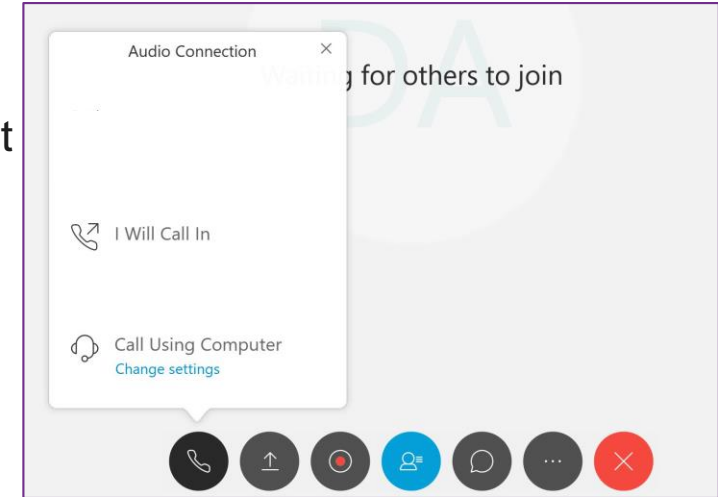


Welcome!

ACCUPLACER Certificate of Test Administration (ACTA)

- **THANK YOU FOR JOINING** - We will begin at the top of the hour
- **I CAN'T HEAR?**
 - Click on phone Icon
 - Select how you want to connect



- **QUESTIONS** – please ask! Send your questions via the Chat function
- **COPY OF PRESENTATION** - We will send the presentation and handouts to all attendees after the webinar
- **Today's Presenters:**
 - Deborah Anderson

ACCUPLACER Certificate of Test Administration

**Training Materials for
Institution Administrators, Site Managers,
Proctors, and Proctor-Reporters**

ACCUPLACER®

 **CollegeBoard**

Introducing!

ACCUPLACER Certificate of Test Administration (ACTA) Purpose



- The College Board acknowledges the importance of Testing Personnel and the important role you play in the student onboarding process.
- The College Board is committed to boost this importance within the profession by requiring **all** testing personnel to be certified.
- The ACTA assessments will promote and support best practices related to test administrations while increasing security for the ACCUPLACER program.
- This session will introduce test content and procedures for the upcoming ACTA tests, launching September 2018.

Before We Begin

What questions do you have?

- **How many certification versions are there?**
 - 1) Institutional Administrator and Site Manager (IA & SM)
 - 2) Proctor Reporter and Proctor (PR & P)
- **If I serve as both roles, will I be required to take 2 certification tests?**
 - Yes, if you are an IA/SM **and** a PR/P at your institution, you are required to know 2 levels of information
- **How long will I have to complete the certification test?**
 - If you are a current user, you will have 60 days from the initial launch (9/17). All users created after this date will have to take the test before full access to the platform is granted.
- **How many times can I take the test?**
 - Testing is unlimited and open book. A score of 100% is needed to pass.
- **How long will the certification be good for?**
 - 12 months – annual renewal is required
- **How do I take the test?**
 - You will be able to take both certification tests through your account, it is self proctored and no units are required

Test Topics

What will be covered?

Account Setup (IA/SM)

- Account Hierarchy
- User Roles and Permission Levels
- User Credentials

Test Administration (All)

- Test Administration Types
- COMPANION and Accommodated Testing

Security Policies (All)

- Proctoring Guidelines and Responsibilities
- Prohibited Items
- Test Violation Protocol
- Student Identification
- Security Features
- Device Policies

Account Setup

Institution Account Hierarchy

Create Sites – unlimited for every IA

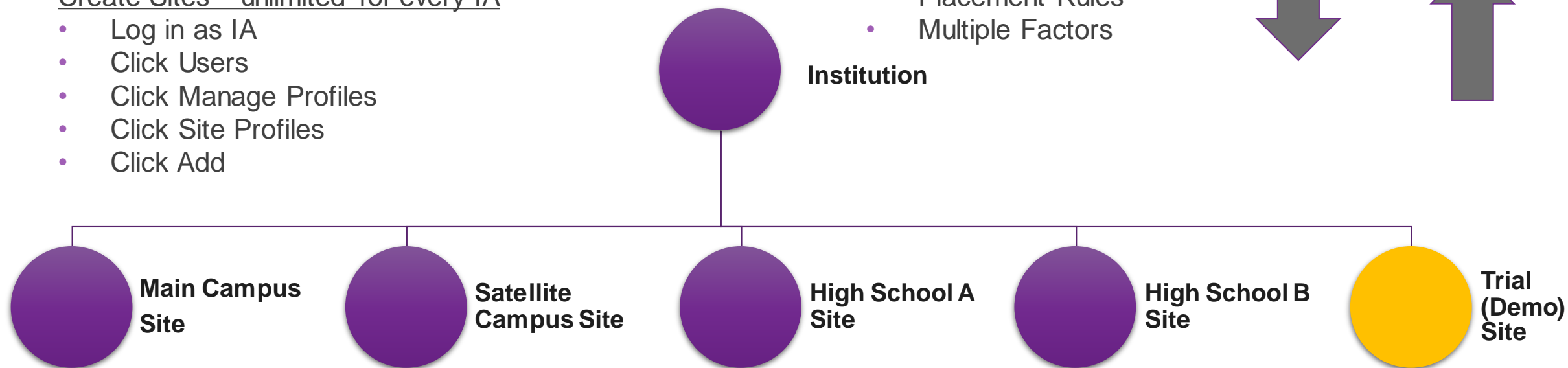
- Log in as IA
- Click Users
- Click Manage Profiles
- Click Site Profiles
- Click Add

System settings inherit down to all sites

- Background Questions
- Branching Profiles
- Placement Rules
- Multiple Factors



Reports



User Roles & Permission Levels

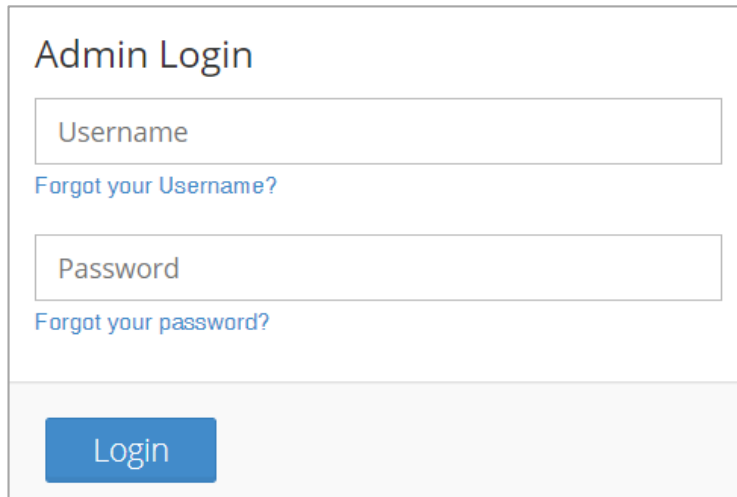
Handout located in the Resource Tab

- Other Reporter roles **do not** require the ACTA

User Role	Responsibilities
Institutional Administrator (IA)	<ul style="list-style-type: none">• Responsible for supervising and administrating the ACCUPLACER account• Provides training to all users• Cannot administer tests or generate vouchers
Site Manager (SM)	<ul style="list-style-type: none">• Manage specific testing site(s) assigned to them by the IA• Generates site-specific reports• Can generate vouchers• Cannot administer tests or approve/launch vouchers
Proctor (P)	<ul style="list-style-type: none">• Administers tests at their testing site• Cannot run reports
Proctor Reporter (PR)	<ul style="list-style-type: none">• Administers tests at their site• Generates site-specific reports

Creating User Credentials

IAs and SMs

A screenshot of an 'Admin Login' form. The form has a title 'Admin Login' at the top. Below it are two input fields: 'Username' and 'Password'. Each field has a corresponding 'Forgot your [username/password]?' link below it. At the bottom of the form is a blue 'Login' button.

Admin Login

Username

[Forgot your Username?](#)

Password

[Forgot your password?](#)

Login

User Credentials consist of:

- User Name
 - must be unique to the entire ACCUPLACER platform
 - IA or SM assigns User Name
 - User accounts are set to expire every 12 months and cannot be made active for more than 12 months into the future
- Password
 - same password can be used with multiple User Names
 - expires every 6 months, must be reset
 - User decides/sets their own password
- IAs can create credentials for **all types** of Users, for **all sites in their account**
- SMs can create credentials for **all site specific Users within their site**
- IAs and SMs can edit, reset and/or delete User Credentials
- **Every User must have their own individual log in credentials. Generic/Shared log in credentials are not allowed.**

User Credential Maintenance

IAs and SMs

Best Practice!

- Conduct quarterly or semester reviews of all Users

Regularly review all User credentials in your account

- IAs: entire account, all users all sites
- SMs: users specific to your site

This ensures:

- security of your student data
- security of the ACCUPLACER platform
- all users receive important communication regarding relevant updates from the ACCUPLACER program

The screenshot shows the 'User Profiles' search interface. At the top, there's a search bar labeled 'User Profiles - Search'. Below it, there are input fields for 'Institution ID' (000206), 'Institution Name', 'Site ID' (000206-069), and 'Site Name'. There are also fields for 'User Type' (a dropdown menu with '-Select One-' selected), 'First Name', 'Last Name', and 'Username'. At the bottom right, there are 'Reset' and 'Search' buttons. Below the search bar, there's a section titled 'User Profile Search Results' with a table. The table has a header row with 'Export Options', 'Delete Users', and 'Add'. The table is currently empty. At the bottom right of the table, there are 'Sort By' (First Name), '10' (rows per page), and '10' (page number) controls.

User Certification Report

NEW!

- Report available to help IA's track certification progress of all Users
- Located under Reports
- Ability to search by Site, User Type, New or Renewal, and Status
- Export options available

The screenshot displays the 'User Certification Report' interface. On the left is a dark sidebar with navigation links: Home, User Certification, Dashboard Menu, Users, Convert to Next Generation, Test Setup, Placement Setup, Administer Test, COMPANION Processing, and Reports (highlighted with a red line). Under 'Reports', there are links for Individual Score Report, Report Scheduler, Roster Reports, Demographic Reports, WritePlacer Response Report, Diagnostic Test Reports, and Test Unit Reports.

The main content area is titled 'User Certification Report' with a red underline. It features three filter sections: 'Group Name' with a text input containing 'Pearson Group' and a 'Site Manager' dropdown; 'Filter by Institution Name' with a text input containing '*Pearson - IT - New_7th spt' and a 'New' dropdown; and 'Filter by Site Name' with a '-Select One-' dropdown. A 'Status' dropdown also shows '-Select One-'. 'Reset' and 'Submit' buttons are at the bottom right of the filters.

Below the filters is a section titled 'User Certification Report Results' with an 'Export Options' dropdown. It includes a 'Sort By' dropdown set to 'Username' and a '10' records per page selector. A table displays the results:

Username	First Name	Last Name	Site Name	User Type	Certification Type	Status	Last Certification Date
greglaffeySM	Bianca	Ray	*Pearson Demo Site - Demo	Site Manager	New	Pass	20/06/2018
titusduplicatesm	Titus	Bensigar	*Pearson Pearson IT - Shawn	Site Manager	New	Pass	13/07/2018

At the bottom, it shows '1 to 2 of 2 Records' and a pagination control with buttons for First, Prev, 1 (active), Next, and Last.

Questions?

Test Administration

Test Administration Types



Standard Online On Demand Testing

- No scheduling or pre-planning required
- Walk in testing on campus



Pre-Registration System and Printed Vouchers

- Pre-register students in advance
- Designed for group testing on- or off-campus



Remote Testing Network

- Pre-register students in advance
- Testing at participating colleges



Virtual Remote Proctoring (part of the Remote Network)

- Pre-register students in advance
- 24/7 virtual proctoring anywhere



COMPANION

- Standard & Large Print, Braille, Audio
- Hand scored

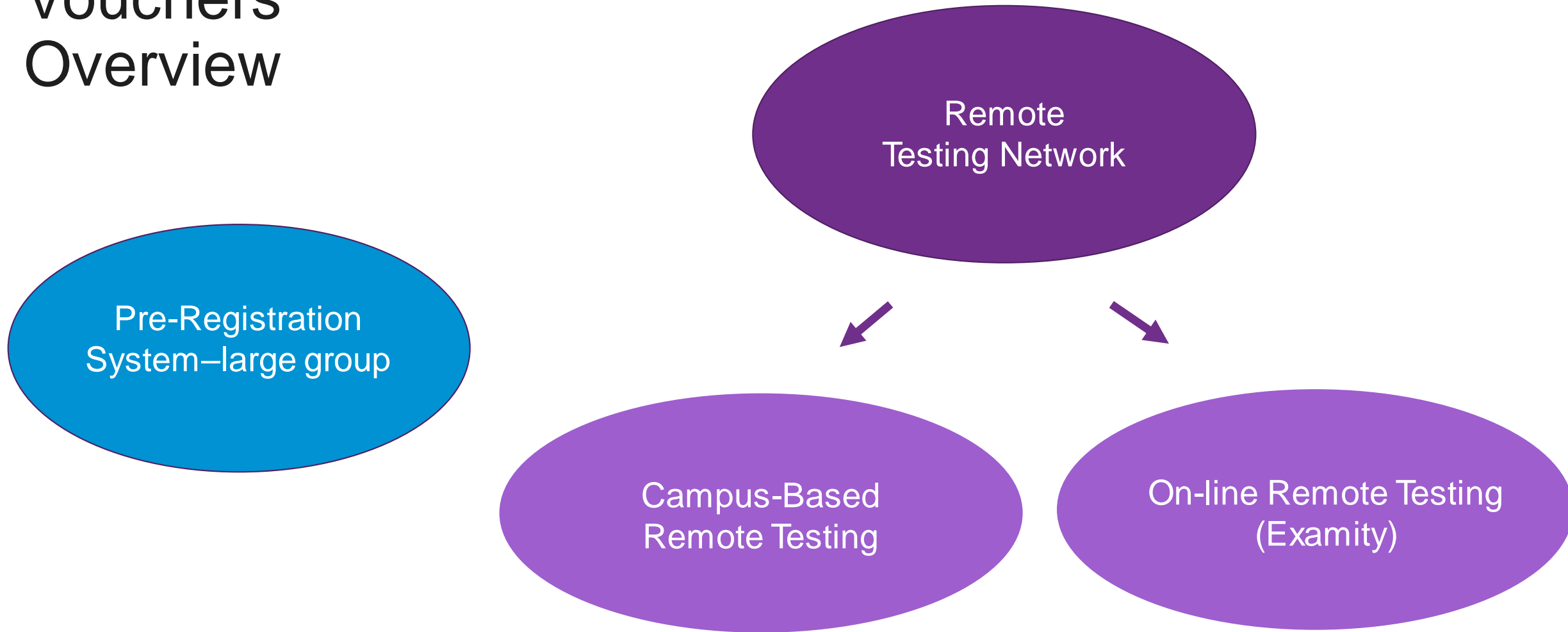
On-Demand Testing

Standard Administration



- Students test on their home campus according to test center times/requirements
- No pre-registration or pre-planning is required
- Requires P or PR to enter their log in credentials to start a test session, and then choose the appropriate Branching Profile
- For step by step directions please see Quick Start Guide handout (step 7) under Resources after logging onto the platform

Vouchers Overview



Pre-Registration System

Use Vouchers with Large Groups

ACCUPLACER Test Voucher

You have been pre-registered to take the ACCUPLACER tests and have been issued the unique voucher number shown below. When you are ready to test, you will need to use the test voucher number to access your student information that has been entered for you.

Voucher: **6R7LH8C3**

Student ID: 987654321g

First Name: Blanche

Last Name: Devereaux

Expiration Date: 22-Aug-2018

Branching Profile Name: GB Elementary Algebra

Learn more about the ACCUPLACER tests, see sample questions, and review tips to help you do your best on the tests at

www.collegeboard.com/student/testing/accuplacer/.

To start your test session take this voucher to the testing center and give it to the proctor who will get you started.

Message from the Institution

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- Benefits:
 - Registration time is reduced/student maximizes time spent on test taking
 - Improves the accuracy of Student Data
 - PRs and Ps can launch student tests from the dashboard – any location

Remote Testing Network

Options

Campus-Based Remote Testing	On-line Remote Testing
Students test at a remote campus location; not the campus they plan to attend	Students test at a location convenient for them
Campus-based remote site determines proctoring availability	Available to student 24/7
Remote site determines fee	Fee is \$25 per session
Upon completion of testing, student's scores are available in the referring/home school's testing site	Upon completion of testing, student's scores are available in the referring/home school's testing site

COMPANION

Accommodated Testing

COMPANION Special Formats

- For students who request paper-based testing, Braille, or an audio format
- All COMPANION test booklets must be kept in a secure and locked area
- Test booklets (with the exception of Braille) **cannot** be reused and must not be used as a study resource as they contain live test items
- COMPANION math tests were designed to not necessitate a calculator. A handheld calculator may be used on a COMPANION or standard on-line test, if the test taker provides a documented accommodated need for the calculator.

Questions?

Security Policies

Security Reminders

- All ACCUPLACER testing must be done in a secure and proctored setting
- Certified Proctors must be present at all times during testing
- **Under no circumstances** should a test taker be given login credentials. Credentials may not be written in any visible area, emailed, or presented online in any form or place.
- Student essays and WritePlacer prompts must remain confidential and **cannot** be taken out of the testing center
- Unauthorized individuals are not permitted in testing center(e.g. parents, chaperones, non-testing students)
- Strongly recommend one Proctor for every 15 to 20 students
- All COMPANION items must be kept in a secure area and remain inaccessible to students until date of testing

Proctor Guidelines

- Proctors must be responsible adults trained to administer ACCUPLACER
- High school students are ineligible to proctor ACCUPLACER.
- Proctors must have their own username and password. Login credentials cannot be shared with anyone, including IAs and SMs.
- Proctors cannot administer ACCUPLACER to a member of their household, immediate or extended family members, or friends.
- Proctors must not have a stake in the outcome of a test takers' scores.
- Proctors cannot be engaged with any commercial test preparation company. This includes employment, volunteering, consulting or acting as independent contractors.
- Proctors must be vetted and authorized by the institution to proctor exams in a remote, off-campus location.

Proctor Responsibilities

Proctors are responsible for:

1. **Ensuring proper test security** before, during, and after test administrations (online & COMPANION)
 - Check and verify student identification
 - Collect and monitor all prohibited items—e.g. cell phone
 - Distribute, collect, and shred all scratch paper
2. **Safeguarding against improper test taking/cheating**
 - Circulate test center during test sessions
 - Remain engaged at all times and refrain from non-proctoring activities

❖ **Report any/all improprieties to your Institutional Administrator or Site Manager**

Prohibited Items

A full list can be found in the Program Manual

❖ **As a rule of thumb, all electronic devices are prohibited from the testing center except for electronic medical devices**

-
- Cell phones
 - Any device capable of recording audio or taking photos
 - Calculators (unless for a prescribed accommodation)
 - Student owned laptops, computers, or Chromebook
 - Student provided keyboards, computers, or other assistive devices (unless for a prescribed accommodation)
 - Dictionaries or other reference materials
 - Paper of any kind
 - Scratch paper must be provided and destroyed by the test center administrator

Test Violation Protocol

NEW!

- ❖ If a student is caught using a prohibited item such as a cellphone or other electronic device, during the administration of a test, the proctor should...

1. Stop the test session
 2. Confiscate the device to ensure neither pictures of the test content were taken nor text messages regarding the test sent/received.
 - **Do not** return the device to the test taker or delete any images or messages until it has been determined that test items have been compromised or cheating has occurred.
 3. Notify the Institution Administrator or Site Manager to confirm the test should be invalidated*.
 4. Send the issue to the College Board if test content has been comprised by emailing accuplacer@collegeboard.org
 - Flag the message as “Urgent” and include “Test Violation” in the subject line.
 - **Do not** send screen shots of the test items or messages. Instead, send the following information:
 - Student Name or ID, Exnum, Testing Date, Testing Location, Test(s) Name, Test Question Number(s)
- *Invalidating the test session because of academic dishonesty is a local decision. **Please use your professional judgement.** If it is deemed appropriate according to an institution’s policies, then a test session should be invalidated.

Student Identification

- *Photographs are required only for those forms of Identification on which they are found—e.g. drivers' license, passport
- If an ID such as a high school/college ID does not require a signature, it is still considered a valid form of identification

- Identification must be checked:
 - Before the student begins testing
 - Upon re-entry to the testing center after breaks
 - At the end of testing if distributing score reports
- Students IDs should include:
 - Student's name
 - Recognizable photograph*
 - Signature (if applicable)
- Acceptable forms include
 - Driver's license
 - High School or College ID
 - State or federal ID card
 - Military ID Card
 - Passport
 - Tribal ID card
 - Naturalization card or certificate of citizenship
 - [College Board official ID form](#)

Security Features

Test Session Lockout

- Assists proctors in managing security in testing centers
- Students are locked out from testing should they click outside the test administration screen and/or try to access a different browser window or computer program
- Student will need the proctor's assistance to resume testing
- This test session lockout function is controlled at the Test Setting level and should **only** be bypassed for use with 3rd party accessibility tools such as screen readers

Security Features

Save and Finish Later

- Allows students to pause and come back at a later time to complete their testing session
 - Students will resume on the same question number, not the same question
- Save and Resume functionality available for all tests **except** WritePlacer and WritePlacer ESL
 - If an emergency interrupts when administering WritePlacer, it is recommended that a different prompt is chosen when resuming the test session
- As a Proctor Reporter/Proctor when would I use this functionality?
 - Student becomes ill or test fatigued – will return a different day
 - Student is taking longer than they had scheduled – will return another day
 - Student needs a break – will return the same day

Device Policy

- Use of a student-owned (personal) device is not permitted for testing
- Any **school-owned, student-issued** device that is permitted to be taken home by students, is permitted for test administration, provided the proper security programs are configured on the device
- Chromebooks must be configured to use the ACCUPLACER Chrome OS App to run in Kiosk Mode (available for free in Google Store)
- We recommend all laptops use the Safe Exam Browser

Questions?