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# Before you can proctor at your high school, take and pass the ACTA

The ACTA assessments support testing professionals and promote best practices related to test security. Before you can proctor a test, you must pass the ACTA assessment.

## What's the ACTA?

- The ACCUPLACER® Certificate of Test Administration (ACTA) is an annual requirement that ensures all proctors can securely administer assessments. All proctors must have a thorough understanding of ACCUPLACER test security policies and proctoring guidelines.
- As a Proctor Reporter or Proctor, you must pass this assessment with a score of 100% to receive your ACCUPLACER login credentials.

## How do I prepare?

- **Training materials** are available on the Resources menu of the ACCUPLACER platform. The materials are accessible even if you can't access other features of the platform.
- Give yourself enough study time. Print out the training materials and prepare on your own or with a team.

## What's covered in the ACTA?

These topics are covered in the Proctor Reporter/Proctor assessment:

- Test Administration Types
- COMPANION™ and Accommodated Testing
- Proctoring Guidelines and Responsibilities
- Prohibited Items
- Test Violation Protocol
- Student Identification
- Security Features
- Device Policies