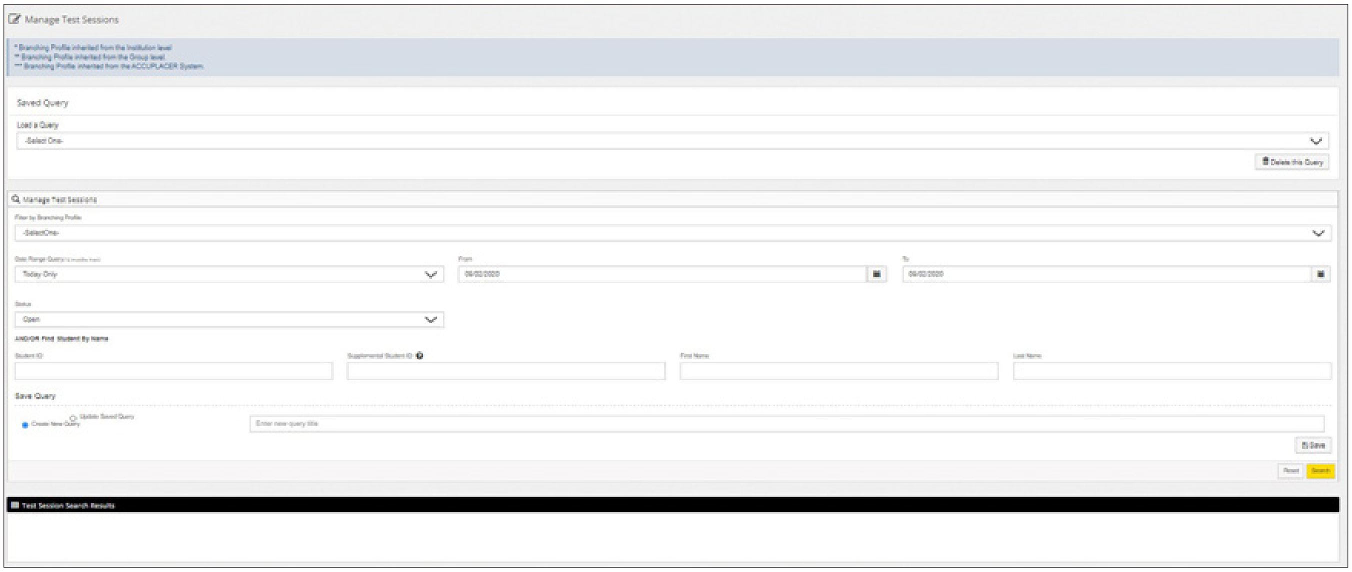
Manage Test Sessions

User Role Access: IA, SM, PRO, and PROR

The Manage Test Sessions section provides the ability to monitor, manage, and gain insight into test administrations at a single site or across an institution. To access the Manage Test Sessions section:

- Click on **Manage Test Sessions** under the Administer Test menu.
- The Manage Test Sessions section consists of three main areas:
  - **Saved Queries:** Displays saved queries created within the Manage Test Sessions area.
    - Queries created by an IA are available to SM, PRO, and PROR user credentials.
      - Results of the query may vary depending upon the data available to the user executing the query.
    - Queries can be updated or deleted.
  - **Manage Test Sessions:** Provides the ability to search test administrations by BP, date, status, student ID, supplemental student ID, first name, and last name.
    - Test administration search results can only be performed on current date or past dated test administrations.
    - Future date search requests will generate an error message.

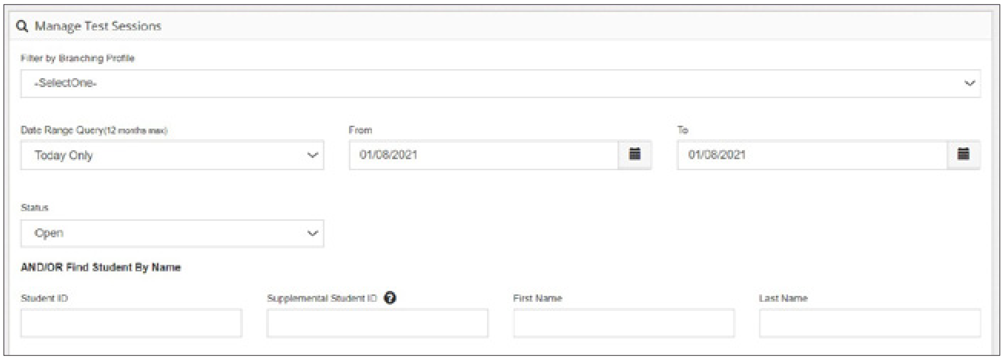
- **Test Session Search Results:** Displays results from one-off and saved query search results.



To perform a Test Administration search, from the Manage Test Sessions area:

- **Filter by Branching Profile:** Clicking on the Branching Profile drop-down menu will display all available BPs.
  - Select a specific BP.
  - If a BP is not selected, the search results will display all possibilities across all available BPs.
- **Date Range Query (12 months max):** Click the **Date Range** drop-down menu and select from the available options:
  - **Today Only** (default)
  - **Yesterday and Today**
  - **Last 7 Days**
  - **Last 30 Days**
  - **Custom Date Range** (click the **Calendar** icon and select the dates you want entered for the **From** and **To** fields or enter the dates manually using the format MM/DD/YYYY)
    - **WARNING:** Improper date formatting will trigger an error message.
- **Status:** Click the **Status** drop-down menu to display the available options. The options are:
  - **Open** (default)
    - **IMPORTANT:** Test sessions that remain open for more than 14 days will automatically close and can then be accessed by selecting a status of Force Closed.
  - **Force Closed**
  - **Completed**
  - **Invalidated**
    - **IMPORTANT:** If Force Closed or Completed is selected, the Score Status field will be visible.
- **Score Status:** This field is only visible when status equals Forced Closed or Completed. The available options are:

    - **Both Valid and Invalid** (default)
    - **Valid**
    - **Invalid**
- **Student ID**
- **Supplemental Student ID**
- **First Name**
- **Last Name**
- Click the **Search** button to generate the results based on the selected criteria.



- To save the search query and quickly run it again in the future:
    - In the Enter New Query Title field, under Saved Query, enter the name you want to give the query.
        - **NOTE:** If modifying an existing query, the Enter New Query Title field will display the name of the selected query to be modified. Click the radio button next to **Update Existing Query.**
            - Create New Query is selected by default.
    - Click **Save** to save either a new or modified query.
        - A confirmation will display at the top of the screen when saving:
            - A new query, "Query created successfully."
            - A modified query, "Selected Query updated successfully."
    - Once saved, the query will be available from the Load a Query drop-down menu.

Resuming Open Test Sessions

User Role Access: PRO and PROR

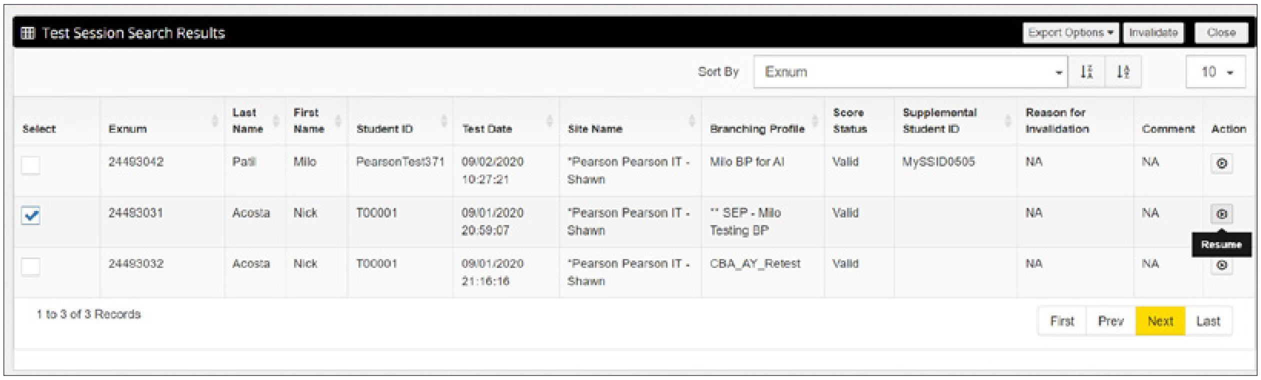
When a test session is interrupted due to a fire drill or choosing Save and Finish Later, an Open Test Session is created. For a test taker to complete the interrupted test administration, the PRO/PROR will need to resume the Open Test Session. To resume the test session:

- Click on **Manage Test Sessions** under the Administer Test menu.
- In the Manage Test Sessions search area, click the **Status** field to display the available status options.
- Select **Open** from the list of options.
        - **TIP:** You do not need to select a status option when performing a search, however, when resuming an **Open** Test Session, selecting the Open status will help to narrow the search results.

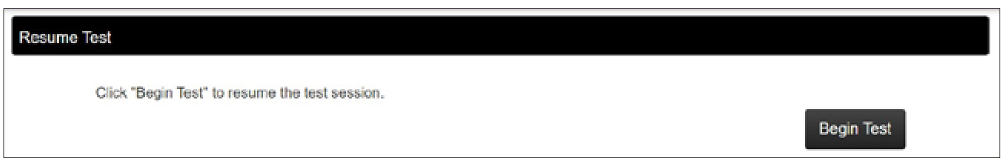
- Under Find Student by Name, use either the Student ID or Supplemental Student ID fields, or use the First Name and Last Name fields to locate a specific test taker.
  - **TIP:** It is not recommended to search for a test session using both ID fields or all four Find Student by Name files together, as this could result in an error with no test session displaying.
- If searching for multiple test takers, use either the Find by Branching Profile or Date Range fields to find a specific group of test takers.
- Click the **Search** button to display the results.

In the Test Session Search Results:

- Click the **checkbox** next to the test taker test session(s) to be resumed.



- Click the **Resume** icon in the Action column.
- The Resume Test screen will display.
  - Click **Begin Test** to resume the test session.

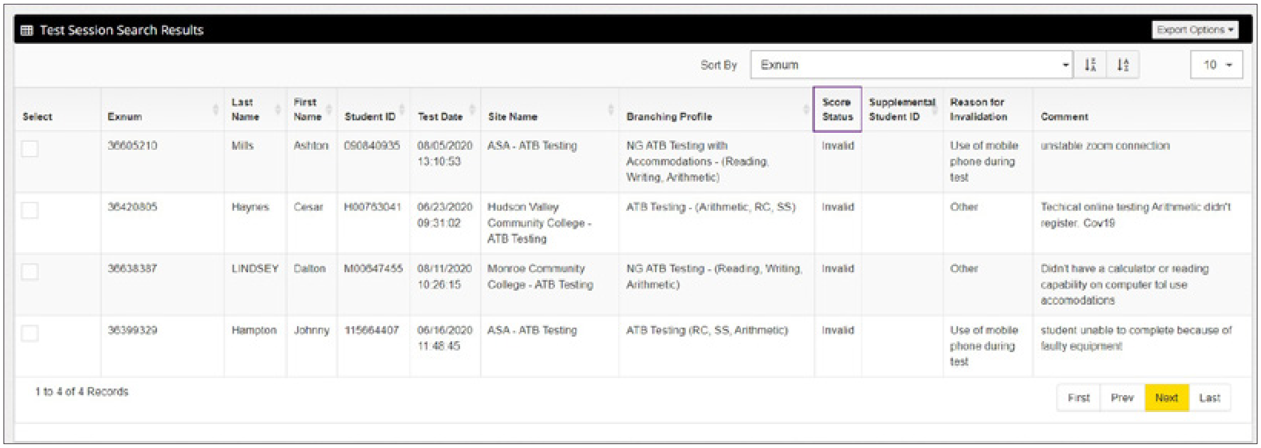


    – **NOTE:** When an Open Test Session is resumed, the test begins at the same screen the student was working on when the test session was interrupted.
  - The test taker will need to accept the Terms and Conditions again before the session resumes.

Invalidating a Test Session

User Role Access: IA, SM, PRO, and PROR

The Manage Test Sessions section provides the ability to invalidate any test session, no matter the status. In the Test Session Search Results area, the Score Status column will display whether the test session is valid or invalid (has been invalidated.)


Test Session Search Results   Export Options
Sort By Exnum   10

Select	Exnum	Last Name	First Name	Student ID	Test Date	Site Name	Branching Profile	Score Status	Supplemental Student ID	Reason for Invalidation	Comment
	36605210	Mills	Ashton	090840935	08/05/2020 13:10:53	ASA - ATB Testing	NG ATB Testing with Accommodations - (Reading, Writing, Arithmetic)	Invalid		Use of mobile phone during test	unstable zoom connection
	36420805	Haynes	Cesar	H00783041	06/23/2020 09:31:02	Hudson Valley Community College - ATB Testing	ATB Testing - (Arithmetic, RC, SS)	Invalid		Other	Techical online testing Arithmetic didn't register. Cov19
	36638387	LINDSEY	Dalton	M00647455	08/11/2020 10:26:15	Monroe Community College - ATB Testing	NG ATB Testing - (Reading, Writing, Arithmetic)	Invalid		Other	Didn't have a calculator or reading capability on computer tol use accomodations
	36399329	Hampton	Johnny	115664407	06/16/2020 11:48:45	ASA - ATB Testing	ATB Testing (RC, SS, Arithmetic)	Invalid		Use of mobile phone during test	student unable to complete because of faulty equipment

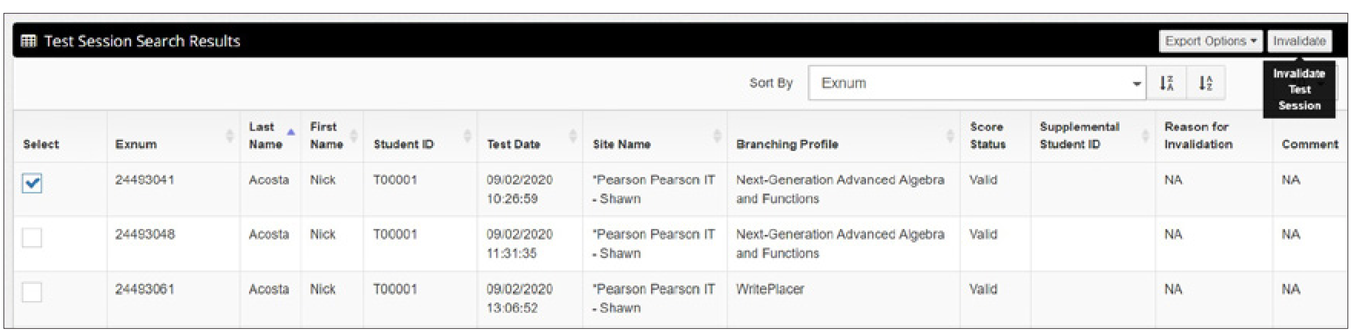
1 to 4 of 4 Records   First Prev Next Last

To invalidate a test session:

- Click on **Manage Test Sessions** under the Administer Test menu.
- In the Manage Test Sessions search area, click on the **Status** field to display the available status options.
  - If you know the status of the test session you are searching for, make the appropriate selection. Selecting a status is optional; you do not need to select a status option when performing a search. However, if you know the status, selecting it can help to narrow the search results.
- Under Find Student by Name, use either the Student ID or Supplemental Student ID field or use the First Name and Last Name fields to locate the specific test taker.
  - **TIP:** It is not recommended to search for a test session using both ID fields or all of four Find Student by Name files together as this could result in an error with no test session displaying.
- If searching for multiple test takers, use either the Find by Branching Profile or Date Range fields to find a specific group of test takers.
- Click the **Search** button to display the results.

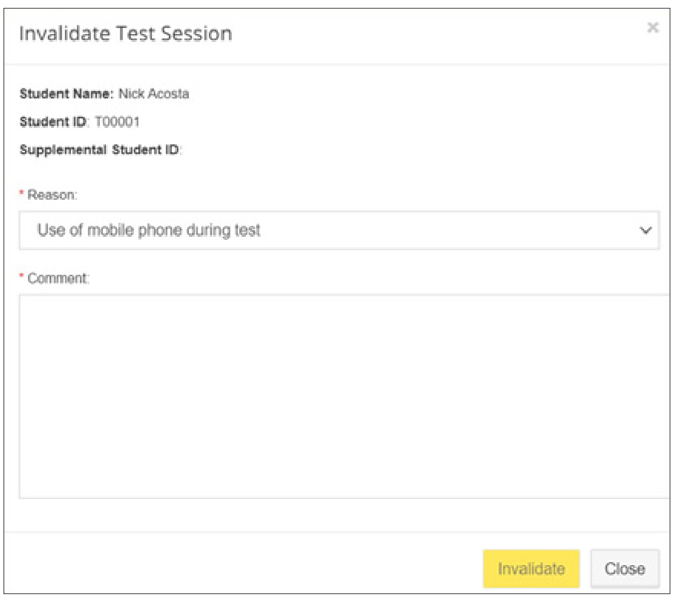
In the Test Session Search Results area:

- Click the **checkbox** next to the test taker test session to be invalidated.
  - **NOTE:** Only one test session can be invalidated at a time. Attempting to invalidate multiple test sessions will generate an error message.
- From the Test Session Search Results header, click the **Invalidate** button.

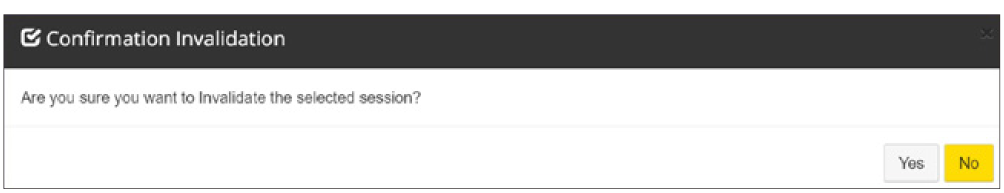

Test Session Search Results   Export Options   Invalidate
Invalidate Test Session
Sort By Exnum

Select	Exnum	Last Name	First Name	Student ID	Test Date	Site Name	Branching Profile	Score Status	Supplemental Student ID	Reason for Invalidation	Comment
☑	24493041	Acosta	Nick	T00001	09/02/2020 10:26:59	*Pearson Pearson IT - Shawn	Next-Generation Advanced Algebra and Functions	Valid		NA	NA
	24493048	Acosta	Nick	T00001	09/02/2020 11:31:35	*Pearson Pearson IT - Shawn	Next-Generation Advanced Algebra and Functions	Valid		NA	NA
	24493061	Acosta	Nick	T00001	09/02/2020 13:06:52	*Pearson Pearson IT - Shawn	WritePlacer	Valid		NA	NA

- The Invalidate Test Session pop-up will display.
  - The pop-up screen displays the test taker's information for the test session that will be invalidated:
    - **Student name**
    - **Student ID**
    - **Supplemental Student ID** (if available)
- Click the **Reason** drop-down menu and select one of the available reasons for invalidating the test session.
  - The available choices are:
    - **Use of mobile phone during test**
    - **Looking at another individual's screen**
    - **Talking to or signaling to another in the test facility**
    - **Study materials or aids found on the individual or the individual's belongings**
    - **Use of study aids associated through the internet including website calculators, dictionaries, translators**
    - **Other**
- When necessary, use the Comments box to provide additional information.
- Click the **Invalidate** button to invalidate the selected test session and close the Invalidate Test Session pop-up.



- The Confirmation Invalidation pop-up will display.
- When prompted, "Are you sure you want to invalidate the selected session?" select **Yes.**



- **NOTE:** The following applies to tests sessions that have been invalided.
  - When viewing the ISR of an invalidated session:
    - A message indicating the session is invalid will display at the top of the page.
      - The message will include the reason selected and any comments.

    - All tests appearing in Test Results will show "Invalidated" rather than the score.
    - The Course Placements section will be blank, as any placements will be removed when the session is invalidated.
    - An invalidated session will have no course placements associated with it.
    - Tests from invalidated sessions will not be shown in previous test results.
    - The QR code will not be shown for invalidated sessions.
  - Users will not be able to email the ISR of an invalid test session (both in ISR results and in Test Center Management).
  - Invalidated test sessions will be hidden from all reports in the application other than the ISRs.
  - If the user tries to rebuild course placement for an invalidated session, no course placements will be added.
  - Invalidated sessions will continue to show under Test Center Management.
  - Composite Score will not consider invalid test sessions.
  - If a force closed session is invalidated, it cannot be reopened.
  - Invalidated sessions will still follow the same rules for retest attempts.

Exporting Test Session Search Results

To export the test session search results:

- Click the **Export Options** button in the Test Session Search Results header bar.
- Select the file formats from the list of available options.
  - Delimited text
  - CSV
  - Excel
  - XML
- The file will automatically download and can be saved.

Resources

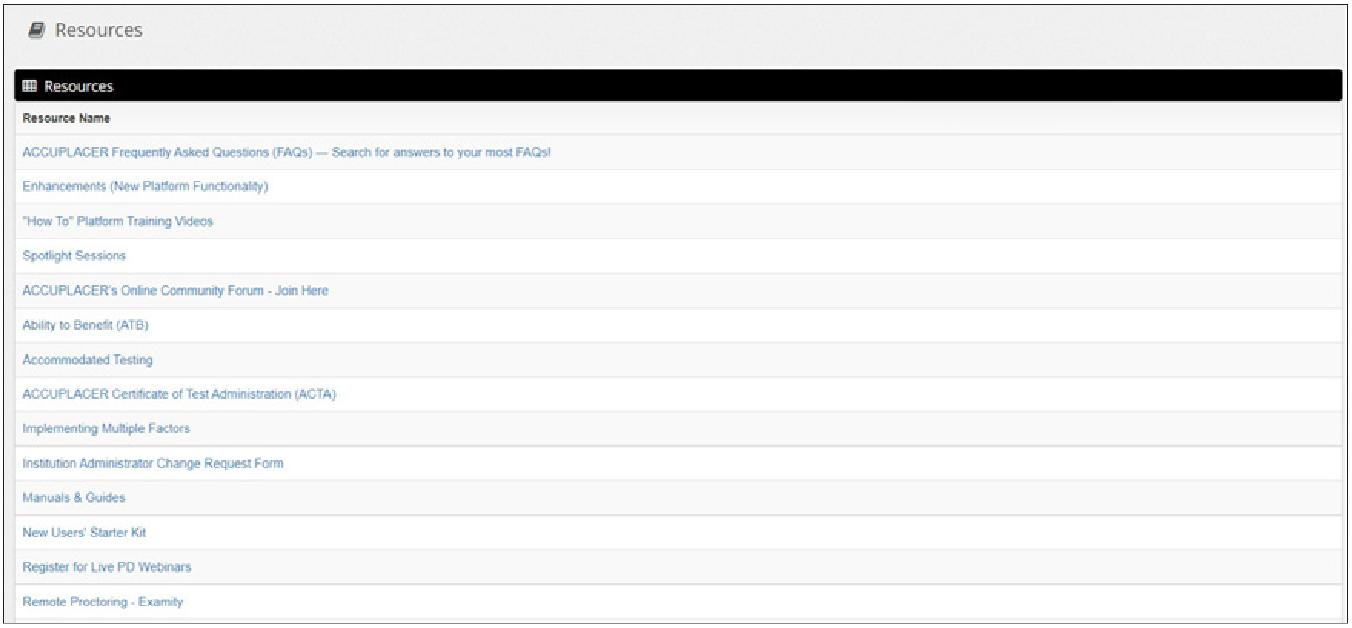
Resource Section

User Role Access: IA, IR, InstSR, IWPR, SM, SR, SWPR, SiteSR, PRO, and PROR.

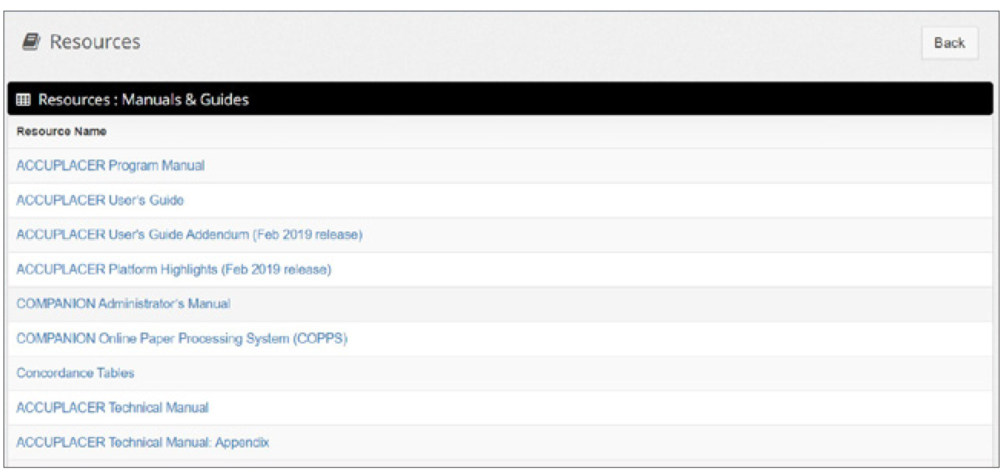
The Resources section contains the ACCUPLACER how-to user manuals and guides, technical documentation, training materials, and platform release enhancement notes.

Access the Resource Section

Click on **Resources** to display the Resources section.



- Click on a **Resource Name** to open the related documentation.
  - Clicking on some **Resource Names** (e.g., New Users' Starter Kit, Manuals & Guides, etc.) will open a Resources sub-section containing several documents related to the main resource name.

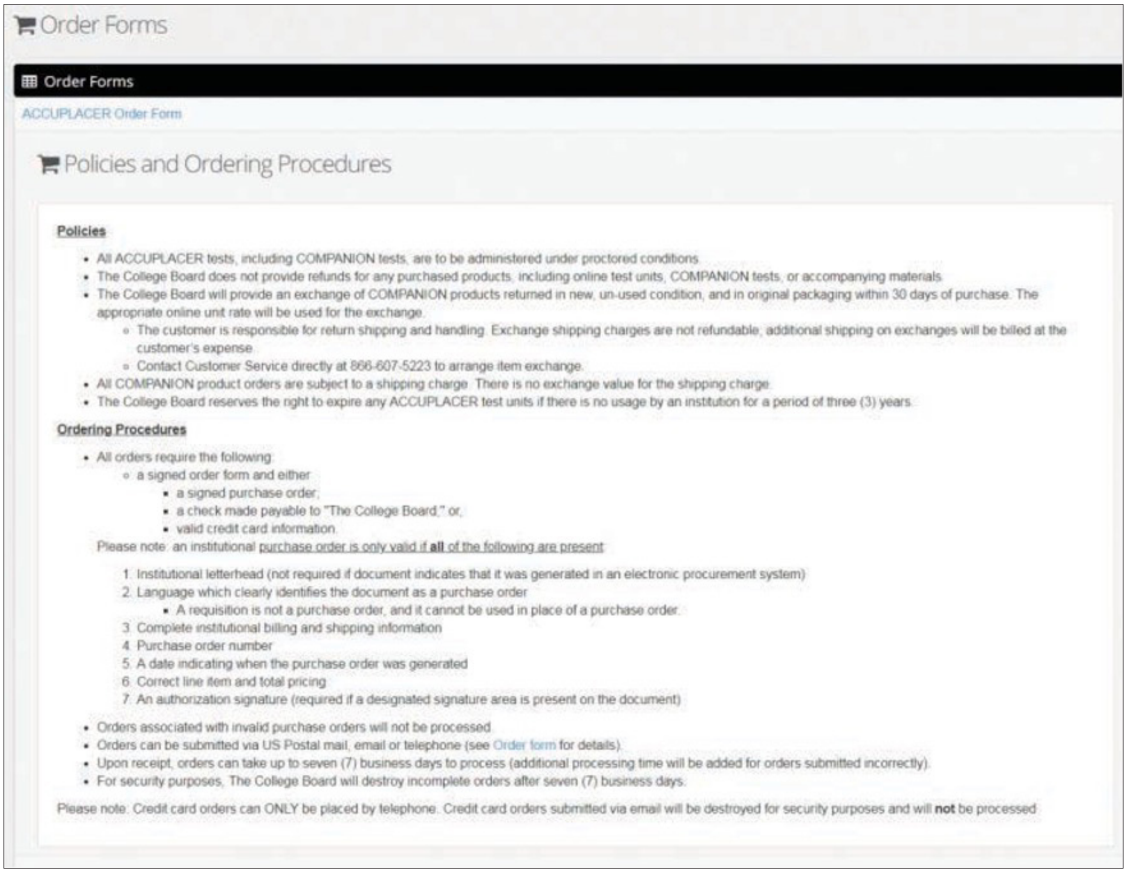


  - Click the **Back** button at the top of the page to navigate back to the previous resource page.

Order Forms

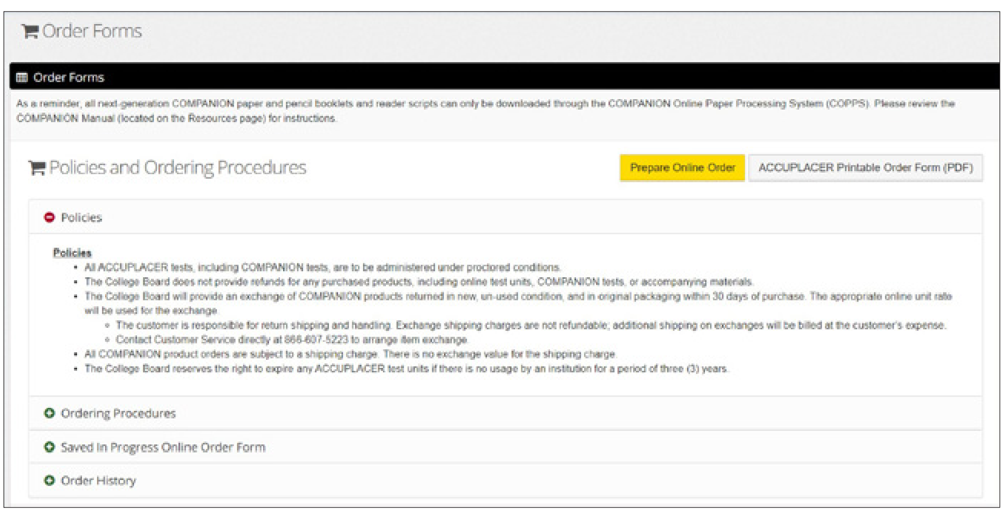
User Role Access: IA, IR, InstSR, IWPR, SM, SR, SWPR, SiteSR, PRO, and PROR.

The Order Forms section is used to place orders for ACCUPLACER test units and COMPANION™ materials (regular, large print, braille, compact discs, and answer sheets).



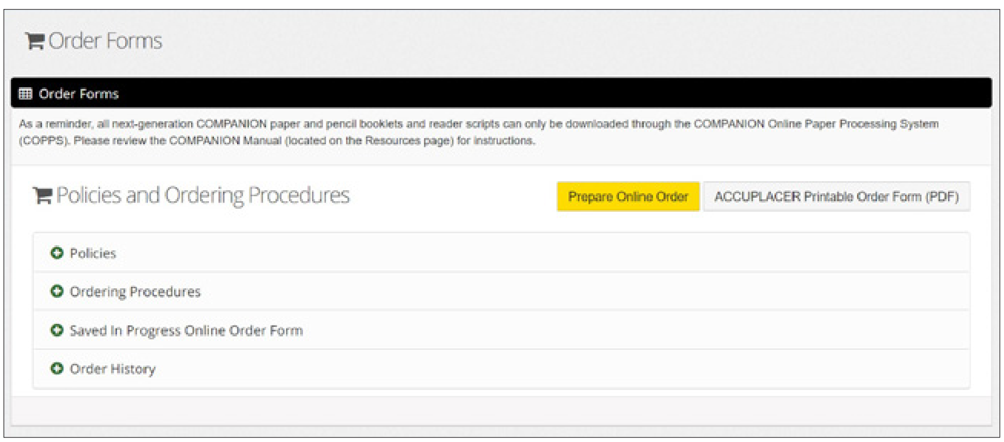
Access the Order Forms Section

- Click on **Order Forms** located under the ACCUPLACER main navigation menu to display the Order Forms section.



- The Order Forms landing page is comprised of expandable containers.
  - Clicking the **plus** icon in a container will expand the container.
  - Clicking the **minus** icon in a container will close the container.

- Not all expandable container sections are available to all users.
- The expandable containers are:
  - **Policies:** Details the ACCUPLACER/College Board policies regarding the COMPANION materials.
    - **IMPORTANT:** Review the Policies and Ordering Procedures located on the Order Forms landing page before preparing an online order.
  - **Ordering Procedures:** Details on what is required to place an order and what to expect after placing an order.
  - **Saved In-Progress Online Order Form:** Lists all online saved in-progress orders that have been saved to be completed later.
    - User Role Access: IA and SM only.
      - An IA can see their online orders that are saved in progress, and online orders that are saved in progress as read-only at all sites associated with the institution.
      - An SM can only see online saved in progress orders placed at the individual site.
  - **Order History:** Lists all online orders placed through the platform.
    - User Role Access: IA and SM only.
      - An IA can see online orders placed at all sites associated with the institution.
      - An SM can only see online orders placed at the individual site.
    - **IMPORTANT:** Only online orders will be listed here. Orders placed using the PDF order form and made by phone, email, or mail will not be included.



- **NOTE:** All next-generation COMPANION paper and pencil booklets and reader scripts can only be downloaded through the COMPANION Online Paper Processing System (COPPS).
  - For additional assistance/instructions please review the COPPS document located in Manuals & Guides under the Resources menu.

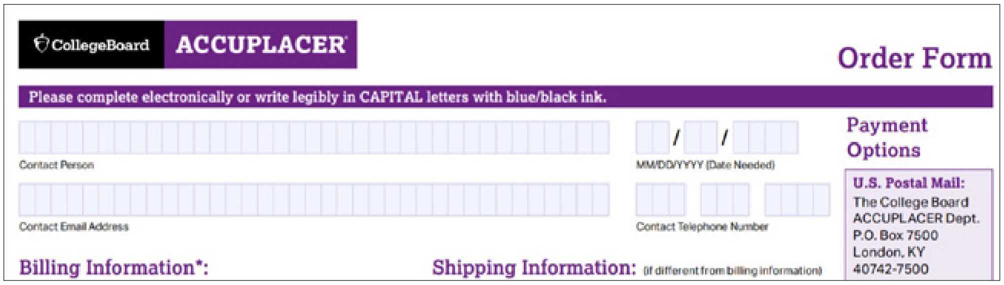
Credit Card and ATB Orders

Credit Card and ATB orders cannot be placed using the online order form.
To place a Credit Card or ATB order:

- Click on the **ACCUPLACER Printable Order Form (PDF)** button to download a copy of the PDF order form.

- A new browser window will open displaying a PDF copy of the ACCUPLACER order form.

- Complete and submit the PDF copy of the order from, following the directions outlined on the form.

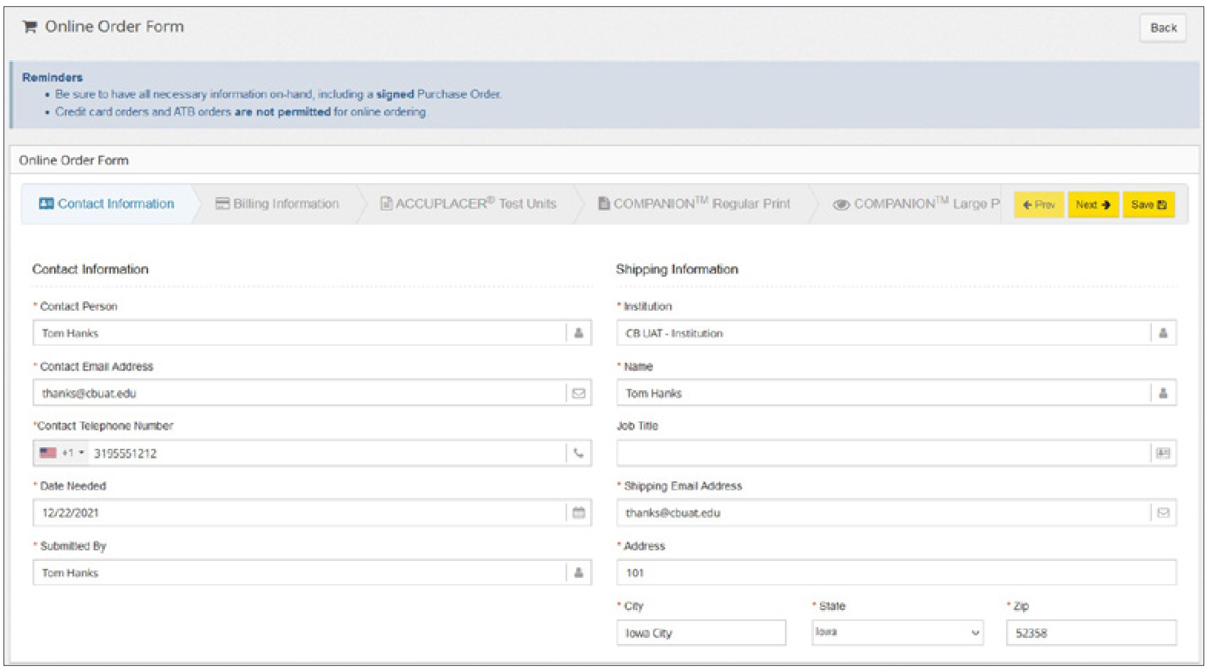


Non-Credit Card and Non-ATB Orders

To begin an online order:

- Click the **Prepare Online Order** button.

- The Online Order Form area displays.



- Complete the online order form by either:
  - Clicking the tabs in the horizontal navigation bar to navigate through each tab.
  - Click the **Previous** or **Next** button located at the end of the horizontal navigation bar to navigate through each tab.
    - **NOTE:** The **Previous** and **Next** buttons are used ONLY to navigate through each tab of the order form.
      - Use the **Back** button, at the top of the section, to return to the main Order Form landing page.
    - **WARNING:** Clicking the **Back** button before saving or submitting an order will result in the loss of any data entry up to that point.

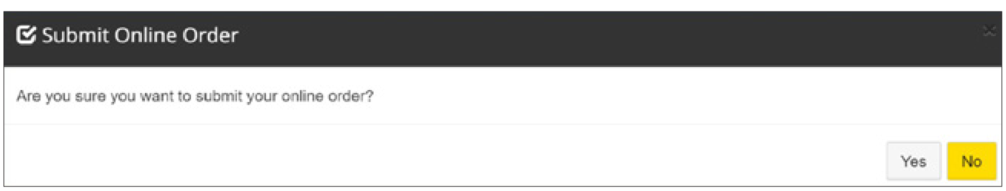
- The Online Order Form horizontal navigation tabs are:
  - **Contact Information:** This tab contains the contact and shipping details for the order.
    - All fields are prepopulated based on the information in the institution profile; however fields may be edited if necessary.
    - Contact Information is a required tab for all orders.
      - All fields are required except for: Job Title.
      - The contact and shipping fields are:
        - Contact Information
          - *Contact Person
          - *Contact Email Address
          - *Contact Telephone Number
          - *Date Needed
          - *Submitted By
        - Shipping Information
          - *Institution
          - *Name
          - Job Title
          - *Shipping Email Address
          - *Address
          - *City
          - *State
          - *Zip
  - **Billing Information:** This tab contains the uploaded institution signed purchase order billing details.
    - The billing details are prepopulated based on the information in the institution profile.
    - Billing Information is a required tab for all orders.
      - All fields are required except for: Send invoice to the following email address, Use Shipping Address, and Job Title.
      - The fields to be completed in this tab are:
        - Method of Payment and Invoicing*
          - *Upload Signed Purchase Order (PDF only)
          - Send invoice to the following email address
          - *Select preferred billing address (choose one):
            - Use order form billing address (default)
            - Use Purchase Order billing address
        - Billing Information*
          - Use Shipping Address (click the **checkbox** to change the default billing address)
          - *Institution
          - *Name
          - Job Title
          - *Billing Email Address
          - *Address
          - *City
          - *State
          - *Zip

- **ACCUPLACER Test Units:** This tab is used to order test units for an institution or a specific site under its associated institution.
  - The test unit fields are:
    - Total Units Ordered: Enter the number of units needed.
      - **WARNING:** When ordering test units, a minimum of 100 units must be ordered.
      - **NOTE:** A volume discount is available for single orders of 50,000 or more.
    - Total Cost: Automatically calculated based on the Approved Rate and Total Units Ordered.
    - List the institution or site where the units should be added or where the COMPANION tests will be administered: Click the drop-down menu and select where the units should be delivered.
      - As an IA:
        - If placing an order for your institution or a specific site, select the institution or site name where the test units will be delivered from the drop-down menu.
        - If no selection is made, by default the test units will be delivered to your institution.
          - The drop-down menu will list all sites associated with your institution.
          - **IMPORTANT:** Only one location may be selected. Units can be transferred to multiple locations upon receipt.
      - As an SM:
        - This field will auto-populate with the site information that you are actively signed in to.
      - **NOTE:** This is an optional tab, completed on as-needed basis based on type of units/forms needed.
- **COMPANION Regular Print:** This tab is used to order regular-print materials.
  - When ordering COMPANION materials, enter the quantity desired for each item listed in the appropriate form type. Regular-print form types are:
    - ESL Reading Skills Form H/I
    - ESL Sentence Meaning Form H/I
    - ESL Language Use Form H/I
    - WritePlacer Form F/G
    - WritePlacer ESL Form F/G
    - Total Cost: Automatically calculated based on the COMPANION price and quantity ordered.
      - **IMPORTANT:** Except for ESL and WritePlacer, all regular-print COMPANION materials can be printed on demand with COPPS.
      - **IMPORTANT:** Regular-print COMPANION materials are nonreusable tests.
      - **NOTE:** This is an optional tab, completed as needed based on type of units/forms needed.
- **COMPANION Large Print:** This tab is used to order large-print materials.
  - When ordering COMPANION materials, enter the quantity desired for each item listed in the appropriate form type. Large-print form types are:
    - ESL Reading Skills Form H/I
    - ESL Sentence Meaning Form H/I

- ESL Language Use Form H/I
- WritePlacer Form F/G
- WritePlacer ESL Form F/G
- Total Cost: Automatically calculated based on the COMPANION price and quantity ordered.
  - **IMPORTANT:** Except for ESL and WritePlacer, all large-print COMPANION materials can be printed on demand with COPS.
  - **IMPORTANT:** Large-print COMPANION materials are reusable tests.
  - **NOTE:** This is an optional tab, completed as needed based on type of units/forms needed.

- **COMPANION Braille:** This tab is used to order braille materials.
  - When ordering COMPANION materials, enter the quantity desired for each item listed in the appropriate form type. Braille form types are:
    - Quantity Ordered Form J/H/F
    - Quantity Ordered Form K/I/G
    - Total Cost: Automatically calculated based on the COMPANION price and quantity ordered.
      - **WARNING:** Braille COMPANION material are in English Braille American Edition (EBAE) format unless otherwise noted.
      - **IMPORTANT:** Braille COMPANION materials are reusable tests.
      - **NOTE:** This is an optional tab, completed as needed based on type of units/forms needed.
- **COMPANION Compact Disc:** This tab is used to order audio materials.
  - When ordering COMPANION materials, enter the quantity desired for each item listed in the appropriate form type. Compact disc form types are:
    - Quantity Ordered Form J/H/F
    - Quantity Ordered Form K/I/G
    - Total Cost: Automatically calculated based on the COMPANION price and quantity ordered.
      - **IMPORTANT:** Compact disc COMPANION materials are reusable tests.
      - **NOTE:** This is an optional tab, completed as needed based on type of units/forms needed.
      - **NOTE:** Compact disc may be used as a supplement to either COMPANION large print or COMPANION braille.
- **COMPANION Answer Sheets:** This tab is used to order answer sheets for use with COMPANION ESL materials.
  - When ordering COMPANION answer sheets, enter the quantity desired in the:
    - Quantity Ordered
      - **IMPORTANT:** COMPANION answer sheets are for use with COMPANION ESL tests only.
      - **NOTE:** This is an optional tab, completed as needed based on type of units/forms needed.
      - **NOTE:** The Student Privacy Policy form and Next-Generation COMPANION/TSIA 2 COMPANION answer sheets can be printed using COPPS on the ACCUPLACER platform.
- **Grand Total:** This tab displays the total cost for the order being placed.
  - Add the COMPANION Answer Key Overlay for ESL Tests to the total order if desired and review shipping fees and the order grand total.

        - Select for COMPANION Answer Key Overlay for ESL Tests (only 1 overlay will be shipped to each institution): Click the **checkbox** if the ESL overlay is needed.
            - **NOTE:** Selecting the checkbox is optional.
        - Order Total: Automatically calculated based on selected item pricing and quantity ordered.
        - Shipping Total for COMPANION products: Automatically calculated based on the COMPANION material subtotal.
        - Grand Total: Automatically displays the total cost of the order being placed.
    - **Terms and Conditions:** Review and accept the terms and conditions by completing the required fields:
        - Accept or Decline Terms and Conditions
            - Accept Terms and Conditions (default)
            - Decline Terms and Conditions
                - If declining the terms and conditions, complete the Reason to Decline Terms and Conditions text field.
            - Printed First Name (required)
            - Printed Last Name (required)
            - Job Title
            - Date (auto-populates with the current date)
            - Authorized Signature (auto-populates based on First Name and Last Name fields)
- Submitting and Saving Orders
    - Submit a Completed Order
        - When the form is complete, and the order is ready to be placed.
            - Click the **Submit** button to place your order.
                - **IMPORTANT:** If a required field is incomplete, the order form will not be able to be submitted until the missing details are provided.
            - Click the **Yes** button when prompted to confirm you wish to submit the order.

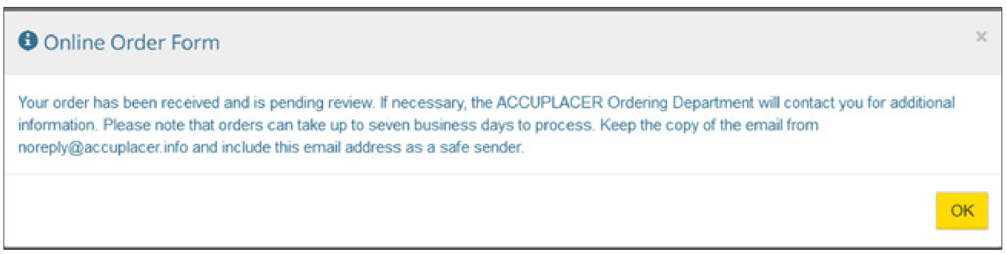


                - **IMPORTANT:** Submitted online orders can be found on the Order Form landing page under **Order History.**
    - Saving an in-progress order:
        - At any point during the completion of the online form, an order can be saved and completed later. To save an order and complete it later:
            - Click the **Save** button in the horizontal navigation bar.

        - Click **Yes** when prompted to confirm you wish to save the order.

        - The successful save confirmation pop-up will display, confirming the order was saved.
            - Click **OK** when prompted.
                - **IMPORTANT:** An in-progress saved order can be found on the Order Form landing page under Saved in **Progress Order History.**

- Order Confirmation
    - The confirmation pop-up will display upon successfully submitting an order.
        - Click the **OK** button to close the confirmation pop-up.

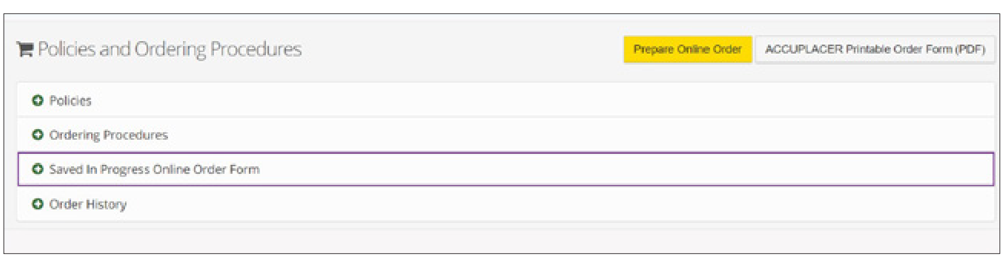


    - An email confirmation with a copy of the uploaded purchase order and a copy of the submitted online order form will also be sent.
        - **TIP:** This email confirms that the order is submitted. The ordering department may reach out with additional questions. Please do not ignore emails from the ACCUPLACER ordering department.

Saved In-Progress Online Order Form

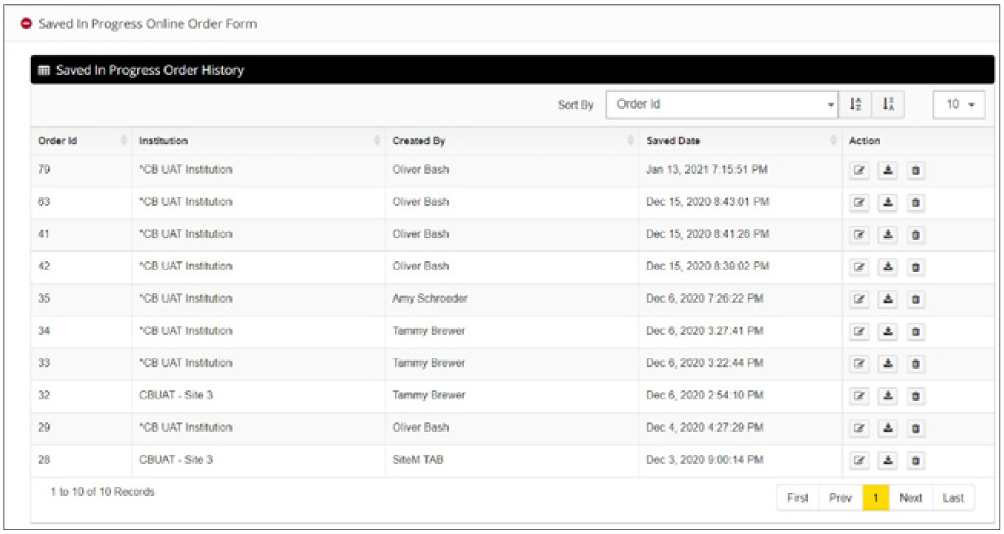
To return to a saved in-progress online order form, from the Order Form landing page:

- Click the **plus** icon to expand the Saved In-Progress Online Order Form container.



- The Saved In-Progress Order History grid will display. For each order listed, you will see the following:
    - Order ID: A unique ID assigned automatically to each saved in-progress order.
    - Institution: Displays the name of the institution or site where the form was created and saved.

    - An IA can see saved in-progress orders created at the institution level and created at any site associated with the institution.
        - An IA can only download and view a PDF copy of a saved in-progress order created at the site level.
    - An SM can only see saved in-progress orders for their specific site.
- Created By: Displays the first and last name of the individual who saved the order.
- Saved Date: Displays the date the order was saved.
- Action: Displays the **edit, download,** and **delete** action icons.
    - **Edit** icon: Click to continue working on a saved order.
    - **Download** icon: Click to download a PDF copy of the in-progress order.
    - **Delete** icon: Click to delete the saved in-progress order.

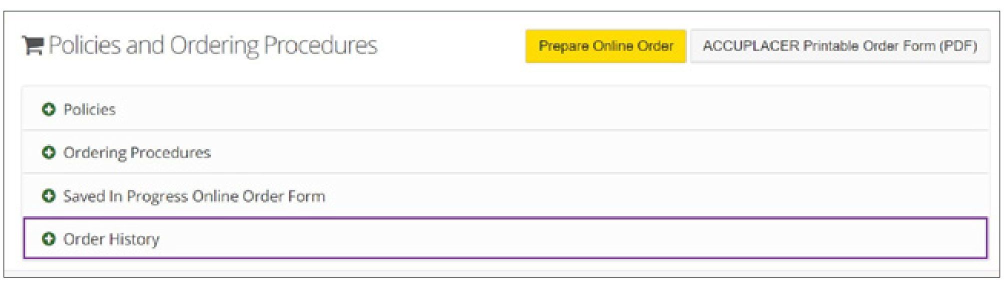


Order Id	Institution	Created By	Saved Date	Action
79	*CB UAT Institution	Oliver Bash	Jan 13, 2021 7:15:51 PM	
63	*CB UAT Institution	Oliver Bash	Dec 15, 2020 8:43:01 PM	
41	*CB UAT Institution	Oliver Bash	Dec 15, 2020 8:41:26 PM	
42	*CB UAT Institution	Oliver Bash	Dec 15, 2020 8:39:02 PM	
35	*CB UAT Institution	Amy Schroeder	Dec 6, 2020 7:26:22 PM	
34	*CB UAT Institution	Tammy Brewer	Dec 6, 2020 3:27:41 PM	
33	*CB UAT Institution	Tammy Brewer	Dec 6, 2020 3:22:44 PM	
32	CBUAT - Site 3	Tammy Brewer	Dec 6, 2020 2:54:10 PM	
29	*CB UAT Institution	Oliver Bash	Dec 4, 2020 4:27:29 PM	
28	CBUAT - Site 3	SiteM TAB	Dec 3, 2020 9:00:14 PM	

Online Order History

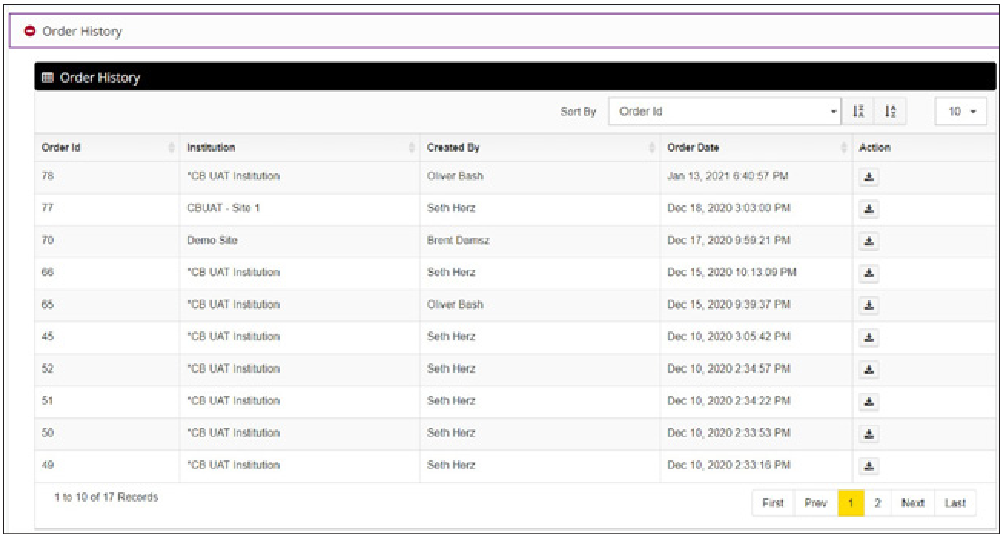
The Online Order History container displays all orders that were submitted online. To view a submitted online order, from the Order Form landing page:

- Click the **plus** icon to expand the Order History container.



- The Order History grid will display. For each placed order, the grid will display:
    - Order ID: A unique ID assigned automatically to each placed order.
    - Institution: Displays the name of the institution or site for the placed order.
        - An IA can see all orders placed at the institution level and at the site level for all sites associated with the institution.
        - An SM can only see orders placed for their specific site.
    - Created By: Displays the first and last name of the individual who made the order.
    - Ordered Date: Displays the date the order was completed.
    - Action: Displays the **download** action icon.

– **Download** icon: Click to download a PDF copy of the placed order along with the uploaded purchase order.


Order History

Order History

Sort By Order Id 10

Order Id	Institution	Created By	Order Date	Action
78	*CB UAT Institution	Oliver Bash	Jan 13, 2021 6:40:57 PM	
77	CBUAT - Site 1	Seth Herz	Dec 18, 2020 3:03:00 PM	
70	Demo Site	Brent Damsz	Dec 17, 2020 9:59:21 PM	
66	*CB UAT Institution	Seth Herz	Dec 15, 2020 10:13:09 PM	
65	*CB UAT Institution	Oliver Bash	Dec 15, 2020 9:39:37 PM	
45	*CB UAT Institution	Seth Herz	Dec 10, 2020 3:05:42 PM	
52	*CB UAT Institution	Seth Herz	Dec 10, 2020 2:34:57 PM	
51	*CB UAT Institution	Seth Herz	Dec 10, 2020 2:34:22 PM	
50	*CB UAT Institution	Seth Herz	Dec 10, 2020 2:33:53 PM	
49	*CB UAT Institution	Seth Herz	Dec 10, 2020 2:33:16 PM	

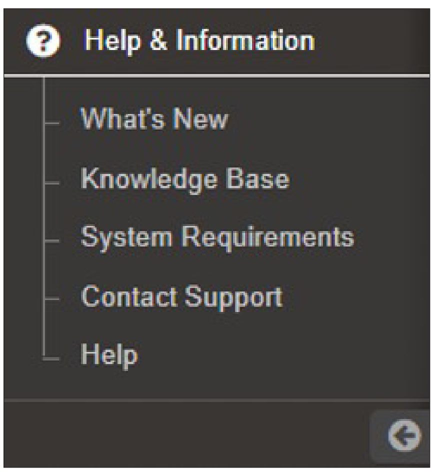
1 to 10 of 17 Records

First Prev 1 2 Next Last

Help and Information

User Role Access: IA, IR, InstSR, IWPR, SM, SR, SWPR, SiteSR, PRO, and PROR.

The Help & Information section contains additional resources to aid in answering questions, resolving issues, and getting additional support when needed. Click on **Help & Information** in the main navigation menu to expand the Help & Information sub-navigation.



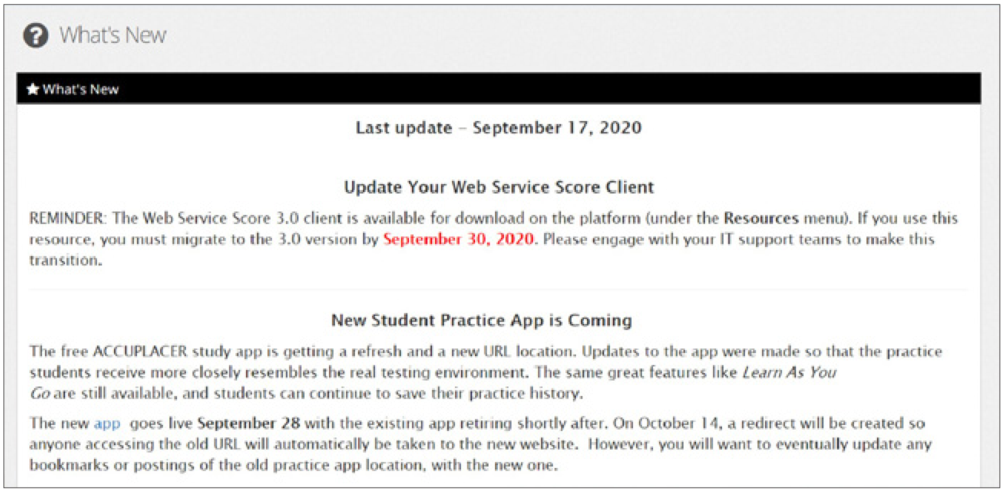
Help & Information is made up of five sub-sections:

- What's New
- Knowledge Base
- System Requirements
- Contact Support
- Help

What's New

- Click on **What's New** under the Help & Information menu.
- The What's New section shows the information provided in the What's New pop-up that displays when logging into the ACCUPLACER platform.

- This offers you a way to review the current What's New content without having to log in again or if you have chosen to suppress the What's New pop-up from displaying until new content is published.



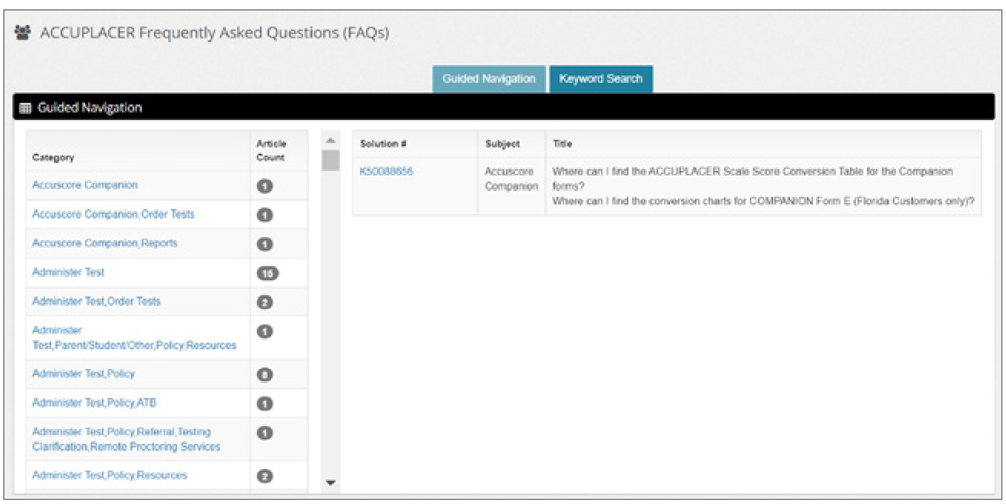
Knowledge Base

- Click on **Knowledge Base** (KB) under the **Help & Information** menu to display the ACCUPLACER Frequently Asked Questions (FAQ) section.
- ACCUPLACER FAQ provides two ways to search for information:
  - Guided Navigation
  - Keyword Search

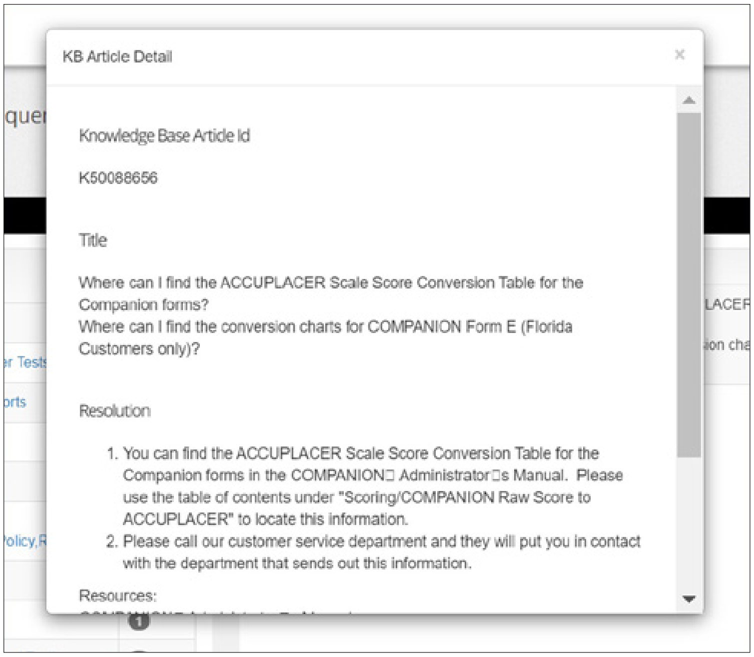
Guided Navigation

By default, the ACCUPLACER FAQ section opens with the Guided Navigation tab selected. When searching using the Guided Navigation:

- Click on an available category to display the KB article(s) related to that category.
- For each available KB article, its Solution #, Subject, and Title will be displayed.



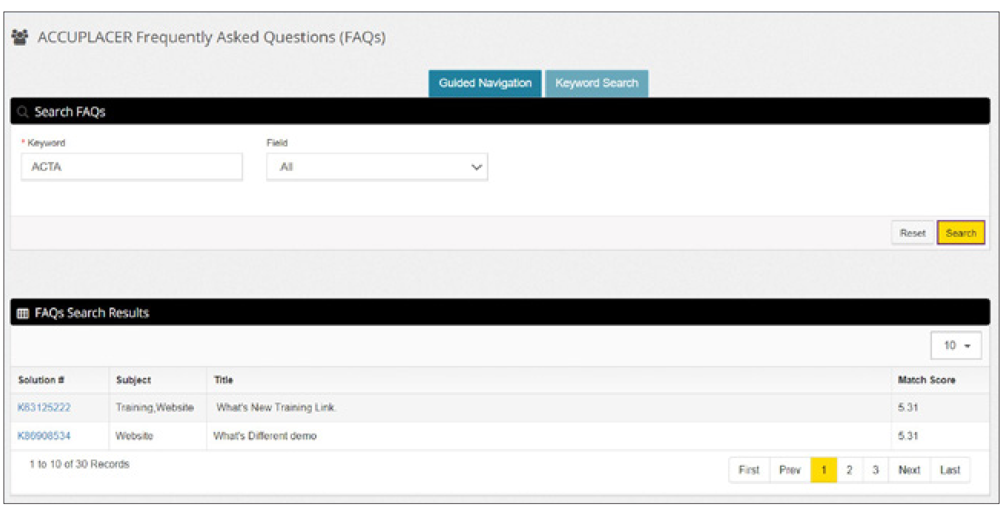
- Click on the KB article's **Solution #** to display the KB Article Detail pop-up.
  - Click the **X** in the upper right corner of the KB Article Details pop-up to close the article and return to the ACCUPLACER FAQ main section.



Keyword Search

Keyword Search provides the ability to search all the available KB articles using a word or phrase.

- Click the **Keyword Search** tab display the Search FAQs area.
- In the Keyword field, enter the word or phrase to search.
- Click the **Field** drop-down menu to display the available fields to search for the keyword or phrase:
  - All (default)
  - Title
  - Resolution
  - Subject
- Click the **Keyword Search** button and the results will display in the FAQs Search Results area.
- Click on the **Solution #** to see the full article details.

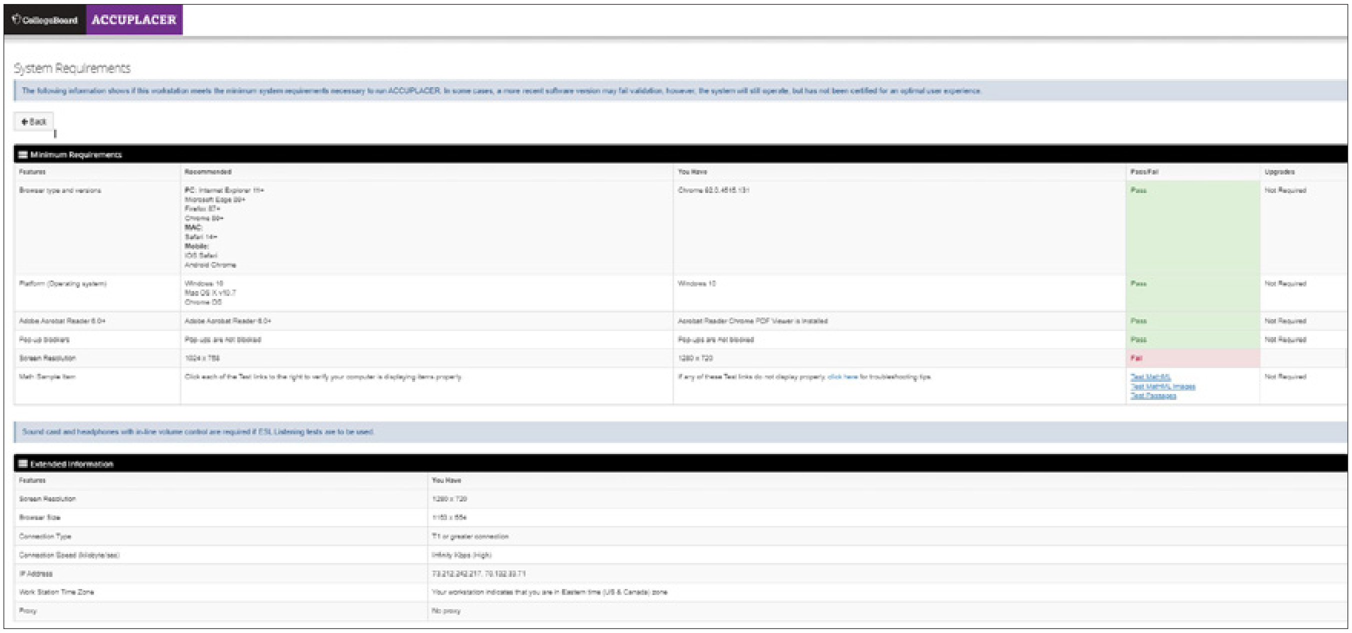


System Requirements

System Requirements is a quick way to ensure your computer meets the minimum ACCUPLACER system requirements.

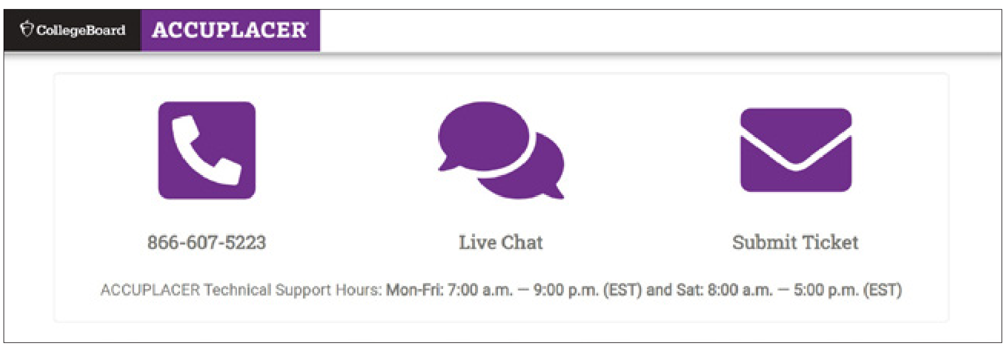
System Requirements can be accessed in one of two ways:

- From the ACCUPLACER login page, scroll down to the bottom of the page and click the **Verify System** button to run the system check.
  - Signing into the ACCUPLACER platform is not required when accessing the system check from the login page.
- From the Help & Information menu, click **System Requirements.**
  - Signing into the ACCUPLACER platform is required when accessing the system check from the Help & Information menu.
- Using the **Verify System** button or clicking on **System Requirements** will automatically run the system check on the device currently being used and display the results.
- The System Requirements results page is divided into two areas:
  - **Minimum Requirements:** Displays the following details:
    - Features: Checks the device for each listed feature against the **minimum** requirements.
      - Browser type and versions
      - Platform (operating system)
      - Adobe Acrobat Reader 6.0+
      - Pop-up blockers
      - Screen resolution
      - Math sample item
        - Click each of the test links under the Pass/Fail column to verify your device is displaying items properly.
          - Test MathML
          - Test MathML Images
          - Test Passages
        - **IMPORTANT:** Should a test link not work, access the ACCUPLACER System Troubleshooting Guide by clicking on the hyperlinked text in the message, “If any of the Test links do not display properly, click **here** for troubleshooting tips” located under the **You Have** column.
    - Recommended: Display the ACCUPLACER minimum requirements.
    - You Have: Displays what your device is running.
    - Pass/Fail: Displays if your device passed or failed the check.
    - Upgrades: Displays if an upgrade is required.
  - **Extended Information:** Displays the following details:
    - Features:
      - Screen resolution
      - Browser size
      - Connection type
      - Connection speed (kilobyte/sec)
      - IP address
      - Workstation time zone
      - Proxy
    - You Have: Displays what your computer is running for the above listed features.

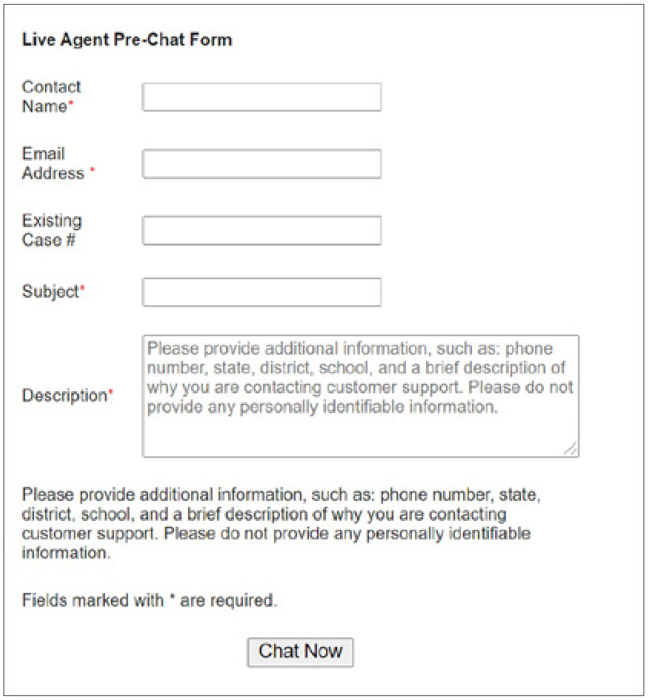


Contact Support

Clicking **Contact Support** opens a new browser window that provides phone, email, and chat contact methods.

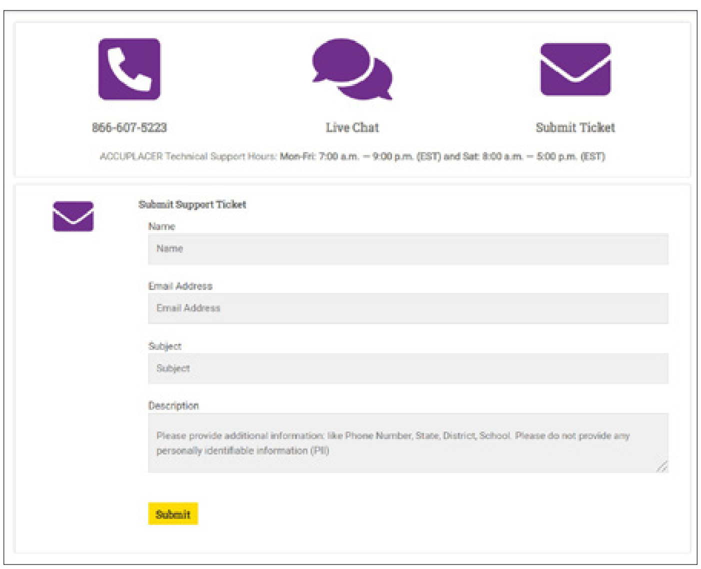


- The available contact options are:
  - Phone: Displays the customer support phone number 866-607-5223.
  - Chat: Click the **Chat** icon to open the Live Agent Pre-Chat Form window.
    - Complete the live agent pre-chat form by providing:
      - Contact Name* (required)
      - Email Address* (required)
      - Existing Case #
      - Subject* (required)
      - Description* (required)
    - Click the **Chat Now** button when ready to begin the chat session.



- **TIP:** When using live chat, request a transcript of the chat be sent to you. This is a great reference for you should additional follow-up be required on the ticket.

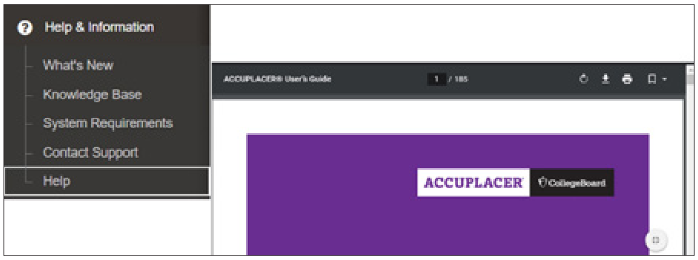
- Submit Ticket: Click the **Submit Ticket** icon to display the Submit Support Ticket area at the bottom of the Contact Support section.
  - Complete the Submit Support Ticket by entering:
    - Name
    - Email address
    - Subject
    - Description
  - Click the **Submit** button when done to open a support ticket.



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

Help

Provides quick access to the ACCUPLACER User Guide. Click **Help** under the Help & Information menu and a PDF copy of the ACCUPLACER User Guide will open in a new window.



- **NOTE:** The ACCUPLACER User Guide is also accessible under **Manuals & Guides** located in the Resources section.