ACCUPLACER® CollegeBoard

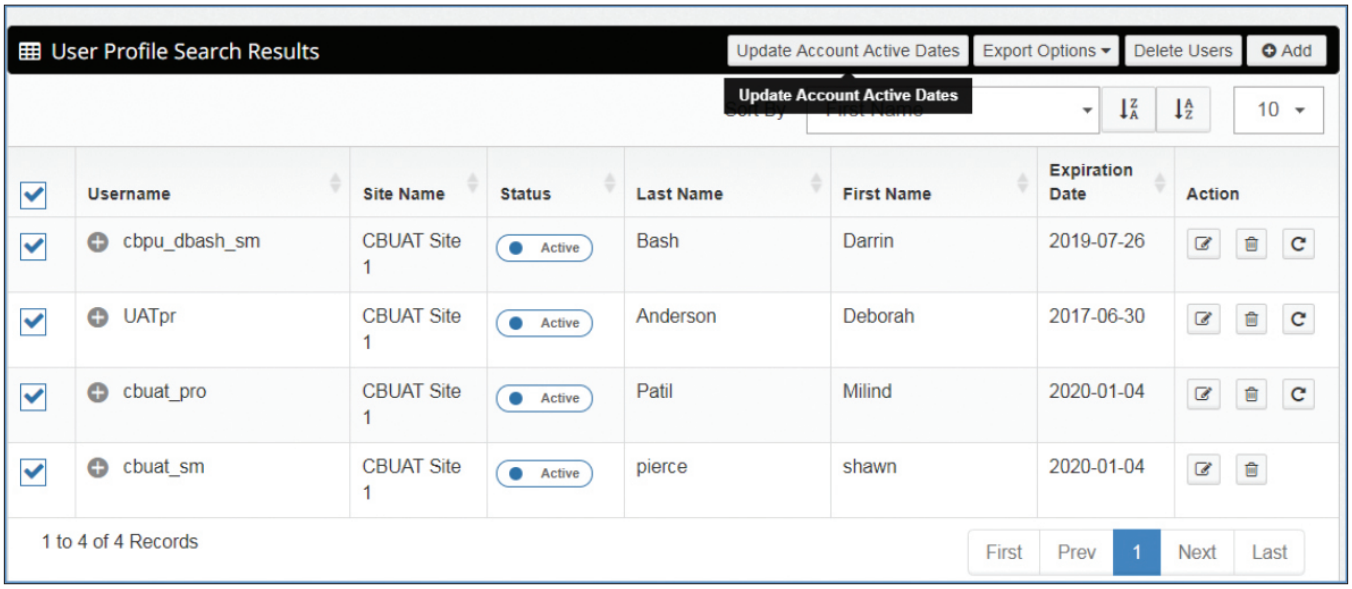
User's Guide Addendum

2019

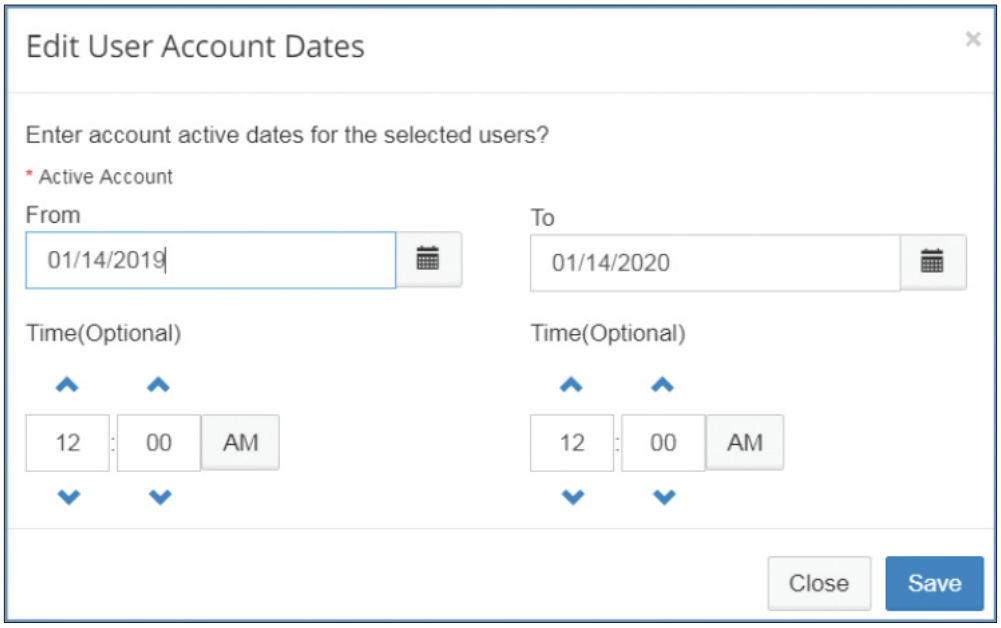
Bulk Updating User Account Expiration Dates

An Institutional Administrator or Site Manager can update the expiration date for multiple user accounts by selecting the desired check boxes in the User Profile Search Results.

Select the desired check boxes for the accounts to be updated (selecting the check box in the header row will select all user accounts displayed), and then click on the **Update Account Active Dates** button.



The **Edit User Account Dates** pop-up will display. Enter the updated From and To date range, and click on the **Save** button.



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The **User Profile Search Results** screen will refresh displaying the updated Expiration Date for the selected user accounts.

User Profile Search Results

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

Sort By First Name 10

Username	Site Name	Status	Last Name	First Name	Expiration Date	Action
cbpu_dbash_sm	CBUAT Site 1	Active	Bash	Darrin	2020-01-14	
UATpr	CBUAT Site 1	Active	Anderson	Deborah	2020-01-14	
cbuat_pro	CBUAT Site 1	Active	Patil	Milind	2020-01-14	
cbuat_sm	CBUAT Site 1	Active	pierce	shawn	2020-01-14	

1 to 4 of 4 Records

First Prev 1 Next Last

Test Activity Report

After clicking **Submit,** your report will display. If you click on the **+** sign in the Institution ID column, the number of units for each of the selected tests will display.

In the example shown below, there were 11 units for the COMPANION™ Next-Generation Advanced Algebra & Functions Form J (Digital) and 3 units for the COMPANION Next-Generation Advanced Algebra & Functions Form K (Digital):

Test Activity Report

Back | Modify Search Criteria

Test Activity Report Search Results

Institution Name	Creation Time	Test Date Limit From	Test Date Limit To
*CBUAT Institution	2019-01-14 16:21 EST	2018-01-14	2019-01-14

Test Activity Report Search Results

Export Options | Print

Sort By Institution ID 10

Institution ID	Institution Name	Site ID	Site Name	Region	State	Test Date From	Test Date To
011665	*CBUAT Institution	011665-001	CBUAT Site 1	Midwestern Region	Iowa	2018-01-14	2019-01-14

Total Units Used:	14
Units Remain:	406
arit:	0
c_tx_d_m:	0
calge:	0
carit:	0
cclm:	0
cdmp3_j:	11
cdmp3_k:	3
clgus:	0

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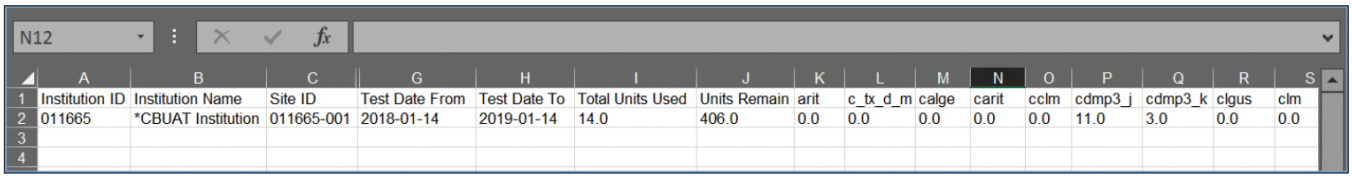
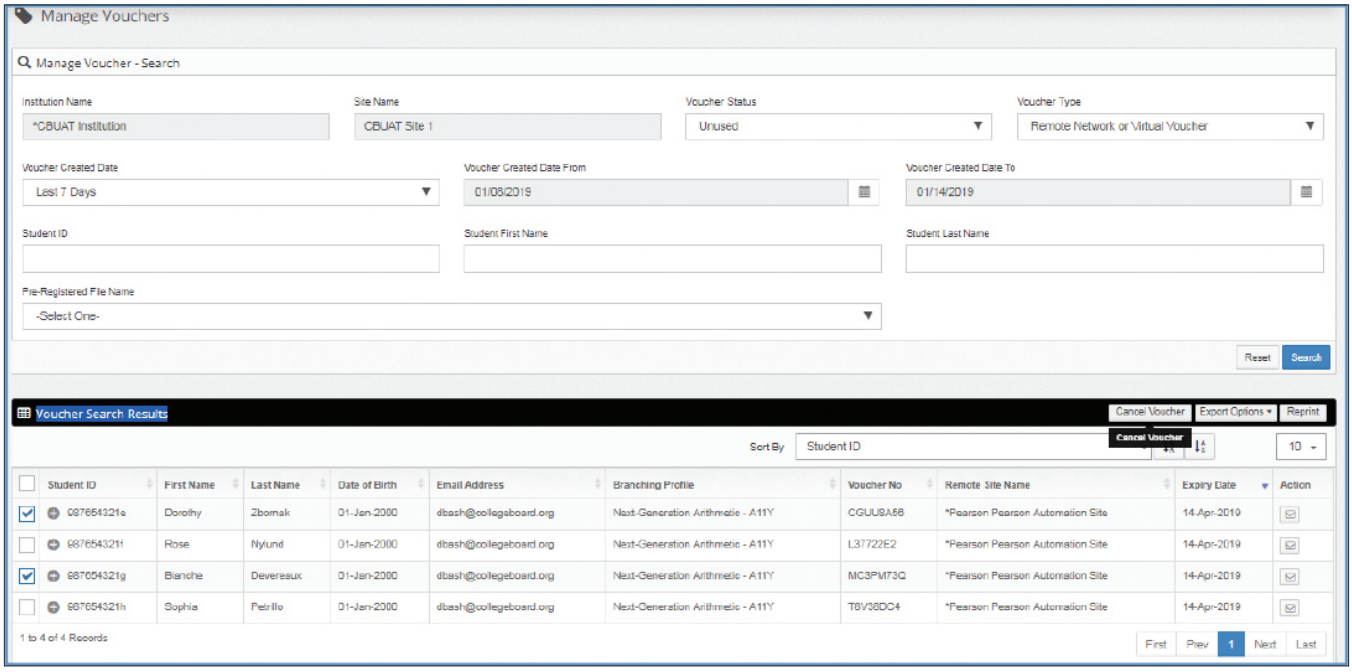
If you click on **Export Options,** a file like the one shown below will be created. Site Name, Region, and State have been hidden.



Institution ID	Institution Name	Site ID	Test Date From	Test Date To	Total Units Used	Units Remain	arit	c_tx_d_m	calge	carit	cclm	cdmp3_j	cdmp3_k	clgus	clm
011665	*CBUAT Institution	011665-001	2018-01-14	2019-01-14	14.0	406.0	0.0	0.0	0.0	0.0	0.0	11.0	3.0	0.0	0.0

Canceling a Voucher

A Site Manager, Proctor, or Proctor-Reporter can cancel an unused voucher prior to its expiration date. To do so, search for a specific voucher or search for all unused vouchers by voucher type. From the **Voucher Search Results,** select the check box next to the voucher(s) to be canceled, and then click on the **Cancel Voucher** button.



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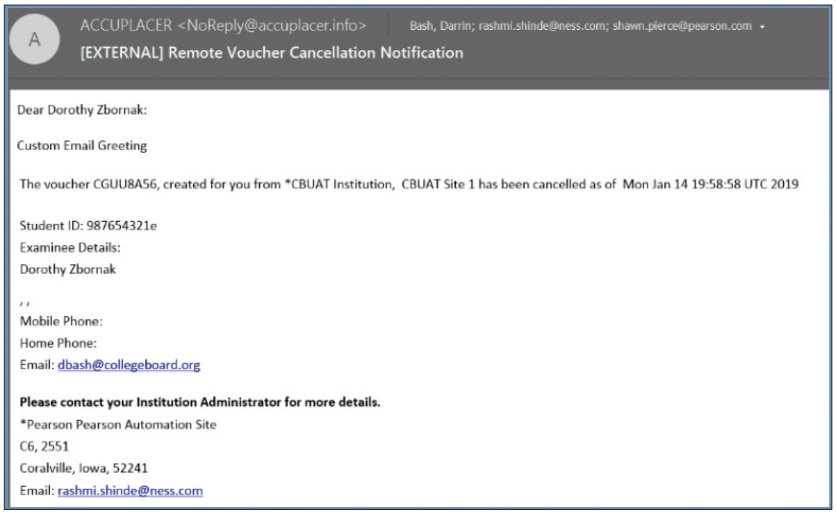
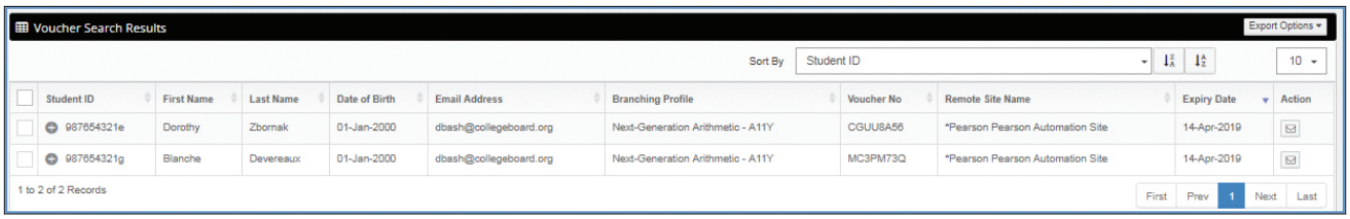
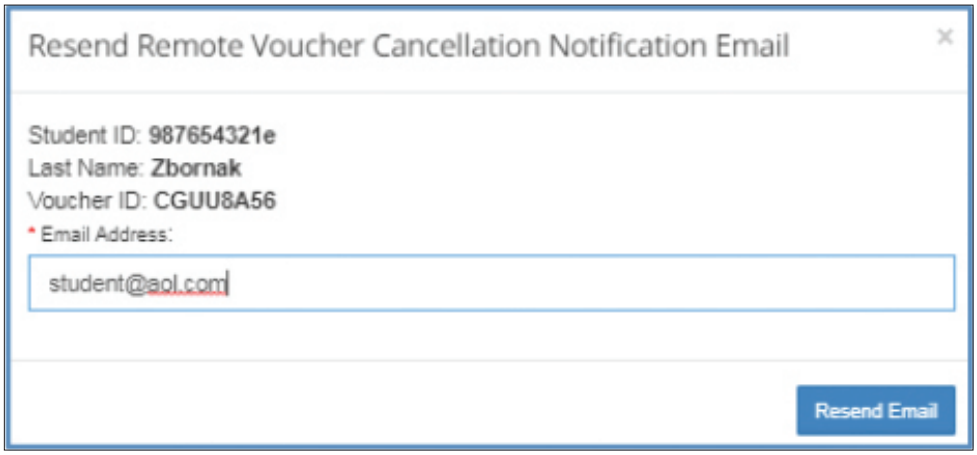
When canceling a Remote Network and Virtual Voucher, a cancellation email will automatically be sent to the student, the remote site's contact email address, and the Site Manager, Proctor, or Proctor-Reporter who created the voucher.



To resend the cancellation email, search for the canceled voucher, and click on the icon in the Action column.



The **Resend Remote Voucher Cancellation Notification Email** pop-up will display.



Edit the Email Address field, and click on the **Resend Email** button.

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Resuming Tests Started with a Voucher

A test session can be resumed from the ACCUPLACER homepage (https://www.accuplacer.org/) by clicking on the Use Voucher button under Start Test with Voucher when resuming a test session with a Remote Network voucher. To resume, follow the onscreen directions, entering the same Remote Network voucher number used to launch the initial test session.

Digital COMPANION Forms

Next-Generation paper COMPANION forms are also available in a fully accessible digital format. The available digital COMPANION forms are:

- COMPANION Next-Generation Reading Form J (Digital)
- COMPANION Next-Generation Reading Form K (Digital)
- COMPANION Next-Generation Writing Form J (Digital)
- COMPANION Next-Generation Writing Form K (Digital)
- COMPANION Next-Generation Arithmetic Form J (Digital)
- COMPANION Next-Generation Arithmetic Form K (Digital)
- COMPANION Next-Generation Advanced Algebra & Functions Form J (Digital)
- COMPANION Next-Generation Advanced Algebra & Functions Form K (Digital)
- COMPANION Next-Generation Quantitative Reasoning, Algebra, & Statistics Form J (Digital)
- COMPANION Next-Generation Quantitative Reasoning, Algebra, & Statistics Form K (Digital)

Administering the Test

If you are establishing a next-generation type branching profile, the only existing tests that can be administered in combination with the five next-generation tests including their digital COMPANION forms (Next-Generation Reading; Next-Generation Writing; Next-Generation Arithmetic; Next-Generation Quantitative Reasoning, Algebra, and Statistics; and Next-Generation Advanced Algebra and Functions) are the following:

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

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