

**ACCUPLACER®**



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# ACCUPLACER® User's Guide

NOVEMBER 2018

**2018–19**



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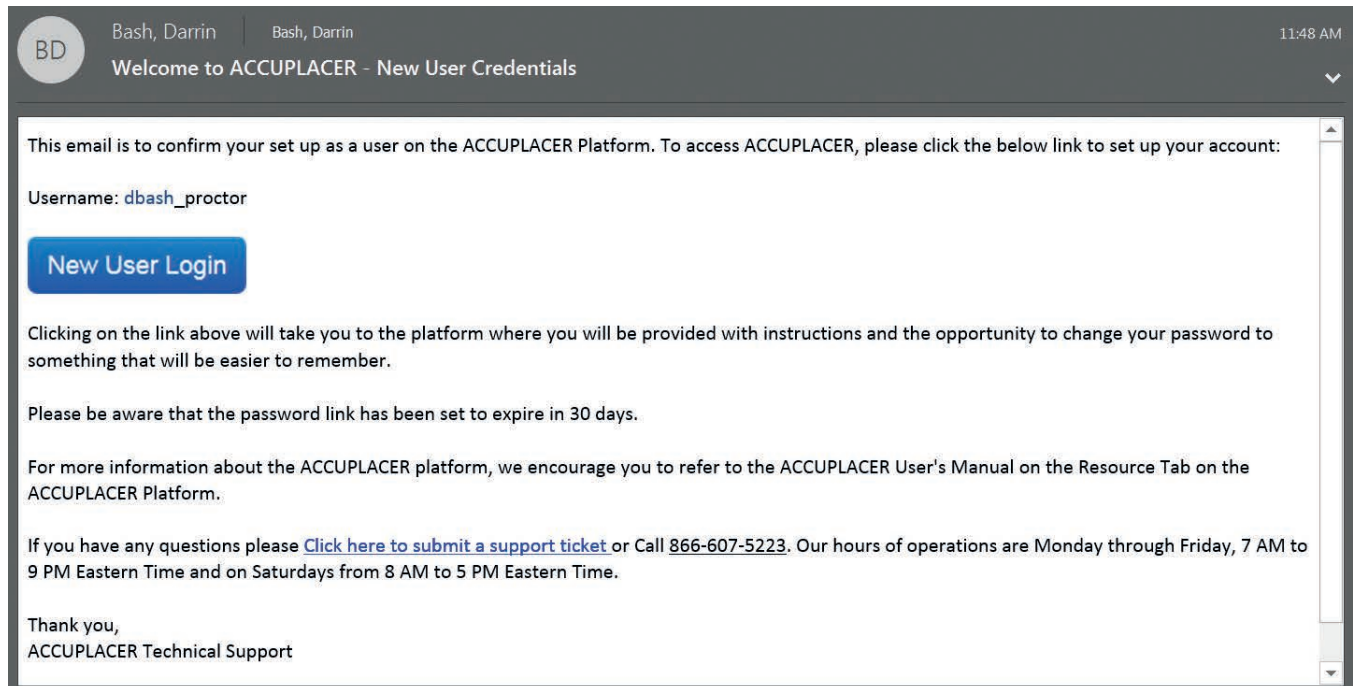
# Overview of ACCUPLACER

ACCUPLACER® is a suite of tests that quickly, accurately, and efficiently assesses reading, writing, math, and computer skills. Tests in the ACCUPLACER system are delivered online and help determine if students are prepared for college-level courses or if they need personalized remediation.

ACCUPLACER diagnostic tests pinpoint students' academic strengths and weaknesses so targeted study can be prescribed.

## Log in to ACCUPLACER

When you're set up as a new user, you'll receive an email like the one below. Click on the **New User Login** button.



Click on the link, and the New User Setup screen will appear. The first step, **Authentication Details**, prompts you to enter your First Name, Last Name, and the Username as it appears in the email. Click **Next** to continue.

A screenshot of the 'New User Setup' web application. The header shows a wrench icon and the text 'New User Setup'. Below the header is a progress bar with four steps: 1. Authentication (highlighted with a blue circle), 2. License Agreement, 3. Security Questions, and 4. Change Password. The main content area is titled 'Step 1 - Authentication Details' and contains three input fields: '\* First Name', '\* Last Name', and '\* User Name'. A 'Next' button is located at the bottom right of the form.

Next, review the System Software License Agreement. Read the license agreement using the scroll bar on the right to see the entire agreement. Click **Accept** to agree to the terms of the license agreement. Click **Decline** to decline the terms of the agreement. Declining the terms of the agreement will prevent you from continuing.

**New User Setup**

**Step 2 - System Software License Agreement**

PLEASE READ THIS SOFTWARE LICENSE AGREEMENT CAREFULLY BEFORE USING THE ACCUPLACER SYSTEM. BY DOWNLOADING, INSTALLING, COPYING, OR OTHERWISE USING THE ACCUPLACER SYSTEM, YOU AGREE TO BE BOUND BY THE TERMS OF THIS LICENSE. IF YOU DO NOT AGREE TO THE TERMS OF THIS AGREEMENT, DO NOT USE THE SYSTEM.

This software product license agreement (the "Agreement") is between the College Board, (the "College Board") and the licensing organization ("Licensee"). Licensees include academic institutions and governmental departments of education ("DOE") that have been duly authorized to access the ACCUPLACER System by academic institutions within their jurisdiction. This Agreement contains the exclusive terms and conditions under which Licensee may use the ACCUPLACER System. The ACCUPLACER System includes the following: ACCUPLACER internet-based platform, all ACCUPLACER test items (including questions and answers), answer keys, report formats, user guides, policy manuals, internet site, its database(s), associated software, services, media, printed material, electronic documentation and related methods and techniques, hereinafter referred to collectively as "ACCUPLACER System". By using the ACCUPLACER System, Licensee accepts the terms of this Agreement.

**1. General**

The ACCUPLACER System and all other materials provided or used in association with the ACCUPLACER System, including but not limited to, revisions or updates provided by the College Board, whether on disk, in read only memory, on any other media or in any other form are licensed and not sold to Licensee for Licensees use under the terms of this Agreement. The rights granted herein are limited to the College Boards intellectual property rights in the ACCUPLACER System and do not include any other patents or intellectual property rights. The College Board reserves all rights not expressly granted to Licensee.

**2. License Grant; Mandatory Use of Proctors**

The College Board hereby grants to the Licensee a non-exclusive, non-transferable right to use the ACCUPLACER System only under proctored conditions. Examinees must be monitored at all times and an authorized proctor from the Licensee, or appropriately designated by the Licensee, must be present on site during any and all administrations of an ACCUPLACER System test.

**Decline** **Accept**

**Answer Security Questions** asks you to select your security questions and type your answers. Click **Next**. Answers aren't case sensitive.

**New User Setup**

**Step 3 - Answer Security Questions**

You can change any of your three security questions or answers by choosing new questions or providing new answers that you will remember.

\* Question 1: --Select Question--

\* Response 1:   
Not case Sensitive

\* Question 2: --Select Question--

\* Response 2:   
Not case Sensitive

\* Question 3: --Select Question--

\* Response 3:   
Not case Sensitive

**Next**

Create a password for your account. Passwords must be a minimum of nine characters in length and 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

New User Setup

Authentication

License Agreement

Security Questions

4Change Password

Step 4 - Change Password

Establish a new password for your account below. This will be your new password for accessing the platform.

Passwords must be a minimum of eight characters in length and 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

Usernamegsparkssm

\* New Password

••••••••

\* Confirm Password

••••••••

Previous

Submit

Click **Submit**.

Once your login credentials have been authenticated, for all future logins, simply go to [accuplacer.org](https://accuplacer.org) and enter your Username and Password and click **Login**.

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 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.

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# Welcome to the ACCUPLACER® Platform

To learn more about the ACCUPLACER program, please visit our website at [accuplacer.collegeboard.org](http://accuplacer.collegeboard.org)

### Admin Login

Forgot your Username?

Forgot your password?

### Start Test with Voucher

If you are proctoring a student who is taking a test with a voucher, please click the button below to begin.

### Fast Track

Expedite the student pre-testing process via the Fast Track login.

### Students

Have questions about ACCUPLACER? Learn about the tests and access free practice resources.

**Request an Account - For Institutions ONLY**  
Does your institution need an account to access the ACCUPLACER system?

**Verify System Requirements**  
Check to see if this computer meets the minimum specifications required to administer ACCUPLACER tests.

version: 2.2.1.6761 For support, please contact 866-607-5223, email [info@accuplacer.org](mailto:info@accuplacer.org), or [Click here for Live Chat](#) © 2017 The College Board

**Caution:** Do not log on to [accuplacer.org](http://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."**

When you log in to ACCUPLACER, you will be taken to the **What's New?** screen. Information will be displayed via a pop-up. Selecting the check box, Do not display this notification again until a new notice is posted on the pop-up window, will suppress the pop-up window from displaying every time you log in until new content is published on the page. Click **Close** and the pop-up will be closed, and the Welcome screen will display.

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## What's New

★ What's New

Last update - October 11, 2018

### Standard System Maintenance: Conclusion of Pretesting

Pretesting for Elementary Algebra tests will conclude on October 21, 2018. For this to take effect, a standard system maintenance window is scheduled for Sunday, October 21 starting at 10:00 PM ET and ending on Monday, October 22 at midnight EST (2 hours total). **Please avoid using the system at this time.**

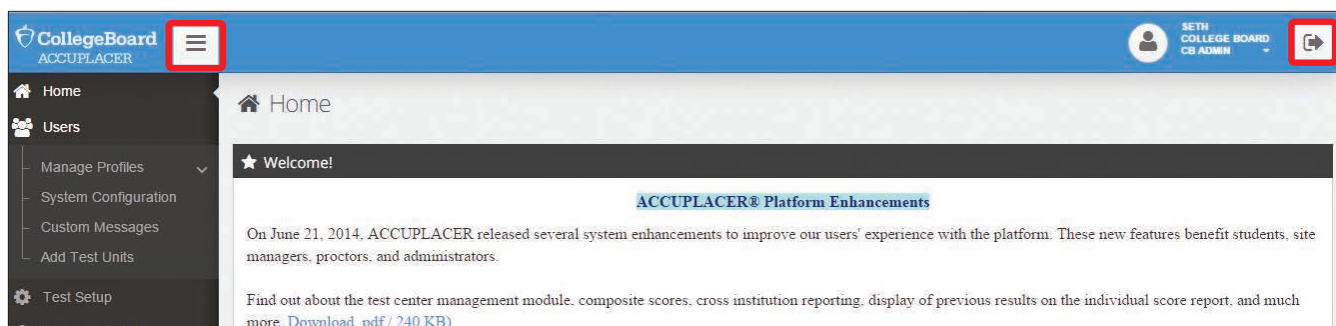
When resuming open test sessions after this system maintenance, test-takers will be required to start the test over from the first question. To avoid this, **please have test-takers complete open tests by October 21**, before the maintenance window begins.

### PLEASE READ: Updates to the ACTA Assessments!

We appreciate your feedback regarding completing the ACTA assessments, and as a result we

☐ Do not display this notification again until a new notice is posted.





Two actionable icons are at the top of each screen.



Click on this icon to sign out of ACCUPLACER.



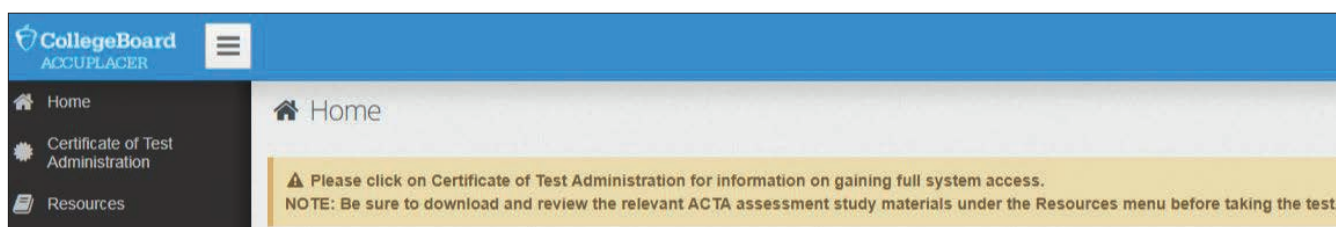
Click on this icon to open or close the left-hand menu display.

To ensure the security of your account, you'll be locked out of your ACCUPLACER account if you try to log in with an incorrect password more than five times.

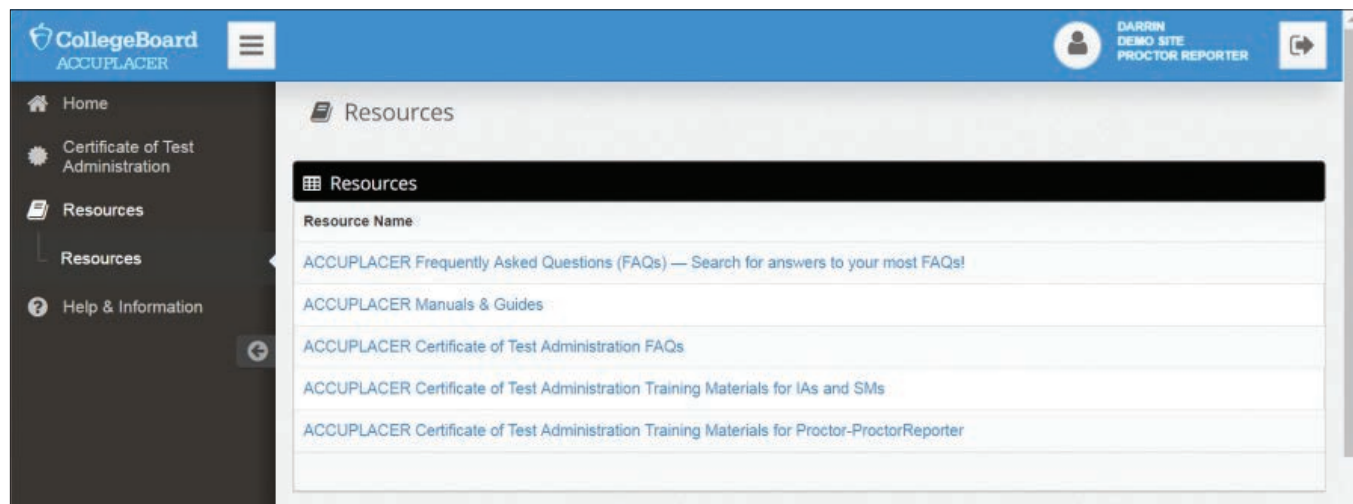
## ACCUPLACER Certificate of Test Administration

For security purposes, Institution Administrator (IA), Site Manager (SM), Proctor, and Proctor-Reporter roles will be required to pass a certification test before gaining access to the ACCUPLACER platform. 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. 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. Users will continue to have restricted access until passing the certification test.

Users with multiple accounts within an institution will need to pass the certification test once for each role (Institution Administrator/Site Manager or Proctor/Proctor-Reporter). The certification will cascade to the other accounts at the same user level. For example, if a user has multiple proctor accounts within an institution for different sites and they pass the test, all other proctor accounts within that institution are considered certified as well.



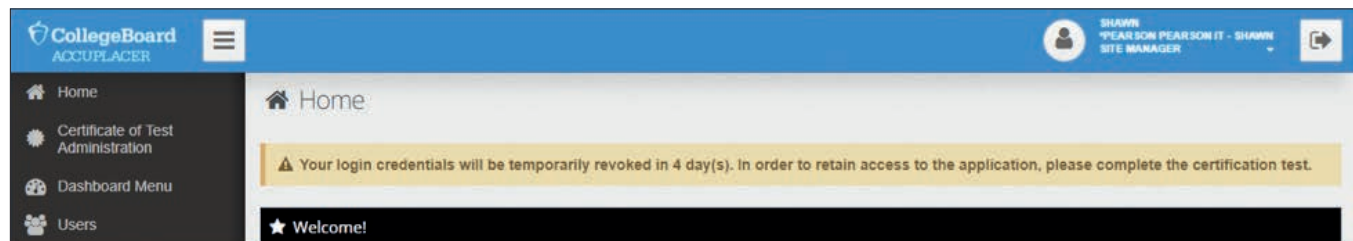
Users will have access to the Resources tab, where there will be a link to the ACCUPLACER Certification of Test Administration Training Materials.



Clicking on Training Materials will launch the training material window to prepare for the certification test.

All users will continue to have access to the ACCUPLACER Training Materials and the User Certification link even after passing the certification test.

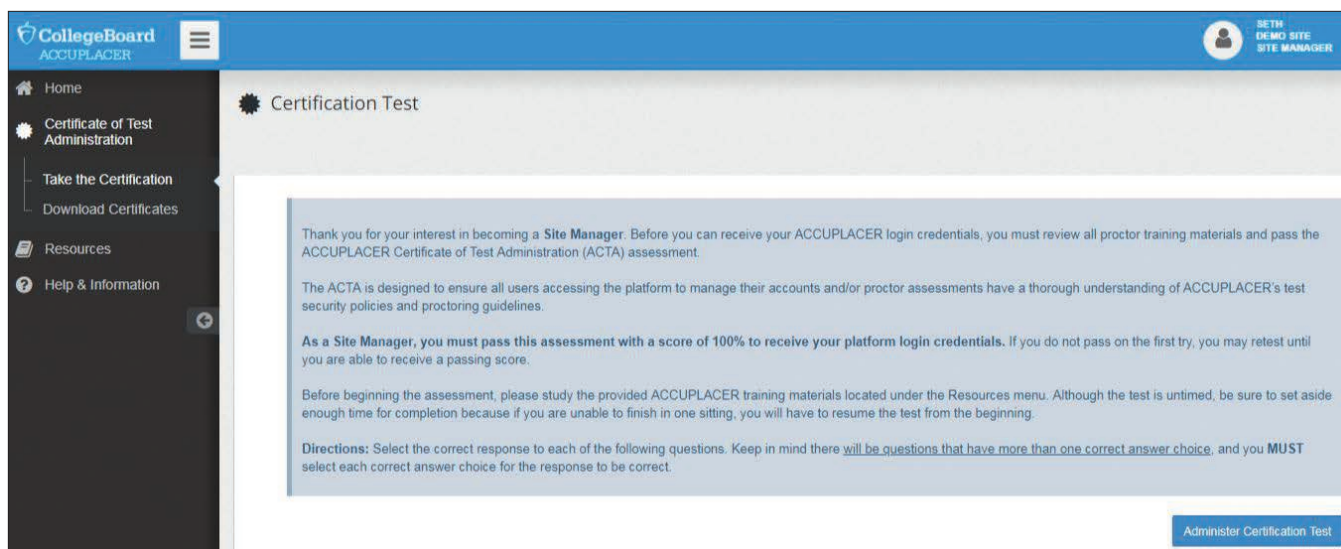
When the certification needs to be renewed, a countdown, starting at 30 days, will appear on the home page, notifying the user that they need to renew their certification. Once the countdown ends, user permissions will be revoked until the user passes the certification test. Should this occur, the Resources menu will still be available, so they can revisit the training materials and take the test again. If an existing certified user fails the certification test, but is within the allotted timeline (aka countdown still has days left), their access will remain intact.



Clicking on the “Take the Certification” link will direct the user to the landing screen with welcome text and an “Administer Certification Test” button as depicted below.

Clicking on the “Administer Certification Test” button will launch the Certification Test window, locking the original screen of the user. The test window directs the user to a Terms and Conditions policy agreement.





Checking the agreement checkbox and clicking on the Accept button will take the user directly to the certification test questions.

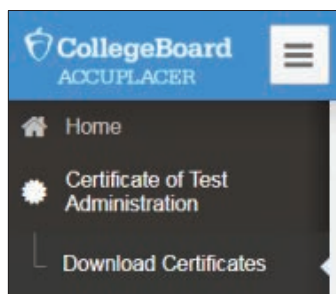
The certification test will not deduct any units from the institution/site the user belongs to. A certification test left incomplete will be considered a failed attempt and won't be saved for future resumes. On the next attempt, the user will have to start over from the first question. There is no restriction as to the number of attempts needed to pass the certification test. The certification expires one year from the date the user passed the test. A user must score 100% to pass the certification test.

If the score is equal to 100%, a link to download the certificate will be displayed.



### Downloading the Certificates

A user can download a copy of their certification at any time by clicking on the Download Certificates option under the **Certificate of Test Administration** menu.



Clicking on the Download button for a row will download the respective certificate in PDF format. The screen will list current and previous certifications.

Download Certificates		
Certificates Results		
Certification Type	Date of Certification	Action
New	2018-07-11	<a href="#">Download</a>

## Tracking User Certifications

Institutional Administrators will have a new link under the Reports menu titled User Certification Report. The IA can view certification status reports for all its users. By default, the Group Name and the Institution Name will be prepopulated based on the IAs account.

The screenshot shows the 'User Certification Report' interface. The left sidebar contains a 'Reports' section with 'User Certification Report' highlighted. The main area has filters: Group Name (CB\_GROUP), Filter by Institution Name (CBUAT Institution), Filter by Site Name (-Select One-), User Type (-Select One-), Certification Type (-Select One-), and Status (-Select One-). Below the filters is a 'User Certification Report Results' section with 'No records to display'.

The report can be filtered by Site Name, User Type, Certification Type, and Status. Selecting a site from the Site Name drop-down will fetch the user certification reports for the SM, Proctor, and Proctor-Reporter users under that site.

This screenshot shows the 'User Certification Report' page with the 'Filter by Site Name' dropdown menu open. The menu options are: -Select One-, -Select One-, CBUAT Site, Demo Site, and -Select One-. The 'CBUAT Site' option is highlighted. The 'Reset' and 'Submit' buttons are visible at the bottom right of the filter section.

The User Type drop-down will contain the following options: Institution Administrator, Site Manager, Proctor, and Proctor-Reporter. Selecting a user type and submitting will fetch the certification results only for the selected user type.

This screenshot shows the 'User Certification Report' page with the 'User Type' dropdown menu open. The menu options are: -Select One-, -Select One-, Institution Administrator, Site Manager, Proctor, and Proctor Reporter. The 'Institution Administrator' option is highlighted. The 'Reset' and 'Submit' buttons are visible at the bottom right of the filter section.

The Certification Type drop-down will contain the following options: **New** and **Renew**. Selecting a certification type and submitting will fetch the certification results only for those users with the selected certification status.

The screenshot shows the 'User Certification Report' form. The 'Certification Type' dropdown is open, showing options: '-Select One-', '-Select One-', 'New', and 'Renew'. The 'Status' dropdown is also open, showing '-Select One-'. The 'Submit' button is visible.

The Status drop-down will have the options: **Pass**, **Fail**, and **Not Attempted**. Selecting a Status and submitting will fetch the results for the users only with the selected status for their certification.

The screenshot shows the 'User Certification Report' form. The 'Status' dropdown is open, showing options: '-Select One-', '-Select One-', 'Pass', 'Fail', and 'Not Attempted'. The 'Submit' button is visible.

Directly clicking on the Submit button, without applying any filters, will fetch the user certification reports for all IA, SM, Proctor, and Proctor-Reporter users in that institution.

The screenshot shows the 'User Certification Report Results' table. The table has columns: Username, First Name, Last Name, Site Name, User Type, Certification Type, Status, and Last Certification Date. There are two rows of data. The 'Export Options' dropdown is visible.

Username	First Name	Last Name	Site Name	User Type	Certification Type	Status	Last Certification Date
sherztest_pr	Seth	Herz	CBUAT Site	Proctor	New	Pass	2018-07-03
test_bashproc	Darrin	Bash	CBUAT Site	Proctor	New	Pass	2018-07-11

The User Certification Report Results can be exported as: Excel, CSV, Delimited Text, or XML via the Export Options drop-down menu.

Additionally, a user's Certification Status is also visible under User Profiles. Expanding the profile details under Username will display the Certification Status. The Certification Status column will have one of the following values for a user: "Certified," "Uncertified," "Not Attempted," and "N/A." The Certification Status will be "Certified," "Uncertified," or "Not Attempted" for an Institution Administrator, Site Manager, Proctor, or Proctor-Reporter user.

The Certification Status will reflect N/A for all other users who aren't required to take the Certification Test. The Certification Status will reflect "Not Attempted" for existing or new users who haven't yet attempted the certification test. The Certification Status will reflect "Certified" for users who have attempted the certification test and passed with a score of 100%. The Certification Status will reflect "Uncertified" for users who have attempted the certification test but haven't passed.

User Profile Search Results

Export Options Delete Users Add

Sort By First Name 10

	Username	Site Name	Institution Name	User Type	Last Name	First Name	Expiration Date	Action
<input type="checkbox"/>	<input checked="" type="checkbox"/> test_bashproc	CBUAT Site	CBUAT Institution	Proctor	Bash	Darrin	2019-07-11	

Site ID:

011261-001

Institution ID:

011261

Group ID:

0001

Group Name:

CB\_GROUP

Email Address:

dbash@collegeboard.org

Home Phone Number:

571-485-3324

Expiration Time:

12:00 AM

Last Accessed Date:

2018-07-11

Certification Status:

Certified

1 to 1 of 1 Records

First Prev 1 Next Last

## Fast Track Login

**Fast Track Login** is designed to expedite the testing process, allowing the Proctor/Proctor-Reporter to begin testing without having to log in to all of the computers on the day of testing.

Collegeboard

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Welcome to the ACCUPLACER® Platform

To learn more about the ACCUPLACER program, please visit our website at [accuplacer.collegeboard.org](http://accuplacer.collegeboard.org)

Admin Login

Username

Forgot your username?

Password

Forgot your password?

Login

Start Test with Voucher

If you are proctoring a student who is taking a test with a voucher, please click the button below to begin.

Use Voucher

Fast Track

Expedite the student pre-testing process via the Fast Track login.

Fast Track Login

Students

Have questions about ACCUPLACER? Learn about the tests and access free practice resources.

Information for Students

Request an Account - For Institutions ONLY

Does your institution need an account to access the ACCUPLACER system?

New Institution Registration

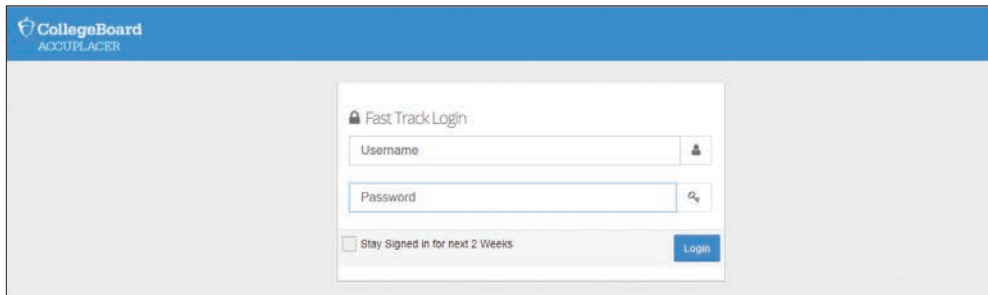
Verify System Requirements

Check to see if this computer meets the minimum specifications required to administer ACCUPLACER tests.

Verify System

version: 2.2.1-6793 For support, please contact 866-607-6223, email [info@accuplacer.org](mailto:info@accuplacer.org), or Click here for Live Chat © 2017 The College Board

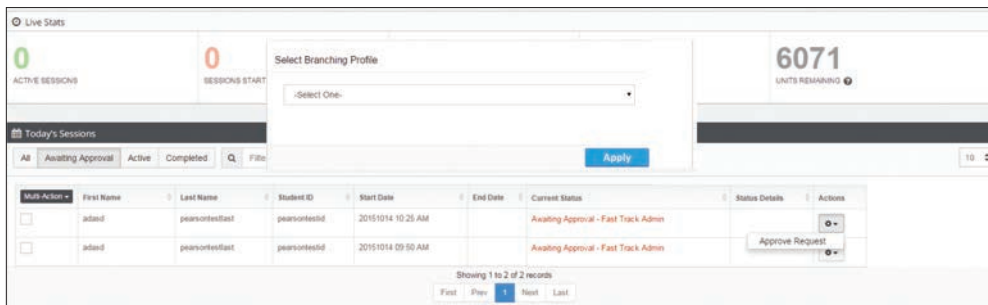
When a Proctor/Proctor Reporter clicks on **Fast Track Login**, the page shown below will display.

The image shows the 'Fast Track Login' interface on the CollegeBoard ACCUPLACER website. It features a blue header with the CollegeBoard logo and 'ACCUPLACER' text. The main content area is white and contains a login form. The form has a title 'Fast Track Login' with a lock icon. Below the title are two input fields: 'Username' and 'Password'. There is a checkbox labeled 'Stay Signed in for next 2 Weeks' and a blue 'Login' button.

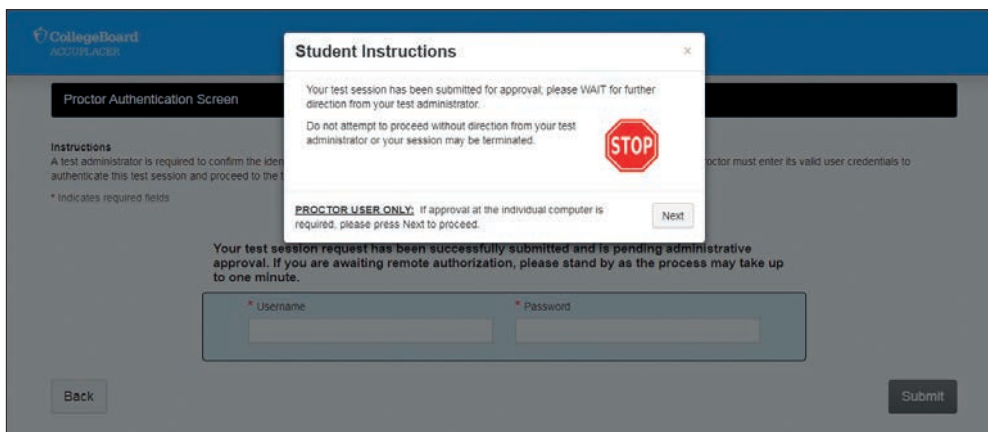
In the top box, enter your username; and in the bottom box, enter your password. Check the Stay Signed in for next 2 Weeks box to save the “cookie” to that specific machine. This cookie will remain on the test machine until the user clears the browser cookies or the two-week timeframe has passed. By storing this cookie on the machine, the Proctor/Proctor-Reporter will no longer have to sign in to each terminal every testing day.

The Proctor/Proctor-Reporter should then establish a bookmark (accuplacer.org). After a successful login, the student will see the College Board System Student Privacy screen.

After accepting the Privacy Policy, Student Information screens 1 and 2 are displayed. Once a student accepts the privacy policy and validates their personal information, the branching profile selection and test session launch will be available (under the Awaiting Approval tab) to an authorized user of the Test Center Management Dashboard.

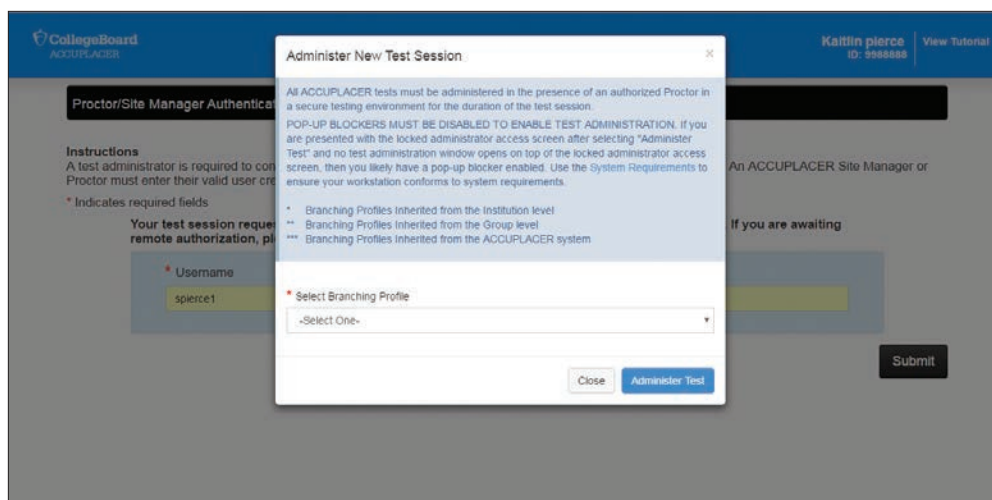
The image shows the 'Test Center Management Dashboard' with a 'Live Stats' section at the top. It includes 'ACTIVE SESSIONS' (0), 'SESSIONS START' (0), and '6071 UNITS REMAINING'. Below this is a 'Select Branching Profile' dropdown menu. A table titled 'Today's Sessions' shows a list of sessions with columns for Multi-Action, First Name, Last Name, Student ID, Start Date, End Date, Current Status, Status Details, and Actions. The table contains two rows of data, both with a status of 'Awaiting Approval - Fast Track Admin'. A 'Next' button is visible at the bottom of the table.

Until the approval is done, the student will see a “Student Instructions” pop-up screen.

The image shows a 'Student Instructions' pop-up screen. The pop-up has a title bar with 'Student Instructions' and a close button. The main text reads: 'Your test session has been submitted for approval, please WAIT for further direction from your test administrator. Do not attempt to proceed without direction from your test administrator or your session may be terminated.' There is a red octagonal 'STOP' sign icon. Below the text, it says 'PROCTOR USER ONLY: If approval at the individual computer is required, please press Next to proceed.' and a 'Next' button. The background shows a 'Proctor Authentication Screen' with a 'Proctor must enter its valid user credentials to' message and a 'Submit' button.

The test session can still be approved from the student test screen and, if done here, a screen will appear to choose the branching profile.

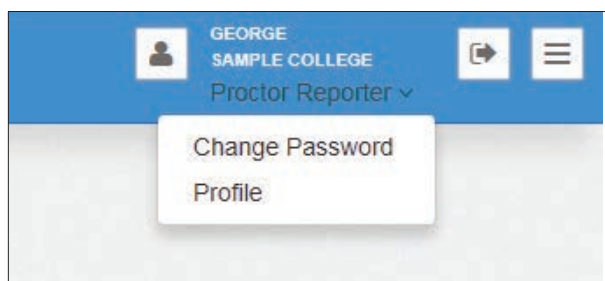




Once the test session is authorized, the student will be taken to the **Welcome Page**, **Directions for Answering Question**, and can then begin the test. For more specific implementation guidance, please refer to the YouTube Video within the Resources link of the ACCUPLACER platform.

## Account Password

All users can change their passwords and edit their profiles by clicking on the drop-down menu next to the user's role shown at the top of each screen.



If you click on **Change Password**, you will need to enter your current password and new password in the text boxes provided and click **Save**.

If you click **Profile**, the screen below will display. Make your changes and click **Save**. The **User Type** can't be edited by any user type. Proctors and reporters of all types are *unable* to update **Active Account From** and **Active Account To** dates or the **Username** fields. Site Managers and Institution Administrators can edit both **Username** and account activation dates.

Edit/Create User

\* Indicates required fields

* First Name	Middle Name	* Last Name
Sandra		Sutton

* User Name	Description
ausersm	

* Address 1	Address 2
4587 W Campus Dr	

* Country	* State	If Other Specify
United States	Montana	

* City	* Zip/Postal Code
ddd	12345

* Email Address
✉ ssutton@samplecollege.edu

* Home Phone Number	Mobile Phone Number
☎ 4444444444	📱

* Active Account
From
07/01/2015
To
07/01/2016



If you forget your Username or Password, you can change either from the home screen.

The screenshot shows the ACCUPLACER Platform homepage. The header includes the CollegeBoard ACCUPLACER logo. The main content area features a large blue banner with the text "Welcome to the ACCUPLACER® Platform" and a link to "accuplacer.collegeboard.org". Below the banner, there are three main sections: "Start Test with Voucher", "Fast Track", and "Students". Each section has a description and a button. At the bottom, there are two sections: "Request an Account - For Institutions ONLY" and "Verify System Requirements". The "Verify System Requirements" section is highlighted with a red box.

CollegeBoard  
ACCUPLACER

# Welcome to the ACCUPLACER® Platform

To learn more about the ACCUPLACER program, please visit our website at [accuplacer.collegeboard.org](http://accuplacer.collegeboard.org)

**Admin Login:**

Username  
Forgot your Username?

Password  
Forgot your password?

Login

**Start Test with Voucher**  
If you are proctoring a student who is taking a test with a voucher, please click the button below to begin.

Use Voucher

**Fast Track**  
Expedite the student pre-testing process via the Fast Track login.

Fast Track Login

**Students**  
Have questions about ACCUPLACER? Learn about the tests and access free practice resources.

Information for Students

**Request an Account - For Institutions ONLY**  
Does your institution need an account to access the ACCUPLACER system?

New Institution Registration

**Verify System Requirements**  
Check to see if this computer meets the minimum specifications required to administer ACCUPLACER tests.

Verify System

version: 2.2.1.6761 For support, please contact 866-607-5223, email [info@accuplacer.org](mailto:info@accuplacer.org), or Click here for Live Chat © 2017 The College Board

## System Requirements and Features

To see if your computer meets the minimum specifications required to administer ACCUPLACER tests, go to the ACCUPLACER homepage at [accuplacer.org](http://accuplacer.org) and scroll down until you see the **Verify System** button.

This screenshot is identical to the one above, but the "Verify System Requirements" section at the bottom right is highlighted with a red box.

CollegeBoard  
ACCUPLACER

# Welcome to the ACCUPLACER® Platform

To learn more about the ACCUPLACER program, please visit our website at [accuplacer.collegeboard.org](http://accuplacer.collegeboard.org)

**Admin Login:**

Username  
Forgot your Username?

Password  
Forgot your password?

Login

**Start Test with Voucher**  
If you are proctoring a student who is taking a test with a voucher, please click the button below to begin.

Use Voucher

**Fast Track**  
Expedite the student pre-testing process via the Fast Track login.

Fast Track Login

**Students**  
Have questions about ACCUPLACER? Learn about the tests and access free practice resources.

Information for Students

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**Verify System Requirements**  
Check to see if this computer meets the minimum specifications required to administer ACCUPLACER tests.

Verify System

version: 2.2.1.6761 For support, please contact 866-607-5223, email [info@accuplacer.org](mailto:info@accuplacer.org), or Click here for Live Chat © 2017 The College Board

Results of the check will display along with any upgrade recommendations.

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 version	PC: Internet Explorer 11+ Microsoft Edge 16+ Firefox 55+ Chrome 55+ MAC: Safari 11+ Mobile: iOS Safari Android Chrome	Chrome 55.0.2842.102	Pass	Not Required
Platform (Operating system)	Windows 7 Windows 8 Windows 8.1 Windows 10 Mac OS X v10.7 iOS 10+ Chrome OS Android	Windows 7	Pass	Not Required
Adobe Acrobat Reader 5.0+	Adobe Acrobat Reader 5.0+	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	800 x 600	Fail	
Main Sample Item	NA	NA	<a href="#">Test MathML</a> <a href="#">Test JavaScript, cookies</a> <a href="#">Test Flashing</a>	Not Required

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

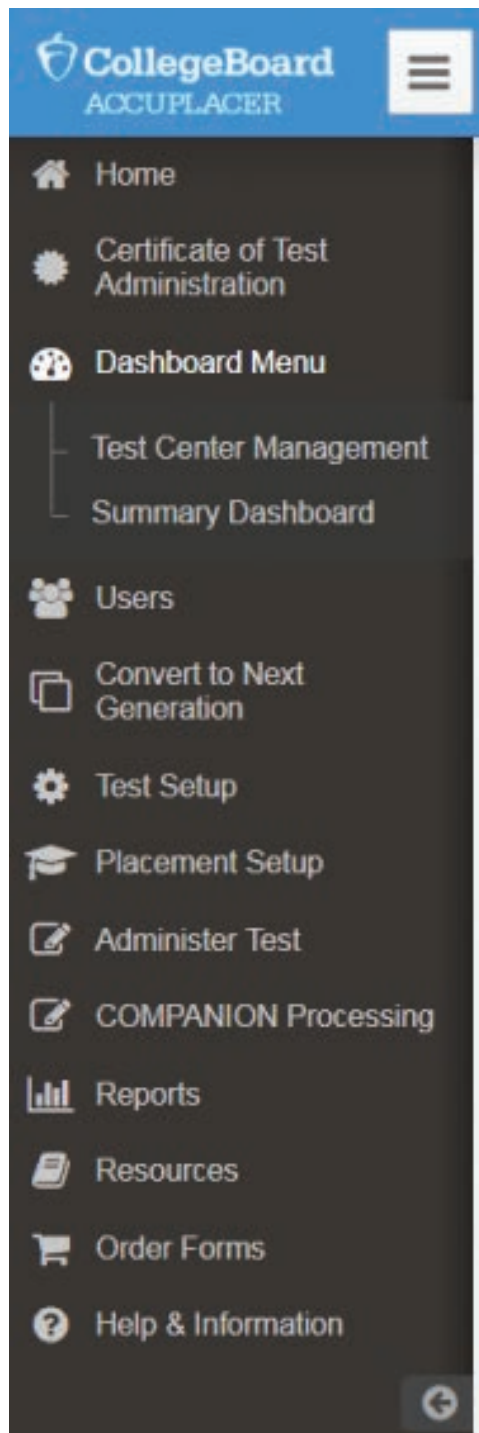
Extended Information

Features	You Have
Screen Resolution	800 x 600
Browser Size	1067 x 812
Connection Type	T1 or greater connection
Connection Speed (kilobytes/sec)	Infinity Kbps (High)

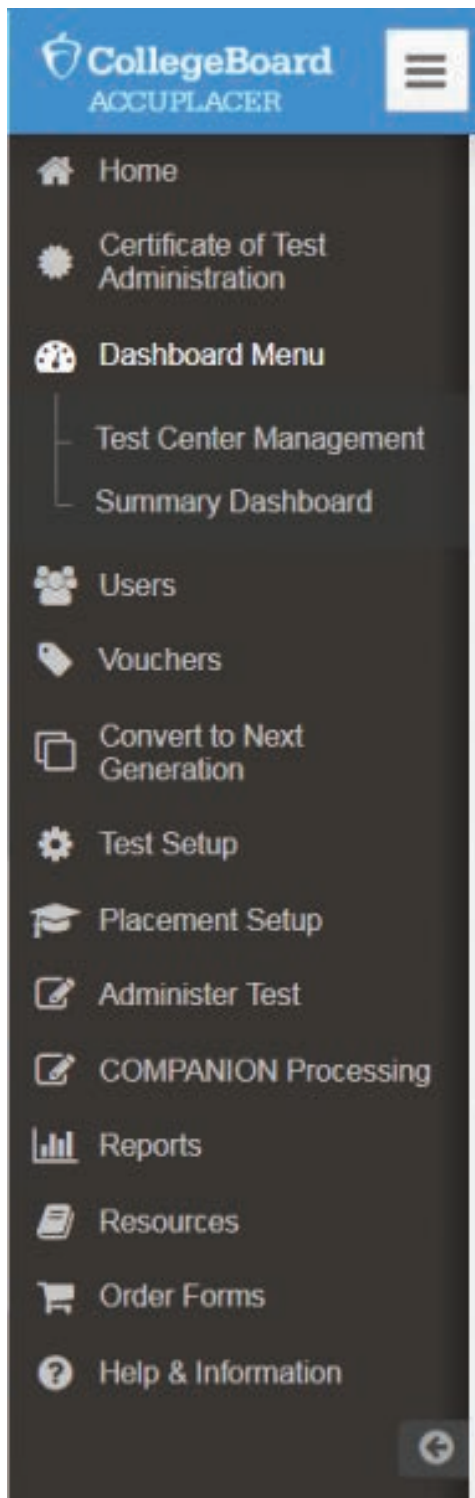
## Dashboard Menu

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

Institution Administrator



Site Manager



## Test Center Management

By clicking on **Test Center Management** under the **Dashboard** menu, the Test Center Management screen will appear. This feature is available to Institution Administrators, Site Managers, Proctors, and Proctor-Reporters.

Institution Administrator access will allow them to review works being done by Proctors, Proctor-Reporters, and Site Managers at various sites. The IA will be able to select a site from their institution and then review the Site Manager, Proctor, or Proctor-Reporter workloads (e.g., active sessions, sessions started today, sessions completed).

The screenshot displays the 'Test Center Management' interface. At the top, there's a search bar labeled 'Find Test Sessions By Search Filter'. Below it, a filter section allows users to filter by test date (set to 'Today Only'), with 'From' and 'To' date pickers both set to '11/22/2017'. 'Reset' and 'Search' buttons are present. The 'Live Stats' section features five cards: 'ACTIVE SESSIONS TODAY' (0), 'SESSIONS STARTED TODAY' (0), 'SESSIONS COMPLETED TODAY' (0), 'UNITS USED TODAY' (0), and 'UNITS REMAINING' (953.5). The 'Today's Sessions' section includes tabs for 'All', 'Awaiting Approval', 'Active', and 'Completed', along with a search filter and a dropdown for '10' records. Below this is a table with columns: First Name, Last Name, Student ID, Start Date, End Date, Branching Profile, Current Status, Status Details, and Actions. The table indicates 'Showing 0 to 0 of 0 records' and has pagination controls: First, Prev, 1, Next, Last.

At the top of the Test Center Management page, live statistics are displayed for the current day. Fields include:

- **Active Sessions Today**
- **Sessions Started Today**
- **Sessions Completed Today**
- **Units Used Today**
- **Units Remaining**—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.

The next section, **Today's Sessions**, shows all testing activity at the user's site, with the following fields:

- **First Name**
- **Last Name**
- **Student ID**
- **Start Date**
- **End Date**
- **Branching Profile**
- **Current Status**

- **Status Details**—For Active Test Sessions, the name of the test that the student is taking and the question number are listed. If the student isn't taking a test, the status is left blank.
- **Action Button**—When the Action Button is clicked, a drop-down will appear with the available actions for that test session. Depending on the status of the test session, the available actions will vary.
  - ♦ **View/Print ISR:** This action will open a new window with the student'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 can't rebuild course placements from this screen. This action is only available for those sessions in the Completed status.
  - ♦ **Email ISR:** This action will open a pop-up, which asks for an email address and confirmation that the user has the student's permission to email their ISR. Upon submitting the form, an email will be sent with a link to the student's ISR. This action is only available for those sessions in the Completed Status.
  - ♦ **Invalidate Test Session:** This action will prevent a student from being able to continue their test and will not deliver valid scores. On the student's next action, they will be presented with a message saying that the test session has been stopped and they will be unable to continue. This action is only available for those sessions in the Active Status.



When **Awaiting Approval** is selected, an additional column entitled Multi-Action will display that allows for batch actions of **Approve** or **Stop Test Session**.

**Awaiting Approval:** This status means that the test session has either just started (in the case the test was started using a voucher) or just ended (in the case Proctor approval is needed to view the ISR), and the student is waiting at the Proctor approval page. To differentiate, the status column will either show "Awaiting Approval—Starting" or "Awaiting Approval—Completed."

- **Completed:** Student has completed the test session
- **Force:** Student has used the "Save and Finish Later" functionality to save the test session. Test sessions with this status will have no actions available.

When **Active** is selected, only the Active Test sessions will be listed.

When **Completed** is selected, only the Completed Test sessions will be listed.

When text is entered into the search box, all daily test activity will be searched and any row with matching data will be displayed.

You can access historical data by utilizing the **Filter by Test Date** dropdown under the **Find Test Sessions by Search Filter**. Sessions Started, Sessions Completed, and Units Used will display based on your selected date range criteria. Four years of historical data are available for review.

The date range choices are:

- Today Only—DEFAULT
- Yesterday and Today
- Last 7 Days
- Last 30 Days

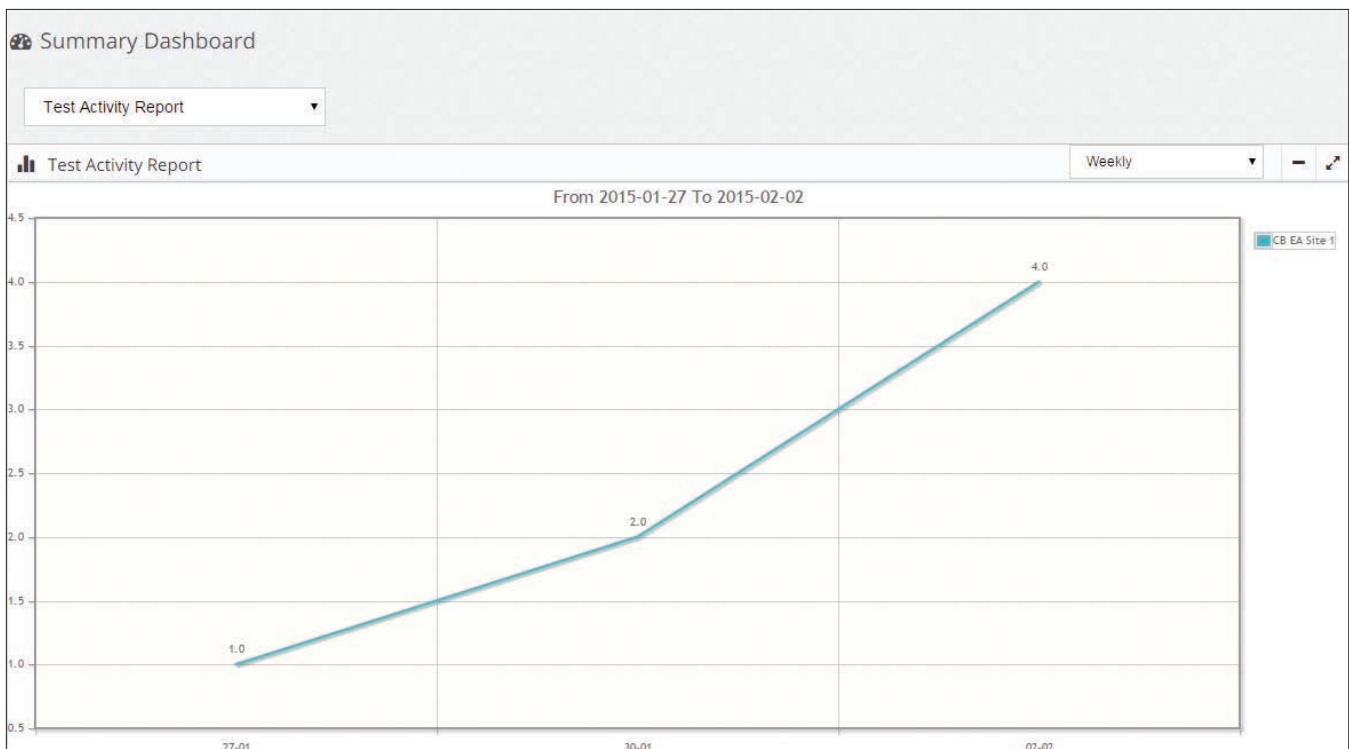
- Custom Date Range—Click the **Calendar** icon and select the dates you want entered into the **From** and **To** field. You can enter the dates manually using the format MM/DD/YYYY, or you can click on the **Calendar** icon. **Note:** Improper date formatting will trigger an error message.

The screenshot shows the 'Test Center Management' interface. At the top, there's a search bar labeled 'Find Test Sessions By Search Filter'. Below it, there's a section for filtering by test date. A dropdown menu is open, showing options: 'Today Only' (selected), 'Yesterday and Today', 'Last 7 Days', 'Last 30 Days', and 'Custom Date Range'. To the right of the dropdown, there are 'From' and 'To' date fields. The 'From' field contains '11/22/2017' and the 'To' field contains '11/22/2017'. Both fields have a calendar icon to their right. At the bottom right of the filter section, there are 'Reset' and 'Search' buttons.

## Summary Dashboard

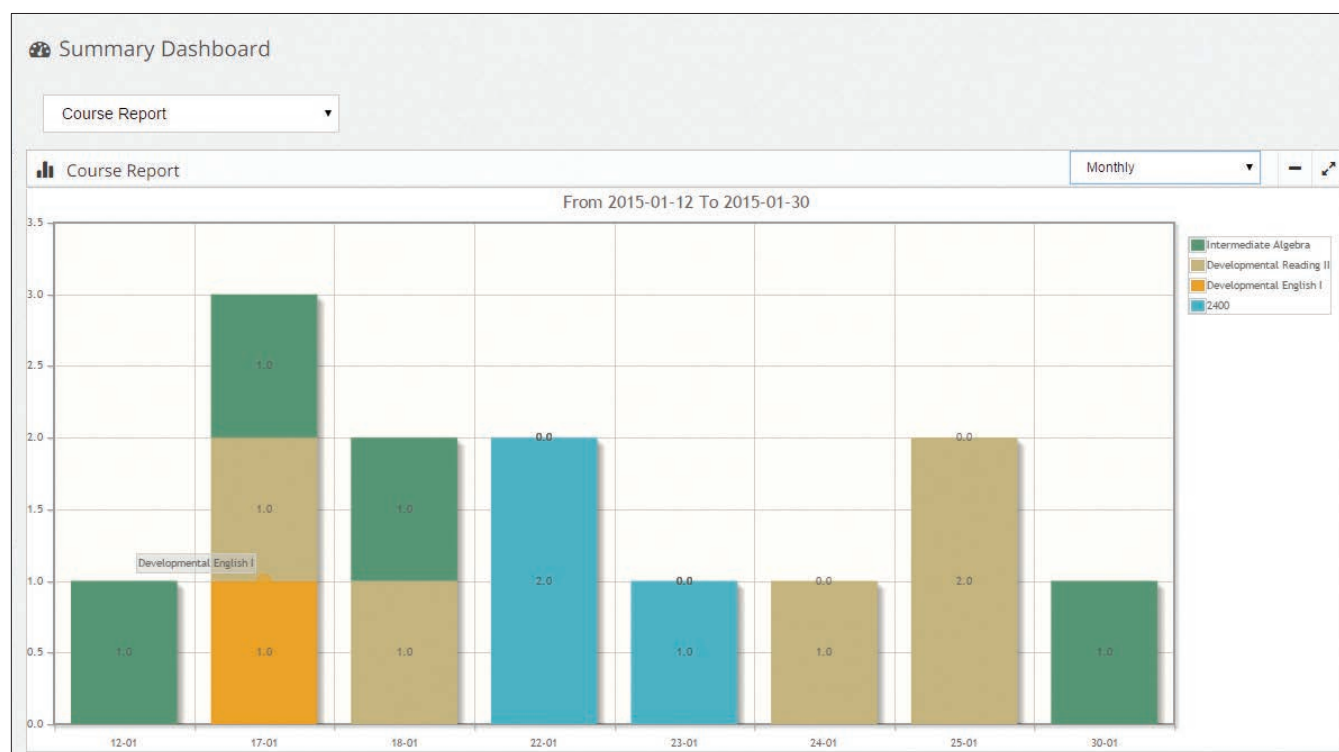
By clicking **Summary Dashboard**, under the **Dashboard Menu**, you can create graphs of Test Activity and Course Placement Activity. From the drop-down menu, select either Test Activity Report or Course Report. From the other drop-down menu, select Weekly or Monthly.

Shown below is a sample Test Activity Report. For Institution Administrators, it will display multiple lines, one for each of the top 10 sites. For Site Managers, it 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. From the legend, the user will be able to select one site to view if desired.





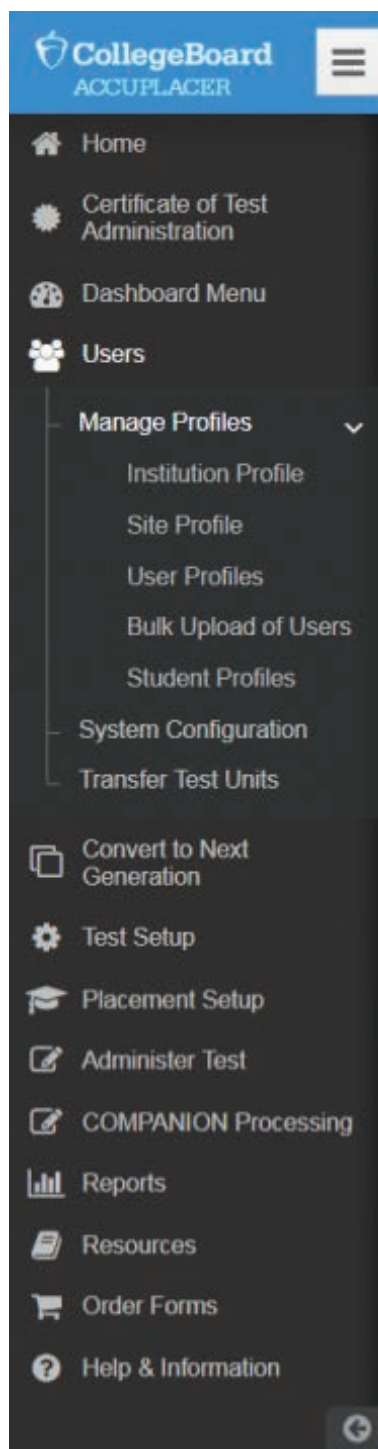
The Course Placement Activity Report, shown below, will display a bar graph for the top 10 course placements. The course names will display on the bottom. The vertical line represents the number of students who were placed into that course. For Institution Administrators, the graph will show the number of placements across all sites. For Site Managers, it will only show the graph from that site.



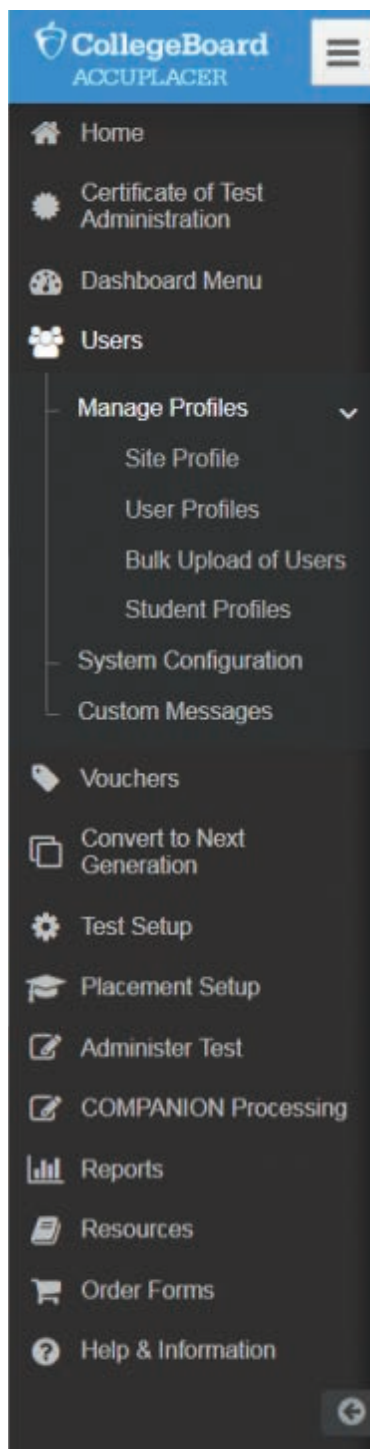
# Users

There are four types of users in the ACCUPLACER System: Institution Administrator, Site Manager, Proctor, and Proctor-Reporter. Depending on your user role, you will have access to certain features of the ACCUPLACER System. Shown below are the menu options for the Institution Administrator and the Site Manager.

Institution Administrator



Site Manager





## Manage Profiles

### Institution Profile

If an Institution Administrator clicks on **Institution Profile** under the **Users** menu, the Institution Profile will display. Any field can be edited except for the Institution ID, Hierarchy, Level Type Code, Created and Last Modified fields. Click **Save** to save changes.

The screenshot shows the 'Institution Profile' form. At the top right is a 'Save' button. The 'Institution Details' section includes a blue box with instructions: '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 or Please Submit a Support Ticket', and '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 the current access privileges.' Below this, the 'Institution ID' is 011261, 'Hierarchy' is College Board > CBUAT Institution, 'Level Type Code' is Institution, 'Created' is Jan 6, 2017 9:59:38 PM, and 'Last Modified' is Dec 5, 2017 6:20:39 PM. The 'Institution' section has fields for: Institution Name (CBUAT Institution), Description (Not Applicable), Category of Institution (Private), Type of Institution (4 Year), Location of Institution (Rural), Size of Student Body (5,000 - 9,999), and College Board Member (Yes, No, Unsure). The 'Contact Information' section has a blue box with instructions: 'Please keep this contact information current. It will be used as the primary means to communicate important announcements and system updates.' Below this is the 'Primary Contact' section with fields for First Name, Last Name, Institution Phone, and Institution Email.

The **Institution Email Domain(s)** field is a mandatory field that allows the Institution to restrict the use of personal email addresses within ACCUPLACER for security purposes.

This screenshot is identical to the one above, but the 'Institution Email Domain(s)' field in the 'Institution' section is highlighted with a red rectangular box to draw attention to it.

- The **Institution Email Domain(s)** field accepts more than one domain with comma separators (e.g., school.edu,school.org).
- The field will accept a maximum of 8,000 characters (including the comma separators).
- When creating a new user, the email address specified must match at least one of the email domains declared for its institution (e.g., proctortname@school.edu)

If an **Institution Profile** hasn't been updated in a 12-month period, upon logging in to ACCUPLACER, an Institution Administrator will automatically be prompted to review and confirm/update the institution details. Click **Save** to save changes or acknowledge that the current institution details are accurate.

The screenshot shows a web interface titled "Institution Profile". At the top right is a "Save" button. Below the title is a yellow warning banner that reads: "Your Institution Profile has not been updated in the last 12 months. Please review and provide any updates. Hit the Save button when finished." Below the banner is a section labeled "Institution Details" which is currently empty.

## Site Profile

A site is a location affiliated with your institution that proctors tests. If you are logged in as an Institution Administrator and click on **Site Profile** under **Manage Profiles** of the **Users** menu, a list of existing sites will display. Under the **Units** column, the number of test units assigned to that site is shown. To edit a site, click on the **pencil** icon. To delete a site, click the **trashcan** icon. If you click on the **Export Options** button, you can export a list of all sites in one of the format options available from the drop-down menu: Delimited Text, CSV, Excel, or XML.

The screenshot shows the "Site Profile" page with a table of search results. The table has columns for Site ID, Site Name, Site Created, Last Login Date, Units, Status, and Action. There are three rows of data. Above the table is a search bar with "Site Name" selected and a filter set to "0". To the right of the search bar are buttons for "Add" and "Export Options". Below the table is a pagination bar showing "1 to 3 of 3 Records" and navigation buttons: "First", "Prev", "1" (selected), "Next", and "Last".

Site ID	Site Name	Site Created	Last Login Date	Units	Status	Action
008974-002	CB EA Site 1	2015-01-05	2015-01-12	77	Active	[Edit] [Delete]
008974-000	Demo Site	2015-01-05		0	Active	[Edit]
008974-003	Sample College	2015-01-11		0	Active	[Edit] [Delete]

The results of the testing site search now return the date the site was last accessed/used (Last Login Date). This column is available at the Institutional Administrator and College Board Administrator level. This column identifies the last login date to the site for the SM level and below.

If you are logged in as a Site Manager, your site's profile will display.

Site Profile

Save

You may not be able to edit some of the Learning Path settings because they have been configured by a College Board Administrator or an Institution Administrator and cannot be changed with the current access privileges.

Site ID

008974-003

Hierarchy

College Board > CB Early Access Institution > Sample College

Group Type

Site

Created

Jan 11, 2015 11:30:00 AM

Last Modified

Jan 11, 2015 11:30:00 AM

Site

\* Site Name

Sample College

Description

\* Address 1

1800 W Main

Address 2

\* Country

United States

\* State

Iowa

If Other Specify

\* City

Iowa City

Region

Midwestern Region

\* Zip/Postal Code

52240

\* Institution Type

4 Year

\* Category of Institution

Public

\* Location of Institution

Urban

## User Profiles

If you click on **User Profiles** and then click on the **Search** button, a list of all users who have been added to the site will appear. If you are logged in as an Institution Administrator, all users from all sites will appear on the list. Also shown is a column designated as **Site Name** that displays the site the user has been assigned to. If you are logged in as a Site Manager, only the users assigned to that site will display, and there is no **Site Name** column. You can also see the last time a user accessed the system and their certification status by clicking on the plus sign next to the Username.

User Profiles

Q User Profiles - Search

Institution ID

011261

Institution Name

CBUAT Institution

Site ID

Site Name

-Select One-

User Type

-Select One-

First Name

Last Name

Username

Reset

Search

User Profile Search Results

Export Options Delete Users Add

Sort By First Name 10

	Username	Site Name	Institution Name	User Type	Last Name	First Name	Expiration Date	Action
	test_bashproc	CBUAT Site	CBUAT Institution	Proctor	Bash	Darrin	2019-07-11	<div> <div></div> <div></div> <div></div> </div>
<div> <div>Site ID:</div> <div>011261-001</div> </div> <div> <div>Institution ID:</div> <div>011261</div> </div> <div> <div>Group ID:</div> <div>0001</div> </div> <div> <div>Group Name:</div> <div>CB_GROUP</div> </div> <div> <div>Email Address:</div> <div>dbash@collegeboard.org</div> </div> <div> <div>Home Phone Number:</div> <div>571-485-3324</div> </div> <div> <div>Expiration Time:</div> <div>12:00 AM</div> </div> <div> <div>Last Accessed Date:</div> <div>2018-07-11</div> </div> <div> <div>Certification Status:</div> <div>Certified</div> </div>								

	cbuat\_la		CBUAT Institution	Institution Administrator	Herz	Seth	2019-12-31	
	cbuat\_sm	CBUAT Site	CBUAT Institution	Site Manager	Herz	Seth	2018-09-23	
	sherztest\_pr	CBUAT Site	CBUAT Institution	Proctor	Herz	Seth	2018-09-30	

1 to 4 of 4 Records

First

Prev

1

Next

Last

If you click on the **Export Options** button, you can export a list of all users in one of the format options available from the drop-down menu: Delimited Text, CSV, Excel, or XML. If you are logged in as an Institution Administrator, all users from all sites will display. If you are logged in as a Site Manager, only users associated with that site will be included.

Under the Action column there are three icons: Edit, Delete, and Reset Password.



**Edit:** If you click on the Edit icon, the User's profile will appear, and you can make changes. This is also where you can reset the expiration date of the user's login credentials. When a user logs in to the platform for the first time, they will be prompted to indicate their preference to receive marketing communications from ACCUPLACER. To opt in to receive marketing communications, check the box and hit Save.

**Delete:** If you click on the Delete icon, the user will be deleted. If you would like to delete multiple users at the same time, select the checkboxes next to each Username that you wish to delete, and click the **Delete Users** button.

**Reset Password:** If you click on the **Reset Password** icon, an email will be sent to the user providing a link to the Security Questions page, where the user will be asked to answer the security questions they established when their account was created. Once the responses to the security questions have been validated, the user will be prompted to change their password.

Click on the **Add** button to add a new user.

Provide all required (\*) information and click **Save**.

To create an Institution Administrator, Institution Reporter, Institution WritePlacer® Reporter, or Institution Score Reporter, select your user type from the **User Type** drop-down menu but don't select a Site.

To create a Site Manager, Site Reporter, Site WritePlacer Reporter, Site Score Reporter, Proctor, or Proctor-Reporter, select a site and then select your user type from the **User Type** drop-down menu.

If the **Use Default Address** box is checked, the ACCUPLACER application will auto populate any new Site Manager, Site Reporter, Site WritePlacer Reporter, Site Score Reporter, Proctor, or Proctor-Reporter users with the site address from their mapped site.

As an Institution Administrator, when the **Use Default Address** box is checked, the institution's address will automatically populate when creating an Institution Reporter, Institution, WritePlacer Reporter, or Institution Score Reporter user.

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

The **Active Account To** date can't be greater than one year from the **Active Account From** date.

A confirmation message will appear confirming that the user's account was created successfully. The new user will receive an email like the one you received when first creating your account. Have them follow the same steps.

### Contact Information Update Prompt

Every six months, users will be automatically 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."

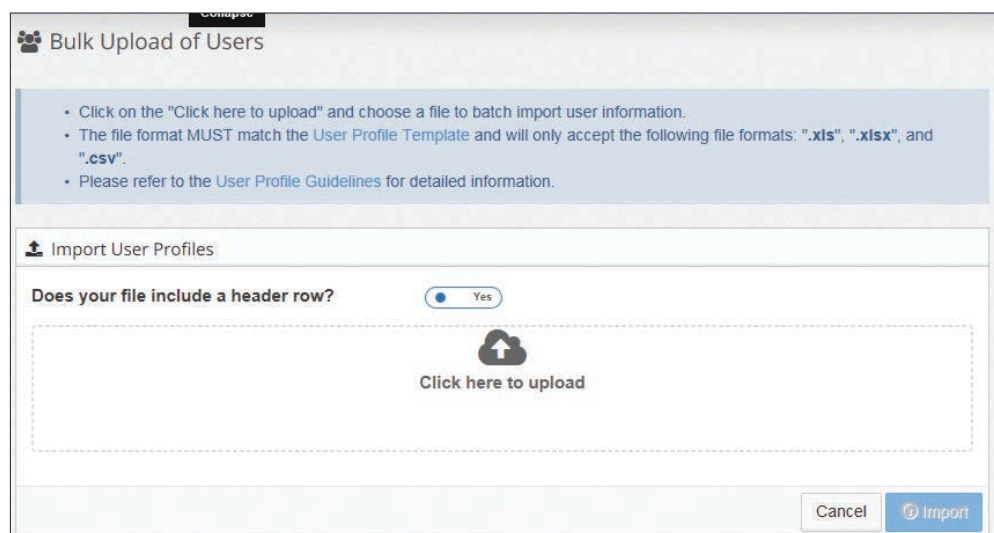
All users will be unable to update the "User Type." Proctors, Proctor-Reporters, and Site Score Reporters will not have access to update **Active Account From** and **Active Account To** date and **Username** fields. Site Managers and Institution Administrators can edit both Username and account activation dates.

### Expiration Date Prompt

A user's account will be notified when the account is within 30 days of expiry. Additionally, 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 Proctor and Proctor-Reporter accounts. An Institutional Administrator or Site Manager must update a Proctor/Proctor-Reporter expiration date.

### Bulk Upload of Users

This functionality allows Institution Administrators and Site Managers to batch/bulk upload new users: Site Managers, Site Reporters, Site Score Reporter, Site WritePlacer Reporter, Proctor, and Proctor-Reporter. Click on **Bulk Upload of Users** under the **Users** menu and the screen shown below will display.



The screenshot shows a web interface titled "Bulk Upload of Users". At the top, there is a blue information box with three bullet points: "Click on the 'Click here to upload' and choose a file to batch import user information.", "The file format MUST match the User Profile Template and will only accept the following file formats: '.xls', '.xlsx', and '.csv'.", and "Please refer to the User Profile Guidelines for detailed information." Below this is a section titled "Import User Profiles" with a toggle switch for "Does your file include a header row?" set to "Yes". A large dashed box contains a cloud upload icon and the text "Click here to upload". At the bottom right are "Cancel" and "Import" buttons.

Click on the **User Profile Template** link and an Excel worksheet will display. Each column in the worksheet represents a field in the **Edit/Create User** screen. Fields highlighted in orange are required fields. Add all new users to the template referring to the **User Profile Guideline** for detailed information about the format and content of each column.

	A	B	C	D	E	F	G	H	I	J	K
1	Institution Site ID	User Type	Username	First Name	Middle Name	Last Name	Description	Address 1	Address 2	Country	State/Prov
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											

The student 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.

Fields included are:

- Institution Site ID
- User Type
- Username
- First Name
- Middle Name
- Last Name
- Description
- Address 1
- Address 2
- Country
- State/Province
- \*If Other Specify
- City
- Zip/Postal Code
- Email Address
- Home Phone Number
- Mobile Phone Number
- Active Account—From (MM/DD/YYYY)
- Active Account—To (MM/DD/YYYY)

For the **Institution Site ID** field, use your nine-digit Institution Site ID in the format of xxxxxx-xxx.

\*If a country other than United States or Canada is entered in the Country column, then the column labeled **If Other Specify** must be completed.

For **Activate Dates**, use the MM/DD/YYYY format.

The **Active Account To** date can't be greater than one year from the **Active Account From** date.

Drop-down menus are provided for User Type, Country, and State/Province.

If a user has more than one role, there must be a line for each of the roles you wish to assign to that user. In the example below, Jason Wilson is a Site Manager, Site Reporter, and Proctor-Reporter for Site 001. He is a Site Manager and Proctor for Site 002 also.



A user's email domain specified in the upload sheet must match at least one of the email domains declared for its institution set on the **Institutional Profile** page within the **Institutional Email Domain(s)** field.

Site Id	User Type	Username	First Name	Middle Name	Last Name	Description	Address 1	Address 2	Country	State	If Other Specify	City	Zip/Postal Code	Email Address	Home Phone Number	Mobile Phone Number	Active Account From(MM/DD/YYYY)	Active Account To(MM/DD/YYYY)
000005-001	Site Manager	jwilsonsm3	Jason		Wilson		45 Carlson Blvd		United States	California		San Diego	98421	jwilson@samplecollege.edu	405-555-5551		06/04/2014	06/22/2015
000005-001	Site Reporter	jwilsonr3	Jason		Wilson		45 Carlson Blvd		United States	California		San Diego	98421	jwilson@samplecollege.edu	405-555-5551		06/04/2014	06/22/2015
000005-001	Proctor Reporter	jwilsonpr3	Jason		Wilson		45 Carlson Blvd		United States	California		San Diego	98421	jwilson@samplecollege.edu	405-555-5551		06/04/2014	06/22/2015
000005-002	Site Manager	jwilsonsm4	Jason		Wilson		45 Carlson Blvd		United States	California		San Diego	98421	jwilson@samplecollege.edu	405-555-5551		06/04/2014	06/22/2015
000005-002	Proctor	jwilsonpr4	Jason		Wilson		45 Carlson Blvd		United States	California		San Diego	98421	jwilson@samplecollege.edu	405-555-5551		06/04/2014	06/22/2015

Once the Excel worksheet has been completed and carefully reviewed, save it as an xls, xlsx, or csv file. Click on the "Click here to upload" to upload your file. Select the file that you created and click **Save**. The name of the file will appear. Click **Import** to complete the process. Click **Remove** to remove the file.

Bulk Upload of Users

- Click on the "Click here to upload" and choose a file to batch import user information.
- The file format MUST match the [User Profile Template](#) and will only accept the following file formats: ".xls", ".xlsx", and ".csv".
- Please refer to the [User Profile Guidelines](#) for detailed information.

Import User Profiles

Does your file include a header row? ☒ Yes

Click here to upload

Mass User Upload Jan 2015.xlsx (0.00 MB) Remove

Cancel

Import

If the program detects any errors, such as a duplicate username or invalid format, the errors will be noted as shown below. Make the necessary corrections and click the **Save** icon at the end of the row. Click the **Delete** icon to remove the user.

Please correct the errors indicated below and click 'Save'.

- Total Records Imported: 5
- Total Valid Records: 3
- Total Records With Errors: 2

See the status of the import below. Any errors indicated in the detailed list of errors must be corrected before the user information can be imported. After correcting errors, use the Save button to confirm all data fields are valid. Use Save to save edits and import later

Row No	Institution Site ID	User Type	User Name	First Name	Middle Name
<input type="checkbox"/> 1	008974-003	Site Manager	jwilsonsm	Jason	
<input type="checkbox"/> 2	008974-003	Site Reporter	jwilsonsm	Jason	
Duplicate User name					
<input type="checkbox"/> 3	008974-003	Proctor Reporter	jwilsonpr	Jason	
<input type="checkbox"/> 4	008974-003	Proctor Reporter	gsparkspr	George	
<input type="checkbox"/> 5	008974-003	Site Manager	jwilsonsm	George	
Duplicate User name					

Once all errors are corrected, click **Import**. When the data have been successfully imported, an email will be sent to each user with their username and a link to complete their registration. The new users will now show on the list of users.



## Student Profiles

Institution Administrator, Site Manager, and Proctors can search for a student's profile. Institution Administrators and Site Managers can edit a student profile, but a Proctor can't. Institution Administrators have access to all student profiles. Site Managers have access to the profiles of students who have tested at their site.

To view or edit a Student Profile, click on **Student Profiles** under the **Users** menu. Enter your search criteria under the **Student Profiles—Search** area and click **Search**.

	Last Name	First Name	Date of Birth	Student ID	Last Test Date	Action
<input type="checkbox"/>	Lee	Clara	01/01/1968	09876543	02/04/2015	
<input type="checkbox"/>	Schmitz	Sue	01/01/2014	11223344	02/05/2015	
<input type="checkbox"/>	Seaver	Kenton	01/02/1970	1122558		

A list of all students matching the search criteria will appear. Click on the **View** icon to view the student's profile. Click on the **Edit** icon to edit the profile. Make your changes and click **Save**.





If you click on the **Export Options** button, you can export a list of all users in one of the format options available from the drop-down menu: Delimited Text, CSV, Excel, or XML.

If a student has tested more than once using two different ID numbers, you can change one 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. Before beginning this process, verify that they are the same. If they are not, edit each record so that the Last Name and the Date of Birth are exactly alike in both profiles.

**Use caution when merging student profiles because you can't restore the original profile once it has been merged with another profile.**






Check the two records you want to merge and click **Merge Students**. You can only merge two records at a time.

Student Profile Search Results							Export Options	Merge Students
Sort By Last Name							10	
	Last Name	First Name	Date of Birth	Student ID	Last Test Date	Action		
<input checked="" type="checkbox"/>	Smith	George	01/01/1995	1234567		 		
<input checked="" type="checkbox"/>	Smith	Walter	01/01/2000	44444	01/07/2015	 		
1 to 2 of 2 Records							First	Prev 1 Next Last

Once the merge has completed successfully, both student profiles will have the same Student ID number, and a confirmation message will display.

## Creating a Testing Site

To create a testing site, click on **Site Profile** under the **Users** menu and a list of sites will appear. Only Institution Administrators can create Test Sites. Click on **Add** to add a new site.

Site Profile							Add	Export Options
Site Search Results								
Site Name							0	
Site ID	Site Name	Site Created	Last Login Date	Units	Status	Action		
+ 008974-002	CB EA Site 1	2015-01-05	2015-01-12	77	Active	 		
+ 008974-000	Demo Site	2015-01-05		0	Active			
+ 008974-003	Sample College	2015-01-11		0	Active	 		
1 to 3 of 3 Records							First	Prev 1 Next Last

Provide all required information (\*) and click **Save**.

Site Profile

Back Save

Please provide the full name of the Testing Site. Avoid using abbreviations and/or codes.

Site Details

\* Site Name

Description

\* Address 1

1800

Address 2

\* Country

United States

\* State

Iowa

\* If Other Specify

\* City

Iowa City

Region

Midwestern Region

\* Zip/Postal Code

52240

\* Institution Type

4 Year

\* Category of Institution

Public

\* Location of Institution

Urban

\* Size of Student Body

1,000 - 4,999

\* Do you intend to use ACCUPLACER for Ability to Benefit Testing?

☐ Yes
☒ No

Remote Testing

☐ Remote Testing Site?
☒ Yes
☐ No

When **Remote Testing Site** is set to **"Yes,"** all fields below will display allowing you to create a Testing Site that can be used for testing students at other physical locations. Additionally, by selecting **"Yes,"** you agree to your site being publicly listed for students and other sites to see. The Remote Testing Site can register students either by creating a new student record or finding the student who may already exist in the site.

Note: Site Managers can designate their site as a Remote Testing Site.

When **Remote Testing Site** is set to **"No,"** all fields are suppressed.

The screenshot shows the CollegeBoard ACCUPLACER Remote Testing Site setup form. The header includes the CollegeBoard ACCUPLACER logo and the user's name, SETH, CB EARLY ACCESS INSTITUTION, with the role of Institution Administrator. The form is divided into several sections:

- Address Fields:** Address 1 (123), Address 2 (empty).
- Country/State/Region/Zip:** Country (United States), State (Iowa), Region (Midwestern Region), Zip/Postal Code (52235).
- Primary Contact Information:** Primary Contact First Name, Primary Contact Last Name, Email Address (with an email icon).
- Custom Email Greeting:** A text area for a custom greeting.
- Additional Test Center Information:** A text area for additional information.
- Hours of Operation:** Time Zone (Select One), Hours Of Operation Details.
- Custom Email Closing:** A text area for a custom closing.
- Payment Required:** Radio buttons for Yes and No.

### Address Fields

The address information provided for the institution will be carried down to the Remote Testing Site address fields. The user can change the address information if necessary.

### Primary Contact Information

Enter the first and last names of the primary contact person and their email address.

### Custom Email Greeting

Enter a greeting that you want to appear on the Remote Test Site email that is sent to the student.

### Additional Test Center Information

Enter a message to the student with any additional information about the test center. For example, directions to the test center, information about parking, etc.

### 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.

### Additional Email Closing

Enter any closing message you want to appear on the Remote Test Site email.

When **Payment Required** is set to **Yes**, the fields **Cost** and **Payment Method Accepted** will be displayed. When **Payment Required** is set to **No**, the fields are suppressed.

* Payment Required:	<input checked="" type="radio"/> Yes <input type="radio"/> No
* Cost	<div>\$</div>
* Payment Method Accepted	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> AMEX <input type="checkbox"/> Discover <input type="checkbox"/> Master Card <input type="checkbox"/> Visa

### 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.

When a student tests at a remote testing site using a voucher and completes the assigned Branching Profile, 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).

### Demo Site

A Demo Site was created when your ACCUPLACER account was established. This site is for faculty to use when reviewing tests. Twenty-five test units are available on the Demo Site, and the Institution Administrator can transfer more units to the site as needed. Test data from this site are kept separate from actual student data. You can't change the name of the Demo Site. **Do not use this site to test students.**

To access the Demo Site, the Institution Administrator will need to create a Proctor Username for faculty members to use. Direct faculty members to log in to the ACCUPLACER Testing Site (accuplacer.org) and click on the **Administer Test** menu then **Administer New Test Session**. Branching Profiles that administer a single test are available from the Branching Profile drop-down menu. Faculty should select the Branching Profile for the test they want to review.

## System Configuration

**System Configuration** enables you to establish various settings for your institution or site. System configurations set by the Institution Administrator filter down to all sites; the Site Manager can change some of these settings. When logged in as an Institution Administrator, the following screen will display when you click **System Configuration** under the **Users** menu.

### Test Unit Configuration

The screenshot shows the 'System Configuration' window with the 'Test Unit Configuration' tab selected. It includes a 'Test Unit Allocation Setting' dropdown menu currently set to 'Auto Allocation'. Below this is a text box for email addresses with a note: 'To enter multiple email addresses, separate each email with a semi-colon.' There is a checked checkbox for 'Activate Low Test Unit Threshold'. Below the checkbox are two input fields: 'Low Test Unit Threshold Value' with the number '100' and 'Email Address' with the text 'gsparks@samplecollege.edu'. 'Cancel' and 'Save' buttons are in the top right corner.

#### Test Unit Allocation Setting

- **Manual Allocation** The Institution Administrator must manually transfer the test units to the Testing Sites. If the site's test unit balance goes below zero, students won't 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.
- **Activate Low Test Units Threshold** This activates or inactivates the Low Test Unit Threshold Notification Alert email that provides a low balance warning to the email address that is configured on this screen.

### Settings and Configuration

The screenshot shows the 'Settings and Configuration' window. It contains two dropdown menus: 'Date Format' set to 'YYYY-MM-DD' and 'Time Zone' set to '(GMT-05:00) Eastern Time =(US & Canada)'. 'Cancel' and 'Save' buttons are in the top right corner.

#### Date Format

From the drop-down menu, select the date format to be used at the site.

#### 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 configured here.

## Student ID

Student ID

Changes to the Student ID format that do not correspond to the format of existing Student IDs will disable access for those students when they attempt to conduct future test sessions.

Format

Alpha Numeric

Min Size

5

Max Size

20

To configure a required format for Student IDs use the codes below. For example, if the ID configuration required is five characters (as defined in "Min/Max" settings above) and all numeric, then the configuration code should be NNNNN. Students entering an ID that does not conform to the required format will receive an error message.

L - Letters, A - Alpha Numeric, S - Special Character, N - Numeric,

Custom Character Configuration (optional)

IDs provided by the student during the test are validated against this format. Students who enter an ID number that does not match the specified format will receive an error message. The available drop-down menu values are as follows:

### Format

- Alpha numeric (default value—no special characters)
- Letters only
- No constraints
- Numeric only
- Allow special characters as part of alphanumeric setting

### Student ID Size (minimum)

Student ID size determines the minimum length of the student's ID number. The range is from 5 to 20. The default value is 5.

### Student ID Size (maximum)

Student ID size determines the maximum length of the student's ID number. The range is from 5 to 20. The default value is 20.

### Custom Character Configuration (optional)

Defines the format of a student ID by specifying what type of character is required to be in each field of the student ID.

L—Alphabets

A—Alphanumeric

S—Special character

N—Numeric

## Essay Pending Notification

Essay Pending Notification

☒ On

When the Essay Pending Notification is set to On, an email will be sent to the specified email address, notifying them that an essay has been scored as pending. An email will also be sent when scores have been received for a pending essay. To send an email to multiple recipients, separate each email address with a semi-colon.

Email Address

### Essay Pending Notification (Site Manager Only)

If turned on, an email message will be sent to the email address shown in the Email Address box when an essay has received a score of Pending. Multiple users can be notified by adding multiple email addresses separated by a semicolon.

An email will also be sent notifying those individuals when the essay score is returned.

## Transfer Test Units

Institution Administrators can transfer test units from the Institution account to a site account or from site to site. Click **Testing Units** under the **Users** menu.

Testing Units

Reset Transfer

\* Transfer Test Units From

CB EA Site 1 (72)

Current Units Available

72 Units

\* Transfer Test Units To

Sample College (0)

Current Units Available

0 Units

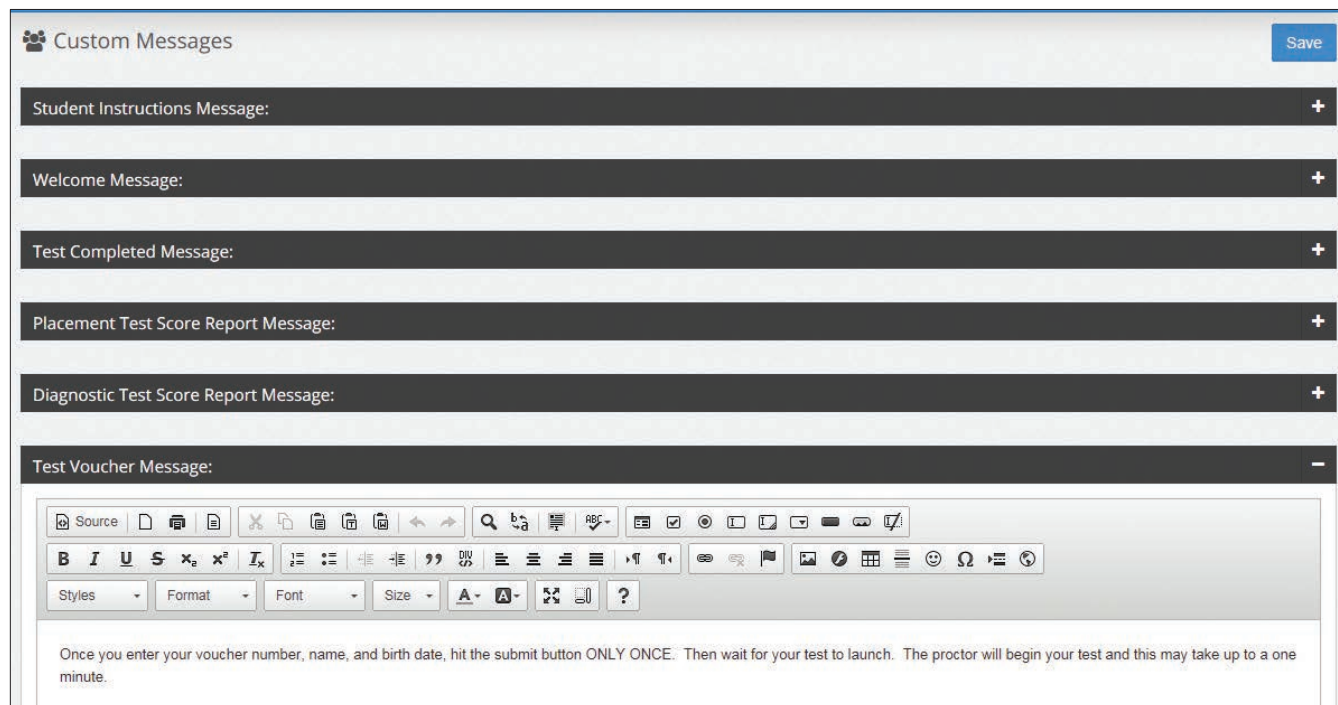
\* # of Units To Transfer

From the drop-down menus, select the institution/site from which you want to transfer units and the institution/site to which you want to transfer units. In the **# of Units To Transfer** box, enter the number of units to be transferred. Click **Transfer**. The numbers in parenthesis show the number of available units at the institution or the site.



## Custom Messages

A custom message is something you can use to share information that is specific to your site or institution. Only a Site Manager can create a custom message. Six types of custom messages can be created at the site level. For these messages to appear, "Custom Message" must be set to "Yes" in Score Report Settings. All custom messages are limited to 4,000 characters.



The screenshot displays the 'Custom Messages' management interface. At the top, there's a 'Save' button. Below it, a list of message types is shown, each with a plus or minus icon to expand or collapse the message content. The 'Test Voucher Message' is expanded, revealing a rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, image, table, and other formatting options. Below the toolbar, the message text is displayed: 'Once you enter your voucher number, name, and birth date, hit the submit button ONLY ONCE. Then wait for your test to launch. The proctor will begin your test and this may take up to a one minute.'

Use the link below for descriptions of each of the icons available in the editor used to maintain these screens. [http://docs.cksource.com/CKEditor\\_3.x/Users\\_Guide/Quick\\_Reference](http://docs.cksource.com/CKEditor_3.x/Users_Guide/Quick_Reference)

### Student Instructions Message

The 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 (\*)."

You can edit or delete this message and/or add your own message. Click **Restore to Default** to restore the default message. Click **Preview** to see how your message will display during testing. Click **Save** to save any changes you have made.

### Welcome Message

The message displays at the beginning of testing where you can give students more information about the purpose of the testing, etc.

The default 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 is 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.

You can edit or delete this message and/or add your own message. Click **Restore to Default** to restore the default message. Click **Preview** to see how your message will display during testing. Click **Save** to save any changes you have made.

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

**Placement Test Score Report Message** displays on the Individual Score Report generated at the end of a test session.

**Diagnostic Score Report Message** displays on the Individual Score Report generated at the end of a test session.

**Test Voucher Message** prints on the Student Voucher.

As a Site Manager, to create a custom message, click on **Custom Messages** under the **Users** menu. Click on the plus sign next to the message you want to create, and the message area will open. Type your messages in each of the boxes and click **Save**. Click **Preview** to see your Custom Message.

[illegible]

# Vouchers

## Starting a Test with a Voucher

If you are proctoring a student who is taking a test with a voucher, click on the **Use Voucher** button.

The screenshot shows the ACCUPLACER Platform homepage. At the top, there is a blue header with the CollegeBoard ACCUPLACER logo. Below the header, the main content area has a dark background with the text 'Welcome to the ACCUPLACER® Platform'. To the right of this text is an 'Admin Login' form with fields for 'Username' and 'Password', and a 'Login' button. Below the welcome text, there are three main sections: 'Start Test with Voucher', 'Fast Track', and 'Students'. The 'Start Test with Voucher' section is highlighted with a red box and contains the text 'If you are proctoring a student who is taking a test with a voucher, please click the button below to begin.' and a 'Use Voucher' button. The 'Fast Track' section contains the text 'Expedite the student pre-testing process via the Fast Track login.' and a 'Fast Track Login' button. The 'Students' section contains the text 'Have questions about ACCUPLACER? Learn about the tests and access free practice resources.' and an 'Information for Students' button. At the bottom of the page, there are two sections: 'Request an Account - For Institutions ONLY' with a 'New Institution Registration' button, and 'Verify System Requirements' with a 'Verify System' button. The footer contains version information and contact details.

Enter the Voucher Number from the student's email, the student's last name, and their date of birth.


The screenshot shows the 'Administer Test - Voucher Screen'. At the top, there is a black header with the text 'Administer Test - Voucher Screen'. Below the header, there is an 'Instructions' section with the text: 'A test voucher is required to launch ACCUPLACER tests from this page. If you have been provided with a test voucher please enter the information exactly as it appears on the voucher. You will also be required to enter your birth date to validate your identity. If you are unable to proceed, please contact your test administrator to verify the voucher information. \* Indicates required fields.' Below the instructions is a form with three required fields: '\* Voucher Number', '\* Last Name', and '\* Date of Birth'. The 'Date of Birth' field has a calendar icon. At the bottom right of the form is a 'Submit' button.

The Proctor must click **Next**.

**Student Instructions** ✕

Your test session has been submitted for approval; please WAIT for further direction from your test administrator.


Do not attempt to proceed without direction from your test administrator or your session may be terminated.



**PROCTOR USER ONLY:** If approval at the individual computer is required, please press Next to proceed.

Next

Enter the required information (noted by \*) and click submit. The student's test will display on the next screen.



**Proctor Authentication Screen**

**Instructions**

A test administrator is required to confirm the identity of the person conducting the test and authorize this test session. An ACCUPLACER Proctor must enter its valid user credentials to authenticate this test session and proceed to the test administration.

\* Indicates required fields

**Your test session request has been successfully submitted and is pending administrative approval. If you are awaiting remote authorization, please stand by as the process may take up to one minute.**

\* Username

\* Password

Back

Submit

## Student Pre-Registration

The ACCUPLACER Platform supports the preregistration 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, and it eliminates errors caused by “typos” or transposed characters when students self-register and it saves time on test day. You can also include user-defined fields (e.g., GPA) in the preregistration file. Simply add a column with the name of the user defined field and populate the values accordingly. To use it, the user-defined field must be defined in the application. The column header in the preregistration file must be an exact match to how the field is defined in the application. Students can supplement required fields as part of their profile information when they log in to take the test. This feature is only available to Site Managers and Proctors.

The ACCUPLACER Platform also supports the preregistration of students via an API. See the [Student Pre-Registration API Developer Guide](#) for more information.

Click on **Student Pre-Registration** under the **Vouchers** menu and the screen below will display.

Student Pre-registration

• Click on the "Drop file here to Upload" and choose a file to batch import Student Profiles.

• The file format MUST match the **Student Pre-Registration Template** and will only accept the following file formats: ".xls ", ".xlsx ", and ".csv ".

• Please refer to the **Student Pre-Registration Guidelines** for detailed information.

Import Student Profiles

Does your file include a header row?

Yes

Drop file here to upload  
(or Click)

Cancel

Import

Student Profile Information Imports

Click **Student Pre-Registration Template** to download an Excel template you will use to import your Student Profile Information.

	A	B	C	D	E	F	G	H	I	J
1	Student Id	First Name	Middle Name	Last Name	Date of Birth(MM/DD/YYYY)	Address 1	Address 2	City	Country	State/Province
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										

Fields include:

Student ID	First Name	Middle Name
Last Name	State/Province	Email Address
Date of Birth	Zip/Postal Code	Gender
Address 1	Home Phone Number	Self-Description
Address 2	Mobile Phone Number	
City	Country	Branching Profile

Enter student data on the template. You can include up to 2000 records in the spreadsheet. Refer to the Student Preregistration Guidelines link for information concerning codes that should be used in you import file. Student ID, First Name, Last Name, and Date of Birth are required fields and are highlighted in orange. Drop-down menus are provided for Gender and Self-Description.

This spreadsheet contains all of 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 these fields, except for Student ID, Last Name, and Date of Birth.

ACCUPLACER User's Guide

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If choosing to populate the Branching Profile column, the Branching Profile must be the same for all students listed on the upload file. The platform won't let you upload a file that contains multiple Branching Profiles. A combination of blank and a single Branching Profile within a preregistration file is permitted. A file where none of the students are associated with a Branching Profile is also permitted.

Once the Excel worksheet has been completed and carefully reviewed, save it as an xls, xlsx, or csv file. Click on the **"Click here to upload"** and select your file. Click **Import**.

Student Pre-Registration

- Click on the "Click here to upload " and choose a file to batch import Student Profiles.
- The file format MUST match the Student Pre-Registration Template and will only accept the following file formats: ".xls ", ".xlsx ", and ".csv ".
- Please refer to the Student Pre-Registration Guidelines for detailed information.

Import Student Profiles

Does your file include a header row?
☒ Yes

Click here to upload

Mass\_Upload\_Students.xls (0.00 MB)

Remove

Cancel

Import

The name of the imported file is now included on the list of **Student Profile Information Imports**.

Drop file here to upload  
(or Click)

Cancel

Import

Student Profile Information Imports							
Sort By Pre-Registered Imported Date							
Pre-Registered Imported Date	Pre-Registered File Name	No Of Students	Imported	Failed To Import	Status	Action	
Nov 2, 2018 10:52:51 AM	Mass_Upload_Template_Bash.xls	248	1	0	Imported		
Oct 18, 2018 1:14:37 PM	Mass_Upload_Template_Bash.xls	248	1	0	Imported		
Sep 13, 2018 9:23:21 AM	PGCPS Upload.xls	1	1	0	Imported		
Sep 13, 2018 6:01:47 AM	PGCPS Upload.xls	1	1	0	Imported		
Sep 12, 2018 9:54:47 AM	SchmitzVoucher.xls	1	1	0	Imported		
Sep 12, 2018 8:51:57 AM	Montognese2.xls	2	2	0	Imported		
Sep 12, 2018 8:47:26 AM	Montognese.xls	3	1	2	Partially Imported		
Sep 11, 2018 4:38:59 PM	Mass_Upload_Template.xls	248	4	0	Imported		
Sep 4, 2018 4:48:55 PM	Sept4TemplateSLS.xls	1	1	0	Imported		
Sep 4, 2018 4:48:12 PM	Sept4TemplateSLS.xls	1	0	0	Not Imported		

1 to 10 of 46 Records

First
Prev
1
2
3
4
5
Next
Last



The No of Students column will tell you how many records were in the file. The Imported column displays the count of students that were successfully imported with an option to download. The Failed To Import column will display the number of records that were unable to be imported. Should an import fail on certain records, you can download the failed records only and correct them. The last column of the file details the error that was encountered. You can then either combine the corrected records back into the original file and upload or upload them as a separate file. The Status column will display either Import In Progress, Imported (all records imported successfully), Partially Imported (some records failed import), or Failed to Import (all record failed import). The Action column will allow you to delete the file from the list. If a file is deleted from the student preregistration page, it will also be deleted from the Voucher generation page and will not be displayed to the user.

## Generate Vouchers

Once you have successfully imported your students, you can generate a voucher that they will take to the test site. Click on **Generate Voucher** under the **Vouchers** menu and the screen shown below will display.

Initially, the Student List grid will be empty with no records to display. There are multiple components that contribute to the voucher creation process; (1) Preregistration files that contain student information as discussed in the previous section; (2) Branching Profiles; (3) Voucher Expiration; (4) Voucher Type; and (5) Remote site, should a remote or virtual voucher type be selected.

The Load Pre-Registered Students Records drop-down lists all the active files in the Student Pre-registration listing screen. If you begin typing the pre-registered file name, the list will pre-populate for that selection. If you need to create a voucher for a single student, you can add them "on the fly" by using the Create Single Student Record button.

Only the student pre-registration files uploaded post the deployment of this feature, will be displayed in the "Load Pre-Registered Students Records" drop-down. This is to ensure that no files with multiple Branching Profile names are available for selection.

The files that are removed/deleted on the Student Preregistration screen, will no longer be available for selection in the “Load Pre-Registered Students Records” drop-down.

The screenshot shows the 'Generate Voucher' interface. The 'Load Pre-Registered Student Records' dropdown is open, displaying a list of files including 'UDF - 2 - Col3.xls', 'UDF - 2 - Copy.xls', 'UDF - 2.xls', 'UDF - 1 - error.xls', 'demo 1 - 500plus - Copy.xls', and 'demo 1 - 500plus - Copy.xls'. The 'Select Voucher Expiration' dropdown is set to '90 Days'. At the bottom, there are buttons for 'Reset' and 'Generate Voucher'. Below the main form is a 'Students List' section with a toolbar containing '+ Create Single Student Record', 'Q Find Students', 'Export Options', 'Print', and 'Print All'. The text 'No records to display' is shown below the list.

Selecting a file will add all the students in the preregistered file to display in the Students List grid.

The screenshot shows the 'Generate Voucher' interface with the 'Students List' grid populated. The 'Load Pre-Registered Student Records' dropdown is set to 'demo - all success - Copy.xls | 06-Sep-2018, 10:59:24 AM'. The 'Select Branching Profile' dropdown is set to 'SEP - NG Reading', and the 'Select Voucher Type' dropdown is set to 'Standard/Print Voucher'. The 'Select Voucher Expiration' dropdown is set to '90 Days'. The 'Students List' grid shows three students:

Student ID	First Name	Last Name	Date of Birth	Email Address	Voucher Number	Expires On
J11stud001	Sue	Jones	01-Jan-2000	shawn.pierce@pearson.com		05-Dec-2018
J11Stud002	John	Smith	01-Jan-2000	shawn.pierce@pearson.com		05-Dec-2018
J11Stud003	Ben	Brown	01-Jan-2000	shawn.pierce@pearson.com		05-Dec-2018

The grid shows '1 to 3 of 3 Records'. The toolbar at the bottom includes '+ Create Single Student Record', 'Q Find Students', 'Export Options', 'Print', and 'Print All'. The 'Sort By' dropdown is set to 'Student ID'.

To remove a student from the list, select the checkbox next to that student and click the **Remove Students** button.

This close-up screenshot shows the toolbar at the bottom of the 'Students List' grid. The 'Remove Students' button, which features a trash can icon, is highlighted with a red rectangle. Other buttons in the toolbar include '+ Create Single Student Record', 'Q Find Students', 'Export Options', 'Print', and 'Print All'.

If you click the **Find Students** button, the screen shown below will display. You can now search for another student that is already in the system to manually add them to the voucher generation process.

Find Students

Institution Name

\*Pearson - IT - New\_7th spt

Site Name

\*Pearson Pearson IT - Shawn

Student Created Date From

MM/DD/YYYY

Student Created Date To

MM/DD/YYYY

Student ID

First Name

Last Name

Reset

Search

Student Search Results

No records to display.

Close

Add

From the **Select Branching Profile** drop-down menu, select a Branching Profile to apply to all students if necessary. For preregistered students, the Branching Profile column will be populated with the Branching Profile if one was specified in the preregistration file. For a file where none of the students are mapped to a Branching Profile, the Branching Profile column will be blank for each student.

Selecting a Branching Profile from the drop-down will directly assign the selected Branching Profile to all students in the grid. Every student in the grid must be mapped to a single Branching Profile. NOTE: If a file contains records with both a Branching Profile and records with no Branching Profile listed, the Branching Profile listed will be applied to **all** records.

Generate Voucher

Generate Voucher

Load Pre-Registered Student Records

demo - all success - Copy.xls | 06-Sep-2018, 10:59:24 AM

Select Branching Profile

SEP - NG Reading

\*\*\* FocusOut\_Yes

\*\*\* Next-Generation Advanced Algebra and Functions

\*\*\* Next-Generation Arithmetic

\*\*\* Next-Generation Quantitative Reasoning, Algebra, and Statistics

\*\*\* Next-Generation Reading

\*\*\* Next-Generation Writing

\*\*\* Quantify

\*\*\* Study Strategically

Select Voucher Expiration

90 Days

Reset

Generate Voucher

Create Single Student Record

Find Students

Export Options

Print

Print All

Sort By

Student ID

10

	Student ID	First Name	Last Name	Date of Birth	Email Address	Voucher Number	Expires On
<input type="checkbox"/>	J11stud001	Sue	Jones	01-Jan-2000	shawn.pierce@pearson.com		05-Dec-2018
<input type="checkbox"/>	J11stud002	John	Smith	01-Jan-2000	shawn.pierce@pearson.com		05-Dec-2018
<input type="checkbox"/>	J11stud003	Ben	Brown	01-Jan-2000	shawn.pierce@pearson.com		05-Dec-2018

1 to 3 of 3 Records

First

Prev

1

Next

Last

From the **Select Voucher Expiration** drop-down menu, select the number of days you want the voucher to be valid.

**Generate Voucher**

Generate Voucher

Load Pre-Registered Student Records  
demo - all success - Copy.xls | 06-Sep-2018, 10:59:24 AM

Select Branching Profile  
\*\*\* Next-Generation Arithmetic

Select Voucher Type  
Standard/Print Voucher

Select Voucher Expiration  
90 Days  
90 Days  
7 Days  
14 Days  
30 Days  
60 Days

Reset Generate Voucher

**Students List** + Create Single Student Record Q Find Students Export Options Print Print All

Sort By Student ID 10

Student ID	First Name	Last Name	Date of Birth	Email Address	Voucher Number	Expires On
J11stud001	Sue	Jones	01-Jan-2000	shawn.pierce@pearson.com		05-Dec-2018
J11stud002	John	Smith	01-Jan-2000	shawn.pierce@pearson.com		05-Dec-2018
J11stud003	Ben	Brown	01-Jan-2000	shawn.pierce@pearson.com		05-Dec-2018

1 to 3 of 3 Records First Prev 1 Next Last

With the selection of any value from the drop-down, the Expires On column date refreshes based on the selected period.

From the **Select Voucher Type** drop-down menu, select the type of voucher you wish to create (Standard/Print Voucher or Remote Network or Virtual Voucher).

**Generate Voucher**

Generate Voucher

Load Pre-Registered Student Records  
demo - all success - Copy.xls | 06-Sep-2018, 10:59:24 AM

Select Branching Profile  
\*\*\* Next-Generation Arithmetic

Select Voucher Type  
Standard/Print Voucher  
Standard/Print Voucher  
Remote Network or Virtual Voucher

Select Voucher Expiration  
90 Days

Reset Generate Voucher

**Students List** + Create Single Student Record Q Find Students Export Options Print Print All

Sort By Student ID 10

Student ID	First Name	Last Name	Date of Birth	Email Address	Voucher Number	Expires On
J11stud001	Sue	Jones	01-Jan-2000	shawn.pierce@pearson.com		05-Dec-2018
J11stud002	John	Smith	01-Jan-2000	shawn.pierce@pearson.com		05-Dec-2018
J11stud003	Ben	Brown	01-Jan-2000	shawn.pierce@pearson.com		05-Dec-2018

1 to 3 of 3 Records First Prev 1 Next Last

Selecting the “Remote Network or Virtual Voucher” option will cause the Selected Remote Site textbox to be visible, so you can search for the desired remote test center.

**Generate Voucher**

Load Pre-Registered Student Records  
demo - all success - Copy.xls | 06-Sep-2018, 10:59:24 AM

Select Branching Profile  
\*\*\* Next-Generation Arithmetic

Select Voucher Type  
Remote Network or Virtual Voucher

Select Voucher Expiration  
90 Days

Selected Remote Site  
-Select One-

Reset Generate Voucher

**Students List** + Create Single Student Record Q Find Students Export Options Print Print All

Sort By Student ID 10

Student ID	First Name	Last Name	Date of Birth	Email Address	Voucher Number	Expires On
J11stud001	Sue	Jones	01-Jan-2000	shawn.pierce@pearson.com		05-Dec-2018
J11Stud002	John	Smith	01-Jan-2000	shawn.pierce@pearson.com		05-Dec-2018
J11Stud003	Ben	Brown	01-Jan-2000	shawn.pierce@pearson.com		05-Dec-2018

1 to 3 of 3 Records First Prev 1 Next Last

Clicking on the Search icon (magnifying glass) will bring up the Remote Network/Virtual Voucher Site Search pop-up window, allowing you to choose a Remote Network Site/Virtual Site for remote voucher creation.

**Remote/Virtual Site Search**

Q Find Remote Testing Center

Country -Select One- State -Select One- City

ZIP/Postal Code Radius (Miles) 25

☐ Virtual Site Search Only

Reset Search

**Available Testing Sites**

No records to display.

Select

From the drop-down menus, select the Country, State/Province, City, and Zip Code where the student wants to test. When United States is selected from the Country drop-down menu, only U.S. states will display in the **State** drop-down. When Canada is selected, only Canadian Provinces will display. When another country is selected, the **State** field will be inactive. From the Zip Code, you can select a mile range from a **Radius (Miles)** drop-down menu. The results will return a list of sites that are within the mile range specified—the user may select to sort the list by distance.

Click **Search**, and all registered Remote Testing Centers that meet the filter criteria will display in **Available Testing Sites** area. Click the **View** icon under the Action column to see details of the Remote Testing Site.

Remote/Virtual Site Search

Find Remote Testing Center

Country

United States

State

Texas

City

Austin

ZIP/Postal Code

Radius (Miles)

25

☐ Virtual Site Search Only

Reset

Search

Available Testing Sites

Sort By

Institution Name

10

Select One	Institution Name	Site Name	City	Action
<input type="radio"/>	Austin Community College	11. South Austin Campus-ACC	Austin	
<input type="radio"/>	Austin Community College	03. Eastview Campus-ACC	Austin	
<input type="radio"/>	Austin Community College	10. Highland Campus - ACC	Austin	
<input type="radio"/>	Austin Community College	08. Riverside Campus-ACC	Austin	
<input type="radio"/>	Austin Community College	05. Northridge Campus-ACC	Austin	

Select

Remote Test Site Information

ACCUPLACER Test Site Information

Remote Site Name

05.Northridge Campus-A

Address 1

11928 Stonehollow Drive

Address 2

Country

United States

State

Texas

Other

City

Austin

Region

Southwestern Region

Zip/Postal Code

78758

Primary Contact Information

First Name

Talisia

Last Name

McHugh

Email

ACCUPLACER-Dev@Pearson.com

Custom Email Greeting

Please call Assessment Center for appointment.

Additional Test Information

Test Center Hours

Time Zone

Close



To attach the voucher to the desired site, pick the site you want via the radio button on the left-hand side of the screen and then click **Select** to continue.

Available Testing Sites

Sort By Site Name 10

-Select One-	Institution Name	Site Name	City	Action
<input type="radio"/>	Austin Community College	03.Eastview Campus-ACC	Austin	
<input checked="" type="radio"/>	Austin Community College	05.Northridge Campus-ACC	Austin	
<input type="radio"/>	Austin Community College	08.Riverside Campus-ACC	Austin	
<input type="radio"/>	Austin Community College	10.Highland Campus - ACC	Austin	
<input type="radio"/>	Austin Community College	11. South Austin Campus-ACC	Austin	

1 to 5 of 5 Records

First Prev 1 Next Last

Select

Once all the desired selections are made, click on the **Generate Voucher** button to create the vouchers. The student information assigned Branching Profile (when the row is expanded),and the voucher number will display.

Generate Voucher

Voucher(s) generated successfully

Generate Voucher

Load Pre-Registered Student Records

demo - partial - additions.xls | 06-Sep-2018, 10:32:52 AM

Select Branching Profile

\*\*\* Next-Generation Reading

Select Voucher Type

Remote Network or Virtual Voucher

Select Voucher Expiration

90 Days

Selected Remote Site

Carl Sandburg College

Reset

Generate Voucher

Students List

Create Single Student Record

Find Students

Export Options

Print

Print All

Sort By Student ID 10

	Student ID	First Name	Last Name	Date of Birth	Email Address	Voucher Number	Expires On	Action
<input type="checkbox"/>	T11stud1	Stud1	Last	01-Jan-2000	shawn.pierce@pearson.com	LF7B65PR	05-Dec-2018	
<input type="checkbox"/>	T11stud10	Stud10	Last	01-Jan-2000	shawn.pierce@pearson.com	6443TS53	05-Dec-2018	
<input type="checkbox"/>	T11stud12	Stud12	Last	01-Jan-2000	shawn.pierce@pearson.com	NTS3PJ54	05-Dec-2018	
<input type="checkbox"/>	T11stud13	Stud13	Last	01-Jan-2000	shawn.pierce@pearson.com	G557LMTV	05-Dec-2018	
<input type="checkbox"/>	T11stud14	Stud14	Last	01-Jan-2000	shawn.pierce@pearson.com	T8R4B22K	05-Dec-2018	
<input type="checkbox"/>	T11stud15	Stud15	Last	01-Jan-2000	shawn.pierce@pearson.com	YSD8F62M	05-Dec-2018	

If you click on the **Export Options** button, you can export the list of students in one of the format options available from the drop-down menu: Delimited Text, CSV, Excel, or XML.  
See example below:

	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	987654321a	Kurt	Weller	01/01/2000	*** WritePlacer ESL	PB2V2XK7	09/30/2018	07/01/2018	Mass_Upload_Stude
3	987654321b	Jane	Doe	01/01/2000	*** WritePlacer ESL	3M683UTY	09/30/2018	07/01/2018	Mass_Upload_Stude
4	987654321c	Tasha	Zapata	01/01/2000	*** WritePlacer ESL	23E386LP	09/30/2018	07/01/2018	Mass_Upload_Stude
5	987654321d	Nas	Kamal	01/01/2000	*** WritePlacer ESL	X25W767Y	09/30/2018	07/01/2018	Mass_Upload_Stude

If you click the **Print** button, vouchers for the students who are checked will print. If you click the **Print All** button, vouchers for all of the students will print.

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

### 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

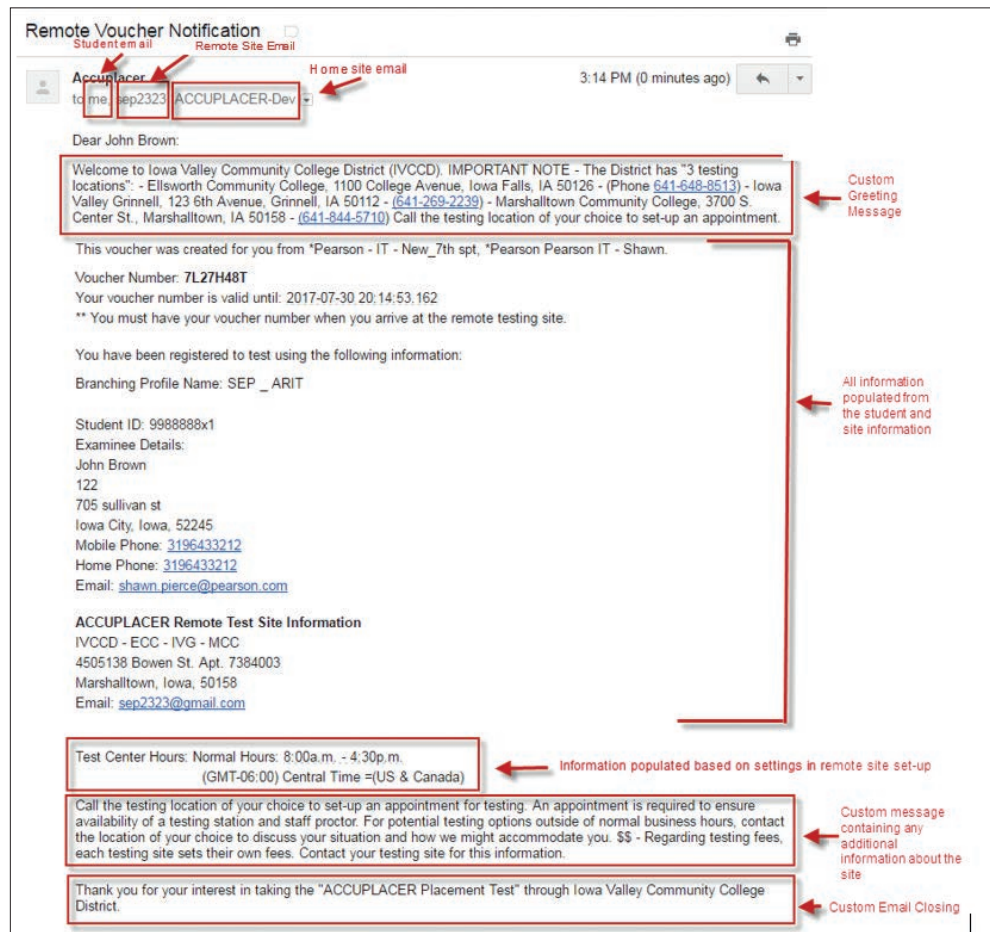
Learn more about the ACCUPLACER tests, see sample questions, and review tips to help you do your best on the tests at  
[www.collegeboard.com/student/testing/accuplacer/](http://www.collegeboard.com/student/testing/accuplacer/) .

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

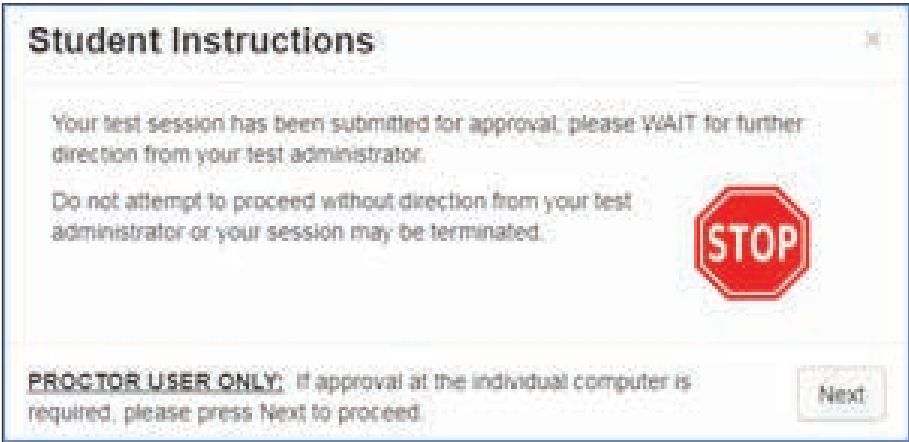
Message from the Institution

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Upon remote voucher creation, a confirmation email like the one below will be sent to the student's email account.



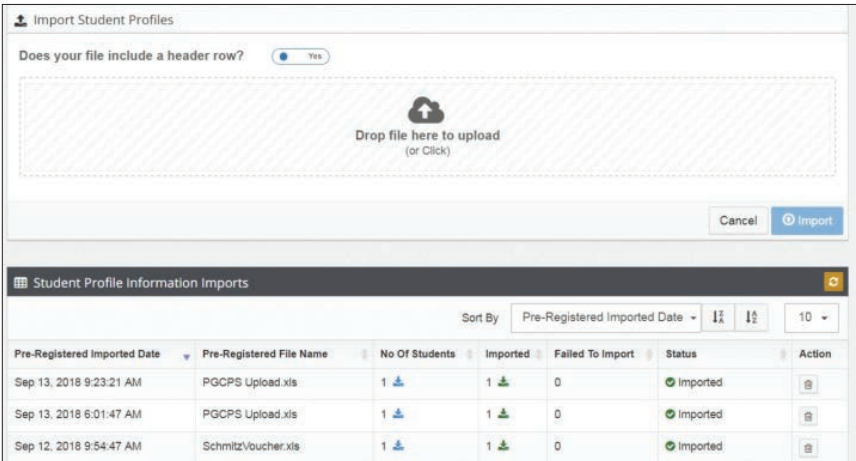
When administering a test using the voucher, additional messaging has been added so the test taker doesn't try to continue without proctor support.



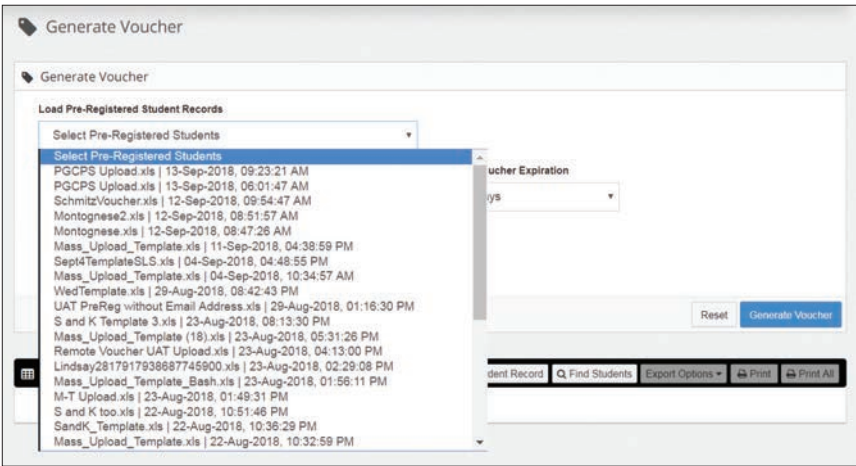
When a student tests at a remote Testing Site using a voucher and completes the assigned Branching Profile, an email will be sent to the person who originally created the voucher. The email will notify them that the voucher they created has been used and that test results are available for the completed test(s).

Synching Voucher Lists

If a user deletes a voucher from the Student preregistration screen (image below),

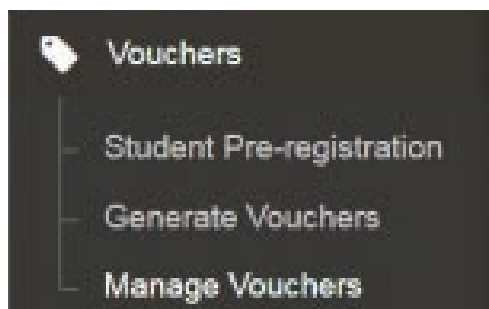


to keep the lists in sync, it will also be deleted from the Generate Voucher screen.

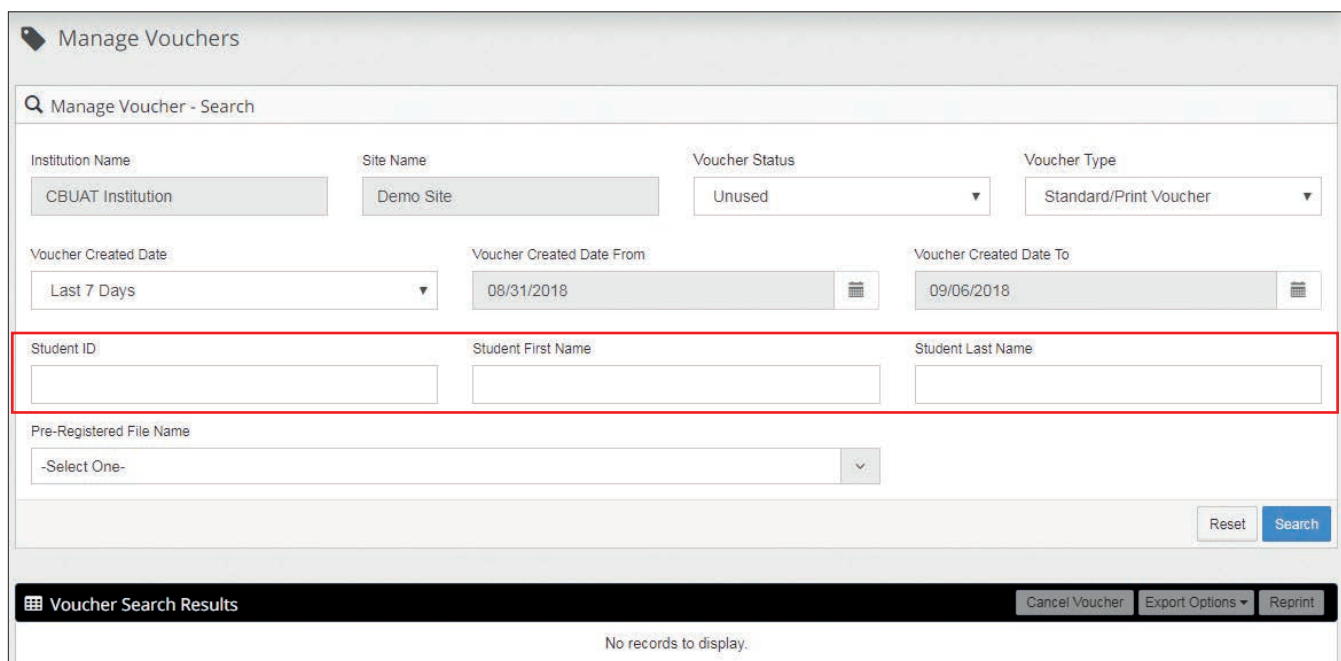


## Managing Vouchers

To find vouchers, reprint vouchers, or resend voucher emails, select **Manage Vouchers** from the Vouchers menu.



The landing page of the Manage Vouchers screen will be displayed. The student search fields will fetch those vouchers that match the Student ID and/or First Name, and/or Last Name as specified in the search criteria:

A screenshot of the 'Manage Vouchers' web application interface. The page has a light gray header with a 'Manage Vouchers' title and a tag icon. Below the header is a search bar labeled 'Manage Voucher - Search'. The search criteria section includes: 'Institution Name' (text input with 'CBUAT Institution'), 'Site Name' (text input with 'Demo Site'), 'Voucher Status' (dropdown menu with 'Unused'), and 'Voucher Type' (dropdown menu with 'Standard/Print Voucher'). Below these are date pickers for 'Voucher Created Date' (dropdown with 'Last 7 Days'), 'Voucher Created Date From' (calendar icon with '08/31/2018'), and 'Voucher Created Date To' (calendar icon with '09/06/2018'). A red rectangular box highlights the student search fields: 'Student ID', 'Student First Name', and 'Student Last Name', each with a text input. Below these is a 'Pre-Registered File Name' dropdown menu with '-Select One-'. At the bottom right of the search criteria are 'Reset' and 'Search' buttons. The results section has a black header with 'Voucher Search Results' and icons for 'Cancel Voucher', 'Export Options', and 'Reprint'. The main content area shows 'No records to display.'

Selecting a File Name as search criteria from the Pre-registered File Name drop-down will fetch all the voucher data matching the students in the selected file.

The screenshot shows the 'Manage Vouchers' search interface. The 'Pre-Registered File Name' dropdown is highlighted with a red box and shows '-Select One-'. Other search criteria include Institution Name (CBUAT Institution), Site Name (Demo Site), Voucher Status (Unused), Voucher Type (Standard/Print Voucher), Voucher Created Date (Last 7 Days), Voucher Created Date From (08/31/2018), and Voucher Created Date To (09/06/2018). The search results section at the bottom indicates 'No records to display'.

The Voucher Status drop-down will have the following options: Unused, Used, and Cancelled. Selecting Used will fetch only those vouchers that have been used by students. Selecting Unused will fetch only those vouchers that are yet to be used by the respective students. Selecting Cancelled will fetch only the vouchers that have been cancelled.

The screenshot shows the 'Manage Vouchers' search interface with the 'Voucher Status' dropdown highlighted by a red box. The dropdown menu is open, showing the options: Unused, Used, and Cancelled. Other search criteria are the same as in the previous screenshot.

The Voucher Type drop-down will have the following options: "Standard/Print Voucher," "Remote Network or Virtual Voucher," and "Remote Vouchers scheduled for my Site." Selecting the "Standard/Print Voucher" option will search only the standard vouchers created at this site.



Selecting the “Remote Network or Virtual Voucher” option will fetch the list of all remote online vouchers created by the site. Selecting the “Remote Vouchers Scheduled for My Site” option will fetch only those remote vouchers that have been created by other sites for the currently selected site.

The screenshot shows the 'Manage Vouchers' interface. At the top is a search bar labeled 'Manage Voucher - Search'. Below it are several input fields: 'Institution Name' (containing 'CBUAT Institution'), 'Site Name' (containing 'Demo Site'), and 'Voucher Status' (a dropdown menu showing 'Unused'). To the right of these is the 'Voucher Type' dropdown menu, which is open and highlighted with a red rectangle. The menu options are 'Standard/Print Voucher', 'Standard/Print Voucher' (highlighted in blue), 'Remote Network or Virtual Voucher', and 'Remote Vouchers scheduled for my Site'. Below the 'Voucher Type' menu are fields for 'Voucher Created Date' (a dropdown showing 'Last 7 Days'), 'Voucher Created Date From' (a date field showing '08/31/2018'), and 'Voucher Created To' (a date field showing '09/06/2018'). At the bottom are fields for 'Student ID', 'Student First Name', 'Student Last Name', and 'Pre-Registered File Name' (a dropdown showing '-Select One-'). A 'Reset' button and a 'Search' button are located at the bottom right of the form.



## Reprint Vouchers

Within the Manage Vouchers menu, you can also find and then reprint vouchers. You can search for a student's voucher by entering the Student's ID Number, First Name, or Last Name and clicking **Search**. All students who meet the search criteria will appear in the **Voucher Search Results** area. Once the voucher(s) is displayed in the **Voucher Search Results** area, select the voucher(s) you want to reprint by clicking the appropriate checkbox(es) and hitting the **Reprint** button in the **Voucher Search Results** bar.

The screenshot shows the 'Manage Voucher - Search' interface. The search filters section is highlighted with a red box, showing fields for Institution Name, Site Name, Voucher Status, Voucher Type, Voucher Created Date, and Voucher Created Date From/To. Below this, the Voucher Search Results section is shown, with a red box highlighting the Reprint button in the top right corner of the results area.

You can also search for vouchers to reprint using the Pre-Registration File. From the **Pre-Registered File Name** drop-down menu, select the name of the file that contains the student's pre-registration information and click **Search**. All students in that file will appear in the **Voucher Search Results** area. Check the student whose voucher you want to reprint and click **Reprint**. Multiple students can be checked. NOTE: Only vouchers that are unused and have not expired can be printed.

## Resend Remote Voucher Emails

Within the Manage Vouchers menu, you can also search for remote vouchers and resend the email. You can search for a student's remote voucher by entering the Student's ID Number, First Name, or Last Name and selecting **Remote Network or Virtual Voucher** option from the **Voucher Type** drop-down and clicking **Search**. All students who meet the search criteria will appear in the **Voucher Search Results** area.

Once the voucher(s) is displayed in the **Voucher Search Results** area, select the voucher you want to resend by clicking the appropriate checkbox and then clicking on the envelope icon underneath the Action column. You may only resend one voucher at a time.

Voucher Search Results

Cancel Voucher

Export Options

Reprint

Sort By

Student ID

10

<input type="checkbox"/>	Student ID	First Name	Last Name	Date of Birth	Email Address	Branching Profile	Voucher No	Remote Site Name	Expiry Date	Action
<input checked="" type="checkbox"/>	11051988	Jane	Brown	05-Nov-1988		01 TSI Math Only 2017 - NEW	535D6GQ3	Aims Community College - Greeley Campus	03-Dec-2018	
<input type="checkbox"/>	1234567890	Deborah	Anderson	01-Jan-1999		01 TSI Math Only 2017 - NEW	4AN8YMA3	Aims Community College - Greeley Campus	03-Dec-2018	
<input type="checkbox"/>	1234567890	Deborah	Anderson	01-Jan-1999		01 TSI Math Only 2017 - NEW	DC4428VY	Adams State University	03-Dec-2018	

1 to 3 of 3 Records

First

Prev

1

Next

Last

Selecting the **envelope** will cause the **Resend Remote Voucher Notification Email** pop-up to display. The list will be prepopulated with the email addresses where the voucher was previously sent. The addresses can be updated and sent to new email addresses. **NOTE:** Multiple email addresses separated by a comma can be used. Click the **Resend Email** button to complete the task.

Resend Remote Voucher Notification Email

Student ID: 987654321g

Last Name: Devereaux

Voucher ID: 562FY52W

\* Email Address:

first\_email@edu.com, student\_email@edu.com,

Resend Email

If you click on the **Export Options** button, you can export the list in one of the format options available from the drop-down menu: Delimited Text, CSV, Excel, or XML.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Student ID	First Name	Last Name	Date of Birth	Email Address	Branching Profile	Host Site Name	Voucher No	Expiry Date	Voucher Status	Voucher Type	Remote Site Name
2	987654321b	Jane	Doe	01/01/2000		*** ESL Language Use	CBUAT Site	25U2762K	07/09/2018	Unused	Standard Print Voucher	
3	987654321b	Jane	Doe	01/01/2000		*** WritePlacer ESL	CBUAT Site	3M683UTY	09/30/2018	Unused	Standard Print Voucher	
4	987654321d	Nas	Kamal	01/01/2000		*** WritePlacer ESL	CBUAT Site	X25W767Y	09/30/2018	Unused	Standard Print Voucher	
5	987654321d	Nas	Kamal	01/01/2000		*** ESL Language Use	CBUAT Site	6S25H43C	07/09/2018	Unused	Standard Print Voucher	
6	987654321a	Kurt	Weiler	01/01/2000		*** WritePlacer ESL	CBUAT Site	P62V2XK7	09/30/2018	Unused	Standard Print Voucher	
7	987654321a	Kurt	Weiler	01/01/2000		*** ESL Language Use	CBUAT Site	YA2TAAWK	07/09/2018	Unused	Standard Print Voucher	
8	987654321c	Tasha	Zapata	01/01/2000		*** ESL Language Use	CBUAT Site	X2C57VU6	07/09/2018	Unused	Standard Print Voucher	
9	987654321c	Tasha	Zapata	01/01/2000		*** WritePlacer ESL	CBUAT Site	23E366LP	09/30/2018	Unused	Standard Print Voucher	

## Branching Profiles

ACCUPLACER tests are administered using Branching Profiles.

Branching Profiles determine which tests will be administered and under what conditions.

Branching Profiles can be created by an Institution Administrator or by a Site Manager.

Branching Profiles created by Institution Administrators are available for use on all sites.

Branching Profiles created by Site Managers are available for use at their site only.

To create a Branching Profile, click on **Branching Profiles** under the **Test Setup** menu.

A list of all Branching profiles will display (default and locally created).

Branching Profiles

\*\*\* Branching Profile inherited from the Group level. You cannot edit or delete these Branching Profiles.

\*\*\* Branching Profile inherited from the ACCUPLACER System. You cannot edit or delete these Branching Profiles.

Branching Profiles that include a Diagnostic Test can be configured to automatically assign a customized Learning Path based on test results (access instructions will be provided on the individual Score Report). Click on the hyperlink in the Learning Path column (inactive/active) to assign customized curriculum plan for any Branching Profiles that include Diagnostic Tests. If the Diagnostic Test is removed from the Branching Profile, the Learning Path will automatically be deactivated.

Branching Profiles

Sort By: Branching Profile Name

Branching Profile Name

Type

Status

Learning Path

Last Modified Date

Action

01 Next Gen - Reading, Writing, QAS

Next-Generation

Active

N/A

2016-08-22

Kent\_NG\_1

Next-Generation

Active

N/A

2016-08-16

Reading, Sentence Skills, QAS

Next-Generation

Active

N/A

2016-08-22

rg math classic

Classic

Active

N/A

2016-08-19

In the Status column you can click on the **Inactive/Activate** link to deactivate/activate a Branching Profile. Branching Profiles that have been deactivated won't be available in the drop-down menu when administering tests.

Dates in the **Last Modified Date** column show the date that the Branching Profile was last modified. There are several icons under the Action column that you can click on to perform certain functions.



To view the Branching Profile



To edit the Branching Profile



To copy the Branching Profile



To verify the Branching Profile



To print the Branching Profile



To delete the Branching Profile

Click on the **Verify** link to test your Branching Profiles and Placement Rules without expending test units. When you click on the Verify link, a description of Rule #1 will appear on the screen. If a rule contains Test Settings, all the selected setting 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, and click **Apply Next Rule** to continue.

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

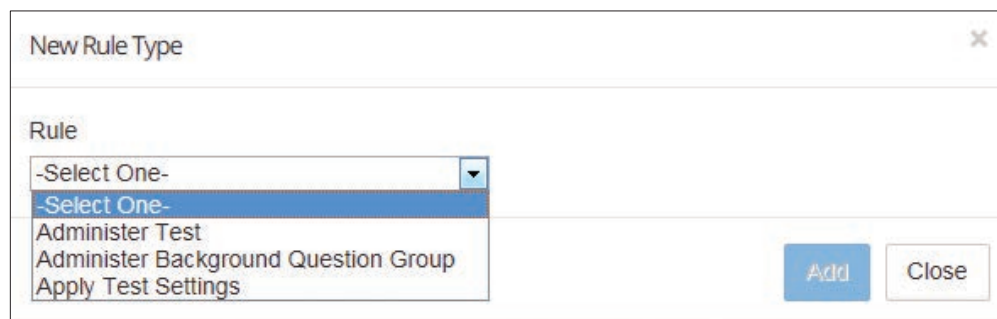
To create a new Branching Profile, click the **Add** icon. You will see the option to create a "Classic" branching profile or a "Next-Generation" branching profile. The screen below will appear:

Enter the name of the Branching Profile in the **Branching Profile Title** box. **TIP:** When creating a Branching Profile that contains Next-Generation tests, ensure that the Branching Profile is easily recognizable during test administration by placing “NG” in the Branching Profile title.

Branching Profiles contain rules and conditions. There are three types of rules in a Branching Profile:

1. Administer Test
2. Administer Background Question Group
3. Apply Test Settings

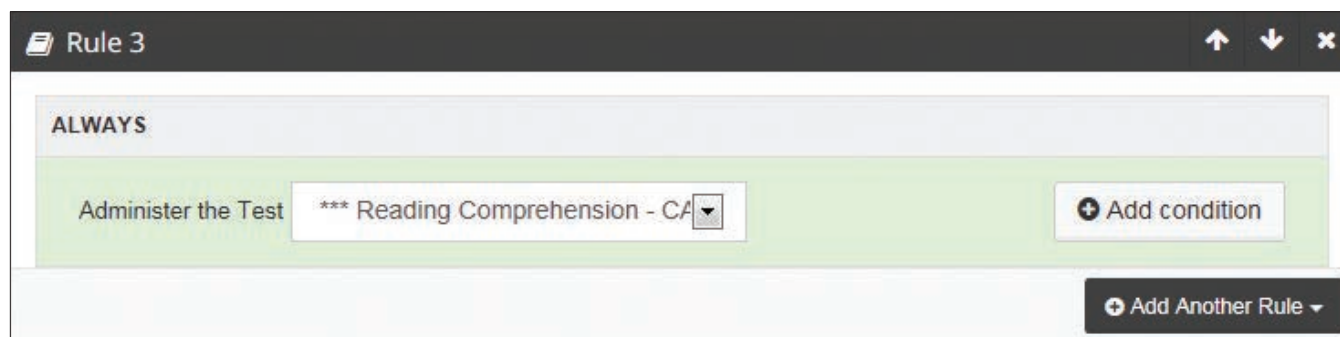
### Branching Profile Rules



All new Branching Profiles will have two 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 ISR Design setting items. Review these settings by clicking on **Test Settings** under the **Test Setup** menu. The **Default Test Setting** can't be edited. If you don't want to use the **Default Test Setting**, select a different 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 on **Question Groups** under **Local Background Questions** from the **Setup** menu. The Default Background Question Group can't be edited. If you don't want to use the Default Background Question Group, select one of the Background Question Groups from the drop-down menu that you previously created. If you don't want to ask Background Questions, delete this rule by clicking on the white X on the Rule #2 line. **Don't create an empty Background Question Group.**

To add another rule, click on the **Add Another Rule** button and determine if you want the rule added Above or Below the current rule. To add a condition to a rule, click the **Add condition** button and select your rule type from the drop-down menu.



Continue this process until you have added all your Test Settings, Background Questions, and tests; then click **Save**. A confirmation message will display, and the new Branching Profile will appear in your list of Branching Profiles.

On the Rule line click



to move the Rule up



to move the Rule down



to delete the Rule

After the branching profile has been **saved**, the Test Type cannot be changed. In addition, when a branching profile is copied, the Test Type cannot be changed. Since Next-Generation diagnostic tests don't exist yet, when Next-Generation is selected, the system will remove conditions associated with a diagnostic test (e.g., as a condition, you can't branch off a single strand score).

### Administer 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 (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
- CSP (Windows 7/2010)
- CSP Basic (Windows 7/2010)
- CSP (Windows 8/2013)
- CSP Basic (Windows 8/2013)
- WritePlacer
- WritePlacer ESL
- Local Tests

NOTE: WritePlacer Settings are treated as a test.

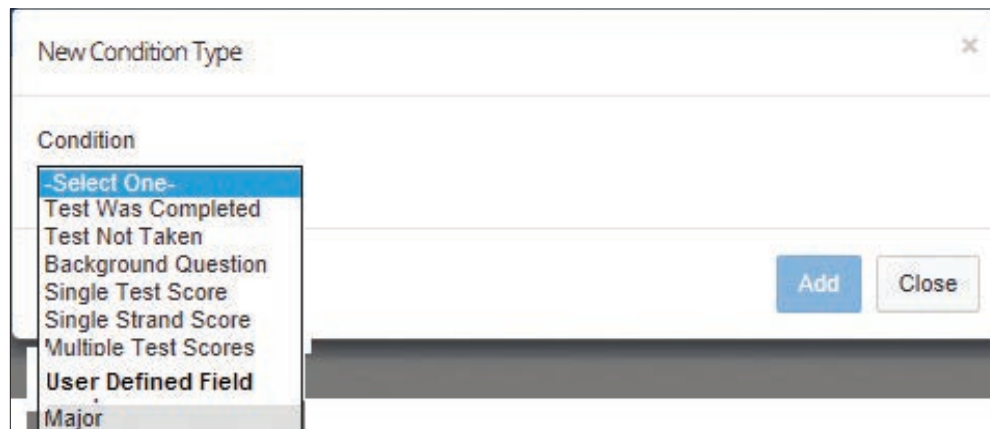
Because of differences in the scoring scales of the Classic and Next-Generation tests, branching profiles are intentionally restricted from including both types of tests. In addition, because the Classic tests will eventually be retired, keeping Classic tests out of Next-Generation branching profiles will prevent a user from having to revise those branching profiles later.

**ALWAYS**

Administer the Test \*\*\* Elementary Algebra - CAT

## Branching Profiles Conditions

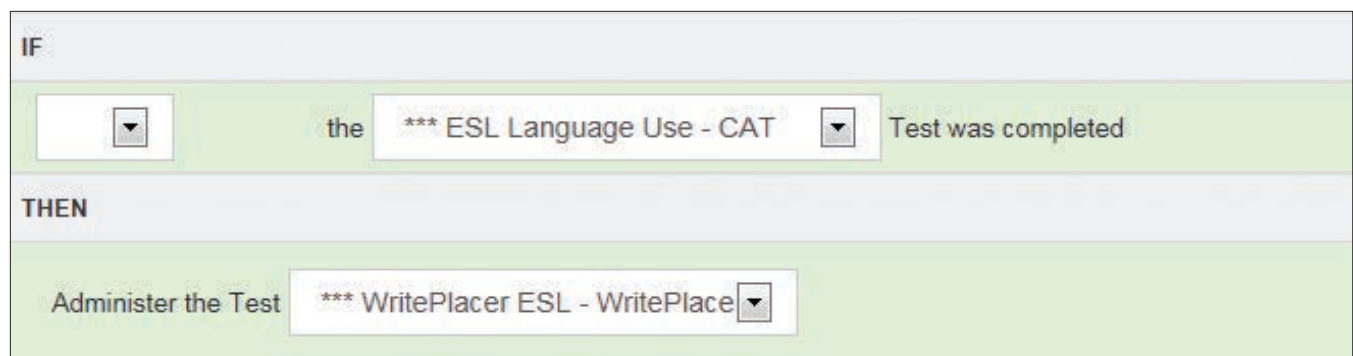
There are eight different condition types that can be added to a rule: Test Was Completed, Test Not Taken, Background Question, Single Test Score, Single Strand Score, Multiple Test Scores, User Defined Field, and Major.



A dialog box titled "New Condition Type" with a close button (X) in the top right corner. Below the title is a label "Condition" and a dropdown menu. The dropdown menu is open, showing a list of condition types: "Select One-", "Test Was Completed", "Test Not Taken", "Background Question", "Single Test Score", "Single Strand Score", "Multiple Test Scores", "User Defined Field", and "Major". To the right of the dropdown menu are two buttons: "Add" and "Close".

### Test Was Completed

The rule will be applied if the indicated test has been completed by the student. 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 student has been completed and scored successfully by the system.

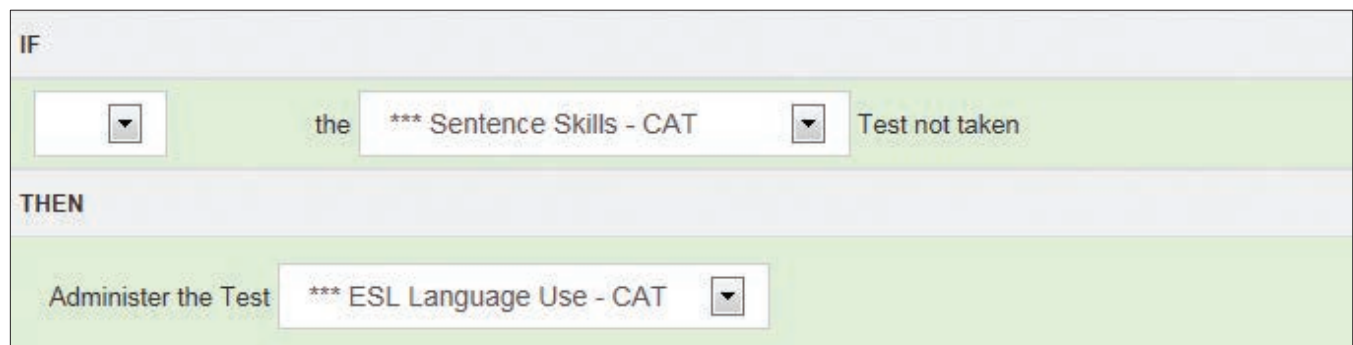


A rule configuration interface with two sections: "IF" and "THEN". The "IF" section has a dropdown menu (arrow pointing down) followed by the word "the", a text box containing "\*\*\* ESL Language Use - CAT", another dropdown menu (arrow pointing down), and the text "Test was completed". The "THEN" section has the text "Administer the Test" followed by a text box containing "\*\*\* WritePlacer ESL - WritePlace" and a dropdown menu (arrow pointing down).

In the example above, if ESL Language Use—CAT test was completed, then administer WritePlacer ESL—WritePlacer.

### Test Not Taken

The rule will be applied if the student has NOT taken the indicated test. All ACCUPLACER tests, Local Tests, and WritePlacer Settings are available for selection.



A rule configuration interface with two sections: "IF" and "THEN". The "IF" section has a dropdown menu (arrow pointing down) followed by the word "the", a text box containing "\*\*\* Sentence Skills - CAT", another dropdown menu (arrow pointing down), and the text "Test not taken". The "THEN" section has the text "Administer the Test" followed by a text box containing "\*\*\* ESL Language Use - CAT" and a dropdown menu (arrow pointing down).



In the example above, if the Sentence Skills—CAT test was not taken, then administer ESL Language Use—CAT.

### Background Question

The rule will be applied if the student has answered the indicated Background Question with the response shown. You can select more than one answer by clicking on the **Add a condition above/below**.

The screenshot shows a rule configuration interface with an 'IF' section and a 'THEN' section. The 'IF' section contains two conditions stacked vertically. Each condition starts with a dropdown menu, followed by the text 'the answer to', a dropdown menu containing '\*\*\* Years Studied Mathematics in', the word 'is', a dropdown menu containing 'equal to', and another dropdown menu. The first condition's final dropdown is set to '2 years', and the second is set to '1 year'. To the right of the conditions are buttons for 'OR', '+', and a trash icon. Below the conditions are two buttons: 'Add a condition above' and 'Add a condition below'. The 'THEN' section contains the text 'Administer the Test' followed by a dropdown menu set to '\*\*\* Arithmetic - CAT'.

Use this condition type 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.

In the example above, if the answer to *Years Studied Mathematics* is equal to **1 year** or **2 years**, then administer Arithmetic—CAT test.

### Single Test Score

The rule will be applied if the test score on the indicated test meets the specified condition. This condition type can be used only when the test used in the condition has been administered to the student 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.

The screenshot shows a rule configuration interface with an 'IF' section and a 'THEN' section. The 'IF' section contains a single condition: a dropdown menu, followed by a text box containing '1.0', the text 'times the score of', a dropdown menu containing '\*\*\* Elementary Algebra - CAT', the word 'is', a dropdown menu containing 'less than or equal to', and a text box containing '74'. The 'THEN' section contains the text 'Administer the Test' followed by a dropdown menu set to '\*\*\* Arithmetic - CAT'.

In the example above, if the score of Elementary Algebra—CAT is less than or equal to 74, then administer the Arithmetic—CAT test. The drop-down menu will include all active Local Tests, ACCUPLACER tests, and WritePlacer Settings.



## Single Strand Scores

The rule will be applied if a strand score from one of the diagnostic tests meets the specified condition. This condition type can be used only when the specified diagnostic tests used in the condition have been administered to students 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.

The screenshot shows a rule configuration interface with an "IF" section and a "THEN" section. The "IF" section contains two rows of conditions. The first row has a dropdown menu, a text input "1.0", the text "times the score of", a dropdown menu with "\*DIAGNOSTIC ARITHMETIC-CAT", a dropdown menu with "Computation with Integers and Fractions", the text "is", a dropdown menu, the text "OR", a dropdown menu, a plus icon, and a trash icon. The second row has a dropdown menu, a text input "1.0", the text "times the score of", a dropdown menu with "\*DIAGNOSTIC ARITHMETIC-CAT", a dropdown menu with "Computation with Decimal Numbers", the text "is", a dropdown menu, a plus icon, and a trash icon. Both rows have a "greater than or equal to" dropdown menu and a text input "7". The "THEN" section has a dropdown menu with "Administer the Test" and a dropdown menu with "\*\*\* Arithmetic - CAT".

In the example above, if the strand scores Computation with Integers and Fractions or the strand scores Computation with Decimal Numbers are greater than or equal to 7, then administer the Arithmetic—CAT test.

## Multiple Test Scores

The rule will be applied if the sum of two or more tests scores meets the specified condition. This condition type can be used only when the tests used in the condition have been administered to students 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.

The screenshot shows a rule configuration interface with an "IF" section and a "THEN" section. The "IF" section contains three rows of conditions. The first row has a dropdown menu with "Sum of Scores", a text input "1.0", the text "times the score of", a dropdown menu with "\*\*\* Reading Comprehension - CAT", a dropdown menu with "PLUS", a plus icon, and a trash icon. The second row has a dropdown menu with "Sum of Scores", a text input "1.0", the text "times the score of", a dropdown menu with "\*\*\* Sentence Skills - CAT", a dropdown menu with "PLUS", a plus icon, and a trash icon. The third row has a dropdown menu, the text "the total sum of scores above is", a "greater than or equal to" dropdown menu, a text input "1800", a dropdown menu, a plus icon, and a trash icon. The "THEN" section has a dropdown menu with "Administer the Test" and a dropdown menu with "\*\*\* WritePlacer - WritePlacer".

In the example above, if the sum of Reading Comprehension—CAT and Sentence Skills—CAT test scores is greater than or equal to 180, then administer WritePlacer—WritePlacer.

## Major

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.

IF

☐ the student's major is included in this list

THEN

Administer the Test

In the example above, if the student's major is Accounting, then administer the College Level Math—CAT test.

### User Defined Field

The rule will be applied if the score on the indicated User Defined Field meets the specified condition. Only User Defined Fields of numeric data type can be added in the drop-down for selection.

IF

☐ the value of user-defined field

THEN

Administer the Test

In the example above, if the student's SAT—V score is less than or equal to 400, then administer the Sentence Skills test. **Caution:** User Defined Field data must be added to the student's profile before the student begins testing.

### Deactivating a Branching Profile

To bulk deactivate branching profiles, select the branching profile names you wish to deactivate by checking the box, and then hit the Inactivate button. The system will then move those selected branching profiles to an inactive state. A bulk activate feature doesn't exist, so it is important to use this feature with caution.

Branching Profiles

\*\*\* Branching Profile Inherited from the Group level. You cannot edit or delete these Branching Profiles.  
 \*\*\* Branching Profile Inherited from the ACCUPLACER System. You cannot edit or delete these Branching Profiles.

Branching Profiles that include a Diagnostic Test can be configured to automatically assign a customized Learning Path based on test results (access instructions will be provided on the Individual Score Report). Click on the hyperlink in the Learning Path column(Inactive/Active) to assign customized curriculum plan for any Branching Profiles that include Diagnostic Tests. If the Diagnostic Test is removed from the Branching Profile, the Learning Path will automatically be inactivated.

Branching Profiles

Sort By: Branching Profile Name

<input type="checkbox"/>	Branching Profile Name	Type	Status	Learning Path	Last Modified Date	Action
<input checked="" type="checkbox"/>	Kent_NG_1	Next-Generation	<input type="button" value="Active"/>	N/A	2016-08-16	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Inactivate"/>
<input checked="" type="checkbox"/>	rg ng qv-stat	Next-Generation	<input type="button" value="Active"/>	N/A	2016-08-17	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Inactivate"/>
<input checked="" type="checkbox"/>	rg selection math	Next-Generation	<input type="button" value="Active"/>	N/A	2016-08-18	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Inactivate"/>
<input checked="" type="checkbox"/>	*** Next-Generation Math profile (DM UAT)	Next-Generation	<input type="button" value="Active"/>	N/A	2016-08-17	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Inactivate"/>
<input type="checkbox"/>	*** Arithmetic	Classic	<input type="button" value="Active"/>	N/A	2014-04-09	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Inactivate"/>
<input type="checkbox"/>	*** College Level Math	Classic	<input type="button" value="Active"/>	N/A	2011-08-28	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Inactivate"/>
<input type="checkbox"/>	*** CSP (Windows 9/2013)	Classic	<input type="button" value="Active"/>	N/A	2015-03-30	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Inactivate"/>
<input type="checkbox"/>	*** CSP (Windows 7/2010)	Classic	<input type="button" value="Active"/>	N/A	2012-12-17	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Inactivate"/>
<input type="checkbox"/>	*** CSP Basic (Windows 9/2013)	Classic	<input type="button" value="Active"/>	N/A	2015-03-30	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Inactivate"/>
<input type="checkbox"/>	*** CSP Basic (Windows 7/2010)	Classic	<input type="button" value="Active"/>	N/A	2012-12-17	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Inactivate"/>

1 to 10 of 28 Records

First Prev 1 2 3 Next Last

# Test Setup

ACCUPLACER tests are administered using Branching Profiles. Branching Profiles determine which tests will be administered and under what conditions.

Branching Profiles can be created by an Institution Administrator or by a Site Manager. Branching Profiles created by Institution Administrators are available for use on all sites. Branching Profiles created by Site Managers are available for use at their site only.

The components of a Branching Profile are:

- Test Settings
- Background Question Groups
- WritePlacer Settings
- ACCUPLACER Tests
- Diagnostic Tests
- Local Tests

Each of these components must be created before creating a Branching Profile.

## Test Settings

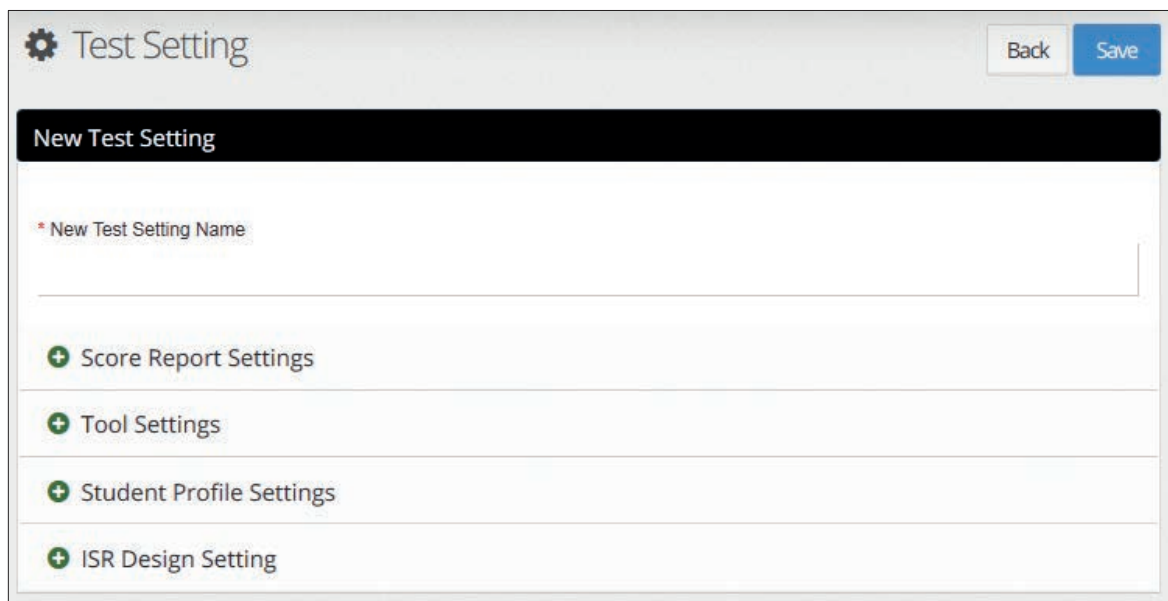
Test Settings define the content and format of Individual Score Reports generated at the end of testing. Test Settings turn on and off the Accessibility Wizard, disable session lockout for accessibility users, and specify what information is required on the Student Information screen.

Under the **Test Setup** menu, click on **Test Settings** and a list of existing Test Settings will appear.

⚙️ Test Settings			
<p>* Test Settings inherited from the Institution level. You cannot edit or delete these Test Settings.</p> <p>** Test Settings inherited from the Group level. You cannot edit or delete these Test Settings.</p> <p>*** Test Settings inherited from the ACCUPLACER System. You cannot edit or delete these Test Settings.</p>			
☰ Test Settings <span>➕ Add</span>			
		🔍	🔍
		Test Setting Name	10
Test Setting Name	Status	Action	
Fall Testing 2014	Active	✎ 🔄 🗑	
Fall Testing 2014 with accessibility tools	Active	✎ 🔄 🗑	
Spring Testing 2015	Active	✎ 🔄 🗑	
Spring Testing 2015 with accessibility tools	Active	✎ 🔄 🗑	

There are four parts to a Test Setting:

- Score Report Settings
- Tool Settings
- Student Profile Settings
- ISR Design Setting



The screenshot shows a web interface titled "Test Setting" with a gear icon on the left and "Back" and "Save" buttons on the right. Below the title bar is a black header with the text "New Test Setting" in white. Underneath is a form with a text input field labeled "New Test Setting Name" with a red asterisk indicating it is required. Below the input field are four expandable sections, each with a green plus icon and a label: "Score Report Settings", "Tool Settings", "Student Profile Settings", and "ISR Design Setting".

Click on the plus sign  to open each. Click on the minus sign  to close them.

## Score Report Settings

Score Report Settings determine what information appears on the Individual Score Report generated at the end of student testing. Shown below are the default settings. You can change any of these settings.

Score Report Settings

End of Test Session

Require Proctor Password to Display ISR:

☒ Yes ☐ No

ISR Timeout:

☒ Yes ☐ No

Generate QR Code:

☐ Yes ☒ No

Generate Email Link on ISR:

☐ Yes ☒ No

ISR Printout Options — General

Time Record Print on ISR:

☒ Yes ☐ No

Individual Test Time on ISR:

☐ Yes ☒ No

Standard Background Question Responses:

☒ Yes ☐ No

Local Background Question Responses:

☒ Yes ☐ No

Background Question Text on the ISR:

☒ Name ☐ Text

Custom Message:

☒ Yes ☐ No

ISR Header (select no more than 2 items):

☐ Student Id ☐ First Name ☐ Last Name ☒ Exnum ☒ Branching Profile

ISR Printout Options — Test Scores

Placement Test Results on ISR:

☒ Yes ☐ No

Diagnostic Test Results on ISR:

☒ Yes ☐ No

WritePlacer Dimension Statements:

☒ Yes ☐ No

Display Composite Scores on ISR:

☐ Yes ☒ No

Display Previous Test Scores Section on the ISR:

☐ Yes ☒ No

ISR Printout Options — Placement Messages

Placement Messages Print on ISR:

☒ Yes ☐ No

Display Weighted Score in Placement Information:

☐ Yes ☒ No

Diagnostic Messages

Display Custom Diagnostic Results Message on the ISR:

☐ Yes ☒ No

Display Diagnostic Proficiency Statements on the ISR:

☒ Yes ☐ No

CSEM

Placement Test Scores Conditional Standard Error of Measurement (CSEM):

☐ Yes ☒ No

Diagnostic Test Scores Conditional Standard Error of Measurement (CSEM):

☒ Yes ☐ No

### Require Proctor Password to Display Individual Score Report

If this option is set to “Yes,” Proctors must enter a password at the end of the test to see students’ Individual Score Reports. If set to “No,” a Proctor password won’t be required.

### WritePlacer Dimension Statements

If this option is set to "Yes," WritePlacer dimension statements will show on Individual Score Reports.

Placement Test Results		Hide Details
Deployment Test 3	<b>Holistic Score Description</b> The essay demonstrates little mastery of on-demand essay writing.	
	<b>Dimension Descriptions</b> <b>Purpose and Focus</b> Your response does not fully communicate purpose, and focus may be inconsistent. <b>Organization and Structure</b> Your response demonstrates limited organization of ideas. <b>Development and Support</b> Your response has limited support for your ideas. <b>Sentence Variety and Style</b> Your response shows inconsistent control of sentence variety, word choice, and flow of thought. <b>Mechanical Conventions</b> Your response shows limited control of mechanical conventions such as grammar, spelling, and punctuation. <b>Critical Thinking</b> Your response shows limited clarity and complexity of thought.	

### Local Background Question Responses

If this option is set to "Yes," responses to Local Background Questions will be shown on Individual Score Reports.

Local Background Questions		Hide Details
Question Name	Answers	
Books with Weights	2 to 4	
Study Skills	Yes	

### Placement Information

If this option is set to "Yes," placements will be shown on Individual Score Reports.

Course Placements - Determined on 08-26-2016		Hide Details
<b>MTH 125S</b> Based on your test scores, you have placed in Math 125S, or Transitional Math. Please see your adviser to register.		
<b>Transitional Math</b> Based on your test scores, you have placed in Math 125S, or Transitional Math. Please see your adviser to register.		
<b>WP Course</b>		

### Custom Message

If this option is set to "Yes," custom messages configured for the site will display.



### Test Scores on the Individual Score Report

If this option is set to "Yes," test scores will appear on the Individual Score Report (ISR).

If this option is set to "No," test scores won't appear on the Individual Score Report.

Placement Test Results			Hide Details
College Level Math <b>20</b>  Time Started: 10:12 AM CDT Time Ended: 10:13 AM CDT Total Time: 37 secs	Elementary Algebra <b>21</b>  Time Started: 10:13 AM CDT Time Ended: 10:13 AM CDT Total Time: 17 secs	Sentence Skills <b>29</b>  Time Started: 10:13 AM CDT Time Ended: 10:14 AM CDT Total Time: 43 secs	

### Email link to Individual Score Report

If this option is set to "Yes," a student's Individual Score Report (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.

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](mailto: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.

When the student clicks **View ISR**, a screen like the one below will appear asking the student to enter their identifying information. If the correct information has been entered, when **View ISR** is clicked, the student's Individual Score Report will appear.

**NOTE:** When using this option, **Email Address** must be a Required Field in the Student Profile Settings.

**"View ISR Login Page"**

Instructions  
\* Indicates required fields

\* Student Id  
Student Id

\* Last Name  
Last Name

Date of Birth  
MM/DD/YYYY

[View ISR](#)



### Custom Diagnostic Message

If this option is set to "Yes," the **Custom Diagnostic Messages** configured for the site will display.

### Diagnostic Conditional Standard Error of Measurement on the Individual Score Report

If this option is set to "Yes," the Conditional Standard Error of Measurement (CSEM) will show on the Individual Score Reports.

### Display Composite Scores on ISR

If this option is set to "Yes," composite scores will show on the Individual Score Report.

Composite Scores		Hide Details
Composite Score Name	Score	
ST,SS,MW,Auto MW Scores - GroupUser	211	

### Individual Test Time on ISR

By selecting this option, time record details for the test will show on Individual Score Reports. The fields on the ISR will be "Test Session Started," "Test Session Ended," and "Total Time." "Total Time" displays only active test-taking time.

Placement Test Results			Hide Details
<b>College Level Math</b> <b>20</b>  Time Started: 10:12 AM CDT Time Ended: 10:13 AM CDT Total Time: 37 secs	<b>Elementary Algebra</b> <b>21</b>  Time Started: 10:13 AM CDT Time Ended: 10:13 AM CDT Total Time: 17 secs	<b>Sentence Skills</b> <b>29</b>  Time Started: 10:13 AM CDT Time Ended: 10:14 AM CDT Total Time: 43 secs	

### Time Record

If this option is set to "Yes," the time record for the test session will show on Individual Score Reports.

Time Record			Hide Details
Test Session Started	Test Session Ended	Total Time	
07-31-2016 10:57 PM CDT	07-31-2016 10:59 PM CDT	00Hr:01Min:01Sec	

## ISR Header

This setting allows you to specify what will be printed in the header of Individual Score Reports. You may select up to two of the following: Student ID, Last Name, First Name, Exonum, and Branching Profile.

	<b>Student Name:</b> Sample Student <b>Student ID:</b> 444444
---	--

## Conditional Standard Error Measurement

If this option is set to "Yes," the Conditional Standard Error Measurement (CSEM) will show on Individual Score Reports.

## Standard Background Question Responses

If this option is set to "Yes," student responses to Standard Background Questions will show on Individual Score Reports.

Standard Background Questions		Hide Details
Question Name	Answers	
Self Description	American Indian or Alaska Native	
Gender	Female	
Mother's Education	High school diploma or equivalent	
Father's Education	High school diploma or equivalent	
Years Studied English in High School	3 years	
Years Studied Mathematics in High School	3 years	
Studied Algebra in High School	I choose not to answer	
Years Since Last Mathematics Course	4 to 6 years	
High School Graduate or GED Certificate	I am still in high school	
First Language Spoken	Another language	
English First Language	I choose not to answer	
Do you intend to apply for Federal Financial aid?	No	

## Display Weighted Score in Placement Information

By selecting this option, the weighted score that was used for placement will display on the ISR.

Course Placements - Determined on 07-31-2016		Hide Details
%CourseGroup_PROD		
a		
01dep		
deployment course		
Placement based on weighted score of Arithmetic 20		
CC0219		
arjun placement rule		
CC0219		
Placement comments gml		
GRP 17TH		
DSDf		
ShawnNew		
Placement based on weighted score of Arithmetic 20		
Tony_Courses		
Placement comments gml		
asd		
Tony_Courses		
asd		
Transitional Math		

### Background Question Text on the Individual Score Report

This option determines if the Background Question title or the actual question text is displayed on the ISR.

### Generate QR Code


If this option is set to “Yes,” at the end of testing, students can click on the **Generate QR Code** link and a screen like the one below will appear. Students can click on **Print** and use the QR Code to access a copy of their score report.

Exnum: 16801764 | Branching Profile Name: Fall Testing

Close Window

Generate QR code


Print



Student Name: Sample Student  
Student ID: 444554466

**Individual Score Report**

Date of Birth 1930-01-29	Major Name ---Omitted---	Site Name Main Campus
Date of Testing 2009-07-13	Administered By	Voucher Number -NA-



Exnum: 425926 | Branching Profile Name: RC, SS, AR, EA

Close Window

Print

### Diagnostic Test Results on the Individual Score Report

If this option is set to “Yes,” the diagnostic test results will appear on Individual Score Reports.

### Diagnostic Proficiency Statements

If this option is set to “Yes,” the Diagnostic Proficiency Statements will appear on Individual Score Reports.

Diagnostic Test Results

Hide Details E3

Diagnostic Reading Comprehension

Domain	Score	CSEM	Needs Improvement	Limited Proficiency	Proficient
Passage-Based Reading: Main Idea	2	1.60568	Needs Improvement		
Your performance on Passage Based Reading Main Idea suggests that you need to improve significantly in this area. These questions test your ability to identify the main idea of a passage, distinguishing the main idea from supporting ideas or determining the central focus of a passage even when it is not explicitly stated.					
Passage-Based Reading: Supporting Detail	1	0.60444	Needs Improvement		
Your performance on Passage Based Reading Supporting Detail suggests that you need to improve significantly in this area. These questions test your ability to comprehend specific information in a passage, grasping key details that support the main idea.					
Sentence Relationships	3	1.84956	Needs Improvement		
Your performance on Sentence Relationships suggests that you need to improve significantly in this area. These questions test your ability to understand the relationship between two sentences, determining how they function with respect to one another and perceiving patterns of organization.					
Passage-Based Reading: Inference	1	0.68231	Needs Improvement		
Your performance on Passage Based Reading Inference suggests that you need to improve significantly in this area. These questions test your ability to comprehend details and ideas that are conveyed implicitly in a passage, and to understand connections and implications.					
Passage-Based Reading: Author's Purpose/Rhetorical Strategies	2	1.34276	Needs Improvement		
Your performance on Passage Based Reading Author's Purpose/Rhetorical Strategies suggests that you need to improve significantly in this area. These questions test your ability to recognize the purpose of a passage and understand how the author uses language to achieve that purpose, noting the author's tone and rhetorical strategies.					

## Previous Results Section on Individual Student Report

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 of the ISR. A maximum of 25 previous test results will be displayed, including placement test results, diagnostic test results, and WritePlacer holistic scores. A diagnostic test is considered one test.

Previous ACCUPLACER Test Results				Hide Details
Proficiency Level Legend: <span style="color: red;">■</span> Needs Improvement <span style="color: orange;">■</span> Limited Proficiency <span style="color: green;">■</span> Proficient				
Test Name	Test Date	Score	Proficiency Level (Diagnostic)	
WritePlacer	06-26-2016	Score Pending		
Elementary Algebra	06-26-2016	21		
Diagnostic Arithmetic	06-19-2016			
Estimation, Ordering, and Number Sense		3	<div><div></div></div>	
Word Problems and Applications		1	<div><div></div></div>	
Computation with Integers and Fractions		2	<div><div></div></div>	
Computation with Decimal Numbers		1	<div><div></div></div>	
Problems Involving Percent		2	<div><div></div></div>	

## ISR Timeout

If this option is set to "Yes," a student's ISR will close/timeout automatically five minutes after it appears on the workstation screen. This setting will default to **"Yes."** You can change it to "No" if you don't want the ISR to automatically timeout after 5 minutes.

Click the **Save** icon to save your work.

## Tool Settings

Select the tools that you want to be available for students during testing.

Test Setting Back Save

New Test Setting

\* New Test Setting Name

Score Report Settings

Tool Settings

Accessibility Wizard Available: ☒ Yes ☐ No

Unblock keys for use with accessibility tool: ☐ Yes ☒ No

Use MathML to display Math items: ☐ Yes ☒ No

Disable Test Session Lockout for use with accessibility tools: ☐ Yes ☒ No


Student Profile Settings

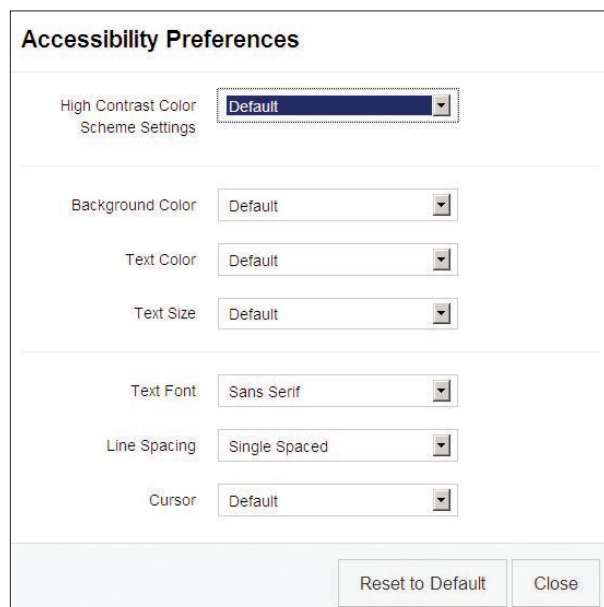
Learning Path Settings

ISR Design Setting

## Accessibility Wizard Available

Accessibility Wizard makes it possible for students to change the appearance of the testing screens.

If this option is selected, the Accessibility icon  will appear at the top of the testing screen. If students click the icon, the Accessibility Preferences screen will open.



**High Contrast Color Scheme** gives students the option to select the high contrast scheme used by Microsoft® Windows. Options are:

- 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. Options are:

- Black
- White
- Yellow
- Green

**Text Color** enables students to change the color of the text. Options are:

- Black
- White
- Yellow
- Green

**Text Size** allows students to change text size. The drop-down list options are:

- Default
- Large
- X-Large

**Text Font** sets the text font used for question/item-content areas. The values in the drop-down are:

- Sans Serif
- Serif

**Line Spacing** The values in the drop-down are:

- Single spaced
- Double spaced

**Line Spacing** sets the line spacing for question/item-content areas.

- Default
- Double Spaced
- Single Spaced

**Cursor** determines the color of the cursor.

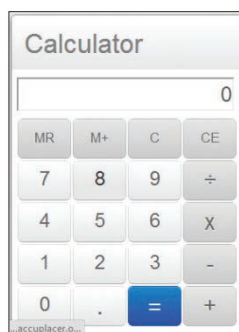
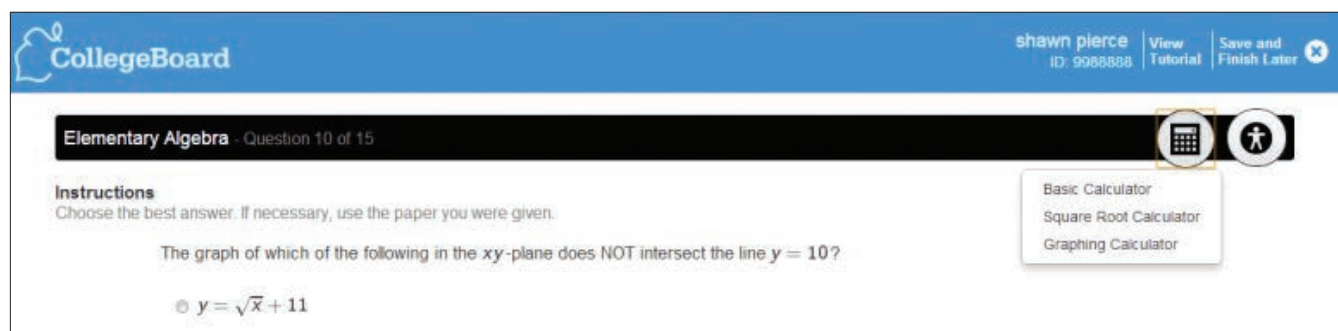
- Large Blue
- Large Green
- Large Red
- Large Yellow

## Use of Calculators

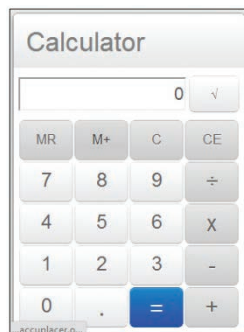
Calculators aren't to be used by students taking the online ACCUPLACER tests. Some, but not all, of the math questions contain pop-up calculators for students to use to aid in solving the problem asked. If a question is configured to allow for the use of a calculator, the calculator icon will appear in the top right corner of the screen. When the icon is clicked, either one of two things will happen:

1. If the question is configured for only the Basic calculator (four-function), the calculator will pop up on the screen. The calculator can be moved around and clicking the "X" in the top right corner will make it disappear.
2. If the question is configured for multiple calculators, clicking on the icon will provide the student with a drop-down menu of multiple calculators 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. It can be moved around and clicking the "X" in the top right corner will make it disappear. 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.

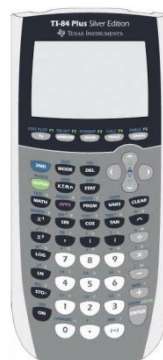
For all test questions, the availability of a calculator is intended to support the integrity of the construct being measured. If a calculator could be a useful tool in a student's solution strategy but doesn't give away a correct answer, it is provided.



Basic Calculator



Square Root Calculator



Graphing Calculator

## Unblock Keys for Use with Accessibility Tool

With the use of accessibility tools there is often a need for users 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 the accessibility tools only.

Blocked keys to be included with the toggle:

- Alt Key
- Function Keys (F1 – F12)
- Print Screen
- Mouse Right Click
- Ctrl+ any Character
- Note: Ctrl+V (enabled for WritePlacer)

## Use MathML to Display Math Items

The default setting is **NO** and the application will use MathJax to display mathematical expressions.

If **YES** is selected, math items will be displayed using MathML providing a better rendering of the math item. Only those using accessibility tools should use MathML.

## Disable Test Session Lockout for Use with Accessibility Tools


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 their exam.

If there is a need to use a third-party accessibility tool like Kurzweil, which requires going back and forth between windows, you can disable the Test Session Lockout feature by flipping the Setting to "Yes." This will disable the capability and will allow the student to go back and forth between windows without locking them out of their test. When disabling this setting, a best practice is to save this configuration as its own special Test Setting (e.g., Accessibility Tool Test Setting) so it's clear when to use it.



## Student Profile Settings

This feature 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 selected as a “Required Field” it will have a red asterisk (\*) before it on the Student Information screen. Some fields, like First Name, are grayed out and can’t be changed.

 Test Setting Back Save

New Test Setting

\* New Test Setting Name

+ Score Report Settings

+ Tool Settings

- Student Profile Settings

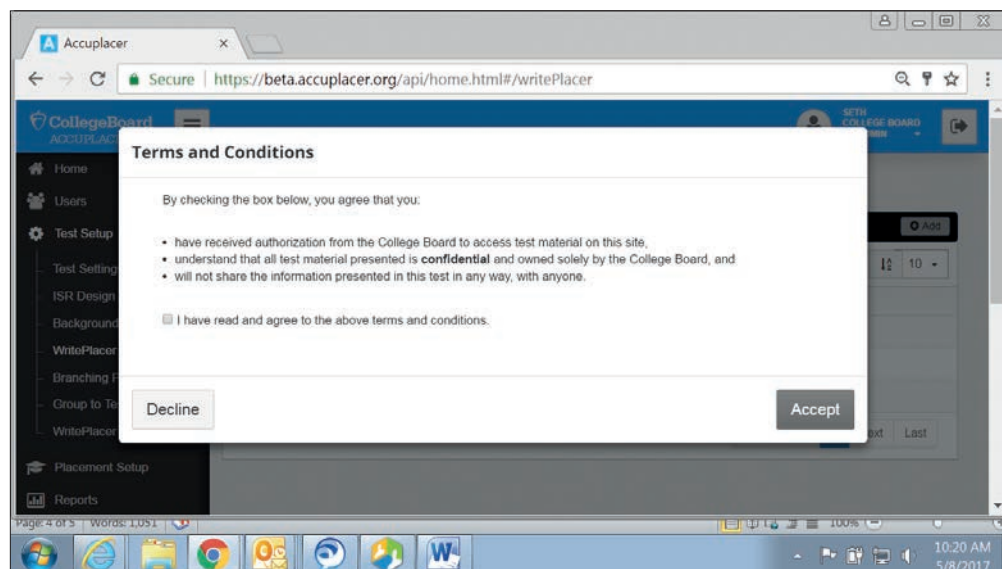
- The First Name, Last Name, Student ID, Date of Birth, Gender, Self Description and Country / State / If Other Specify fields cannot be configured as Optional.

First Name:	<input type="radio"/> Required <input type="radio"/> Optional	Middle Name:	<input type="radio"/> Required <input checked="" type="radio"/> Optional
Last Name:	<input type="radio"/> Required <input type="radio"/> Optional	Address 1:	<input checked="" type="radio"/> Required <input type="radio"/> Optional
Address 2:	<input type="radio"/> Required <input checked="" type="radio"/> Optional	Country/State/If Other Specify:	<input type="radio"/> Required <input type="radio"/> Optional
City:	<input type="radio"/> Required <input type="radio"/> Optional	ZIP/Postal Code:	<input checked="" type="radio"/> Required <input type="radio"/> Optional
Student ID:	<input type="radio"/> Required <input type="radio"/> Optional	Email:	<input checked="" type="radio"/> Required <input type="radio"/> Optional
Home Phone:	<input checked="" type="radio"/> Required <input type="radio"/> Optional	Mobile Phone:	<input type="radio"/> Required <input checked="" type="radio"/> Optional
Date of Birth:	<input type="radio"/> Required <input type="radio"/> Optional	Gender:	<input type="radio"/> Required <input type="radio"/> Optional
Self Description:	<input type="radio"/> Required <input type="radio"/> Optional		

+ ISR Design Setting

## WritePlacer Settings

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 Setting contains more than one prompt, the system will randomly select one of the prompts. Every time a user selects the "WritePlacer Settings" menu item, a confidentiality pop-up warning message will appear. To gain access to the WritePlacer Settings functionality, a user **MUST** accept the terms and conditions. Declining the terms and conditions will render options inactive.



Having to accept the terms and conditions provides greater security helping to prevent potential compromise to the prompt and setting features.

To create a WritePlacer Setting, click on the **Test Set Up** menu, and select **WritePlacer Settings**. A list of all WritePlacer Setting will appear. To create a WritePlacer Setting, click on the **Add** button.

Enter the name of the new WritePlacer Setting in the **WritePlacer Setting Title** box and select the WritePlacer Setting Details you want to use.

## Available Settings

**Session Time Enabled** determines if the session is to be timed or not.

**Timer Hidden** determines if the timer is to be displayed or hidden during the test.

**Timer Direction** determines whether the timer will show the elapsed time (Up) or the time remaining (Down).

**Timer Limit** determines the amount of time students will have to write their essay.

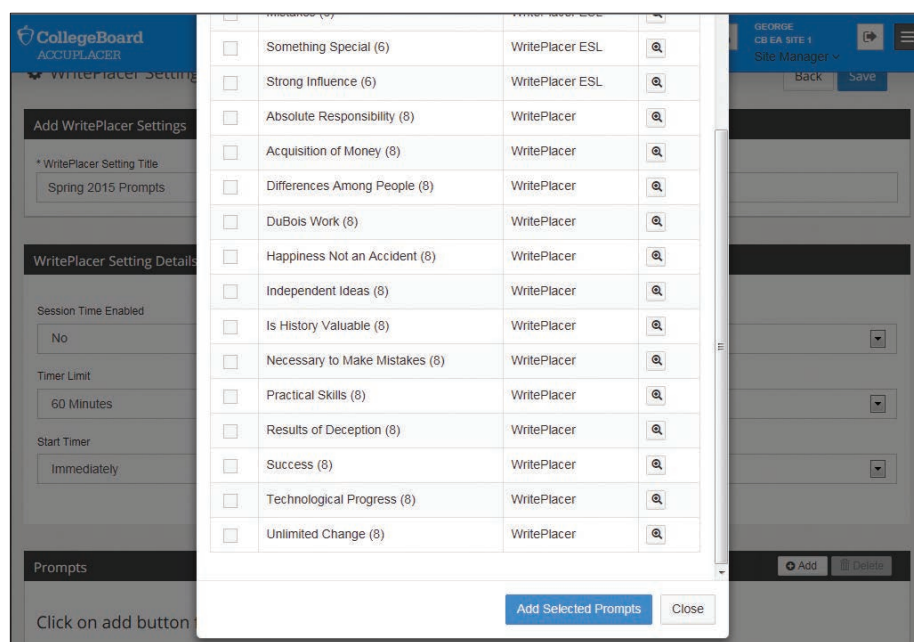
**Warning Time** determines when a warning will display during the test once the remaining time reaches the set value.

**Word Counter** determines if the word counter will be displayed during the test.

**Start Timer** determines when the time will begin—immediately or when the student clicks in the essay box and begins typing.

To add prompts, click on the **Add** icon and a list of all prompts contained in the ACCUPLACER System will display. You can view a prompt by placing a check next to the prompt and clicking on the **View** icon.

To add prompts, check the prompts you want included and click **Add Selected Prompts**.



The selected prompts now appear at the bottom of the WritePlacer Setting page.

WritePlacer Setting Details

Session Time Enabled

No

Timer Hidden

No

Timer Direction

Down

Timer Limit

60 Minutes

Warning Time

5 minutes

Word Counter

No

Start Timer

Immediately

✓ Prompts added successfully

✕

Prompts

Add

Delete

	Prompt Title	Prompt Type	Add Prompts Action
<input type="checkbox"/>	Acquisition of Money (8)	WritePlacer	
<input type="checkbox"/>	Differences Among People (8)	WritePlacer	
<input type="checkbox"/>	DuBois Work (8)	WritePlacer	

Click the **Save** icon to save your work. To add additional prompts, click the **Add** icon. To delete a prompt, place a check next to the prompt you want to delete and click the **Delete** icon.

When using an iPad for the WritePlacer test, iPads autocomplete and autocorrect features must be disabled so a test taker can't obtain an advantage.

## Local Tests

You can add your own Local Tests and administer them through the ACCUPLACER System. Local Tests can be added to Branching Profiles and Placement Rules.

Local Tests created at the Site level are available only at that site; those created at the Institution level are available to all sites of the institution; those created at the Group level are available to all members of the group.

Before creating a Local Test, you must first create categories, passages that will be used in a test question, audio items, and all test questions.

### Question Categories

Each test question can be associated with a category. For 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.

To create a Category, select **Create Categories** under the **Local Tests** menu of **Test Setup**. A list of all categories will display.

**Create Categories**

\* Question Category inherited from the Institution level. You cannot edit these settings.  
\*\* Question Category are inherited from the Group level. You cannot edit these settings.  
\*\*\* Question Category are inherited from the ACCUPLACER System. You cannot edit these settings.

**Question Categories** Add

Sort By: Category Name 10

Category Name	Status	Action
001. Fun in the Sun	Active	
002. Fun in the Rain	Active	
** @WP_Test_PROD	Active	
** %Category - GRP - Level	Active	
** Arjun Local Category	Active	

To create a new Category, click **Add**. Enter the name of the new category and click **Save**.

**New Category** ×

\* Enter Name of New Category

Close Save

## Question Passages

ACCUPLACER enables you to create Passages that precede certain test questions. To create a passage, click on **Create Passages** under the **Local Tests** menu of **Test Setup**. A list of all existing Passages will display.

### Create Passages

\* Passages inherited from the Institution level.  
 \*\* Passages inherited from the Group level.  
 \*\*\* Passages inherited from the ACCUPLACER System.

Passages		
	Sort By	
	Passage Name	10
Passage Name	Status	Action
** @Passage_PROD	<span>Active</span>	<a href="#">🔍</a> <a href="#">🔄</a>
** @WP_Test_PROD	<span>Active</span>	<a href="#">🔍</a> <a href="#">🔄</a>
** \$Passage - GRP - Level	<span>Active</span>	<a href="#">🔍</a> <a href="#">🔄</a>
** \$Passage - GRP - Level - Copy	<span>Active</span>	<a href="#">🔍</a> <a href="#">🔄</a>
** Arjun Local Passage	<span>Active</span>	<a href="#">🔍</a> <a href="#">🔄</a>

To create a new Passage, click **Add**. Enter the name of the new passage in the **Passage Name** text box. Enter the text for the passage in the text box. Passages are limited to 4,000 characters.

Create Passages

BackPreviewSave

\* Passage Name

\* Passage

Source

StylesFormatFontSizeA- A+?

Click **Save** to save your work. Click **Preview** to preview your passage.

**Preview Passage**

**Passage**


Under the United States Constitution, the President of the United States is the head of state and head of government of the United States. As chief of the executive branch and head of the federal government as a whole, the presidency is the highest political office in the United States by influence and recognition. The president is also the commander-in-chief of the United States Armed Forces. The president is indirectly elected to a four-year term by an Electoral College (or by the House of Representatives, should the Electoral College fail to award an absolute majority of votes to any person). Since the ratification of the Twenty-second Amendment to the United States Constitution in 1951, no person may be elected President more than twice, and no one who has served more than two years of a term to which someone else was elected may be elected more than once.[1] Upon the death, resignation, or removal from office of an incumbent President, the Vice President assumes the office. The President must be at least 35 years of age, has to have lived in the United States for 14 years, and has to be a "natural born" citizen of the United States.

Source: [http://en.wikipedia.org/wiki/List\\_of\\_Presidents\\_of\\_the\\_United\\_States](http://en.wikipedia.org/wiki/List_of_Presidents_of_the_United_States)

Close Window

The new passage is now listed on the **Create Passages** screen.

## Audio Items

If an Audio Item question type is selected, the MP3 icon  will display in the Passages, Question, and Responses areas.


Create Questions Back Preview Save

Create Questions


Question Title  
1000\_a\_audioQuestion\_04\_R

Question category  
\*\*\* General

Question Type  
Audio Questions

Passage  
1 passage (aa)  Gopikamma.mp3

Response Count  
2

Question  
question for audio type question?  Poovullo\_Daagunna.mp3

When you click on the MP3 icon, a pop-up window will open.

Upload MP3 File

Choose File

No file chosen

Send it to Server


Close



Click **Choose File** to browse your local files to find the MP3 file that 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. 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."

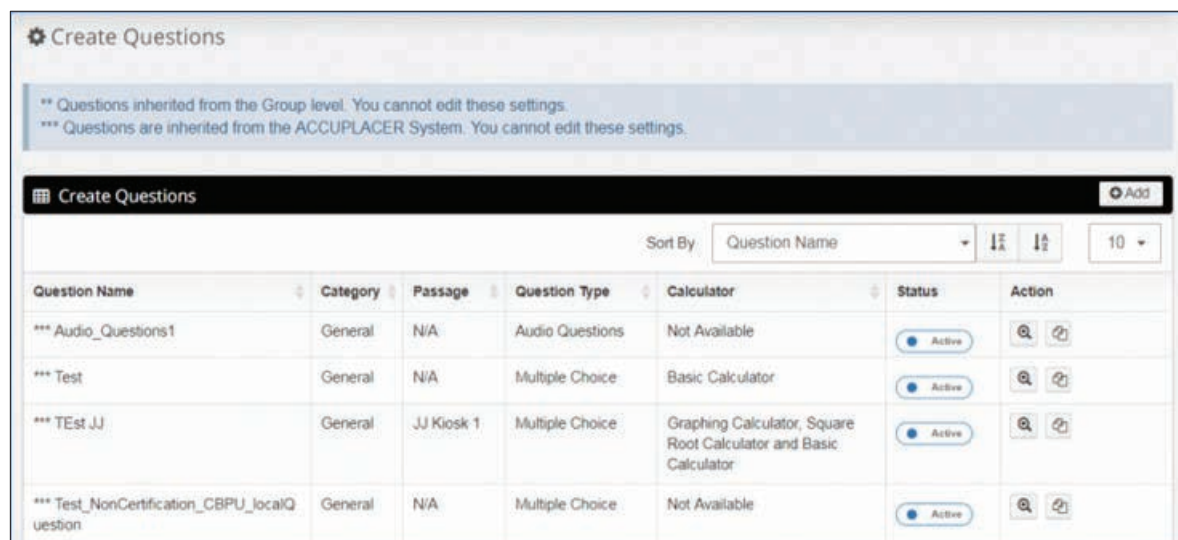
Click **Send It to Server** to upload to the server. Once it has been sent to the Server, it will be available for inclusion in a passage, question, or response. When the MP3 file is successfully uploaded to the server, the message "The file is uploaded successfully" will display.













When you click **Close**, the modal window will close, and you will be returned to the Local Test Question screen.

When an Audio Item type question is delivered to a test taker, a Play button  will display in the passage, question, or response where an MP3 file is included. If a student clicks on the Play button, the respective MP3 file will play. The MP3 file can be replayed up to three times.

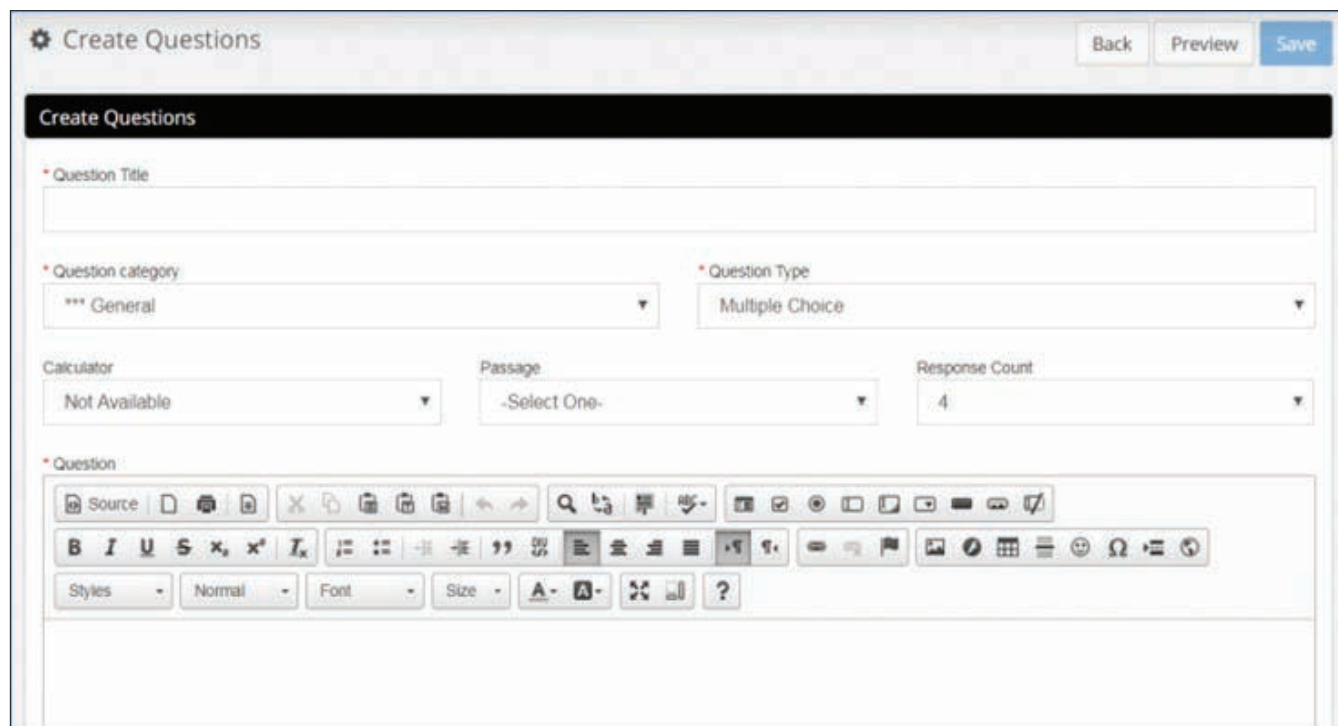
## Creating Local Test Questions with Calculator Options

To create a local test question that includes a calculator option, click on **Create Questions** under the **Local Tests** menu of **Test Setup**. A list of all existing questions will display.



Question Name	Category	Passage	Question Type	Calculator	Status	Action
*** Audio_Questions1	General	N/A	Audio Questions	Not Available	 Active	 
*** Test	General	N/A	Multiple Choice	Basic Calculator	 Active	 
*** Test JJ	General	JJ Kiosk 1	Multiple Choice	Graphing Calculator, Square Root Calculator and Basic Calculator	 Active	 
*** Test_NonCertification_CBPU_localQuestion	General	N/A	Multiple Choice	Not Available	 Active	 

To create a new question, click on the **Add** icon.



Enter the name of the question in the **Question Title** text box. Select a **Question Category** from the drop-down menu.

Select Question Type from the drop-down menu:

- Multiple Choice
- Multiple Response
- Instruction Page question type gives the user the ability to provide static text to a student providing additional instructions on how to proceed.
- Audio Question gives the user the ability to upload MP3 files for Passages, Questions, and Answers.

Select Calculator Type from the drop-down menu:

- Not Available
- Basic Calculator
- Square Root Calculator and Basic Calculator
- Graphing Calculator, Square Root Calculator, and Basic Calculator

If a Passage is to be part of the question, select the Passage from the drop-down menu.

If an MP3 file is to be included in a question, select the file from the drop-down menu.

Enter the question on the text box. Select the number of answer choices for this question from the Response Count drop-down menu. Minimum number of responses is 2, maximum number is 99. Enter a response in each of the response text boxes.

Mark the correct response by putting a check in the **Correct Response** box of the correct response.

A screenshot of the Microsoft Word ribbon, specifically the 'Review' tab. The 'Correct Response' checkbox is checked and highlighted with a red box. Below the ribbon, the page number '24' is visible.

Click **Preview** to preview your question.

Preview Test Question

Calculate the mean of 17, 18, 22, 28, and 35.

☐ 18

☐ 19

☒ 24

☐ 35

If your question is an Audio type, play buttons for all areas that have MP3 files uploaded will display. Click on the Play button to hear the audio file.


CollegeBoard

ACCUPLACER

Preview Test Question - LOEPLA-10-1

Instructions

First, listen to the conversation and the question that follows. Then, choose the best answer and click on the appropriate button. When you are finished, press the SUBMIT button.



CONVERSATION OR LECTURE

Play

QUESTION

Play

☐ Getting a new client

Play

☐ Sending a package

Play

☐ Adding a client to the database

Play

☐ How hard the woman works

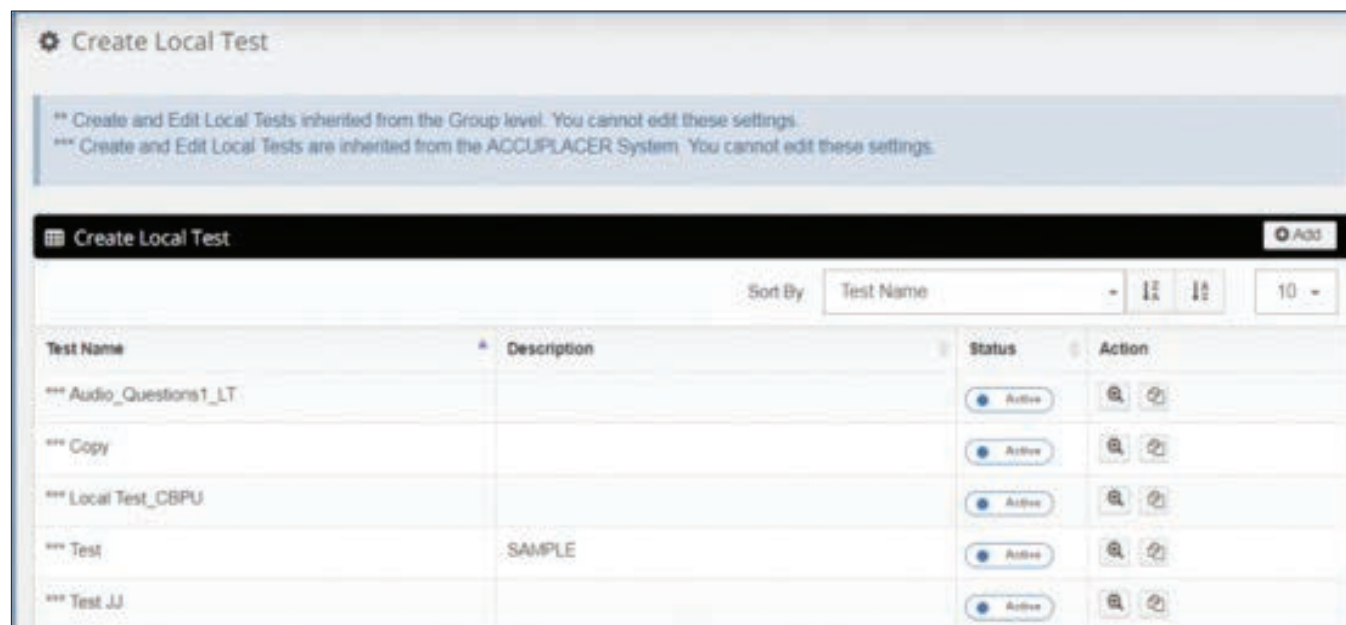
Play

The correct answer is B.

Close Window

## Local Test Listing

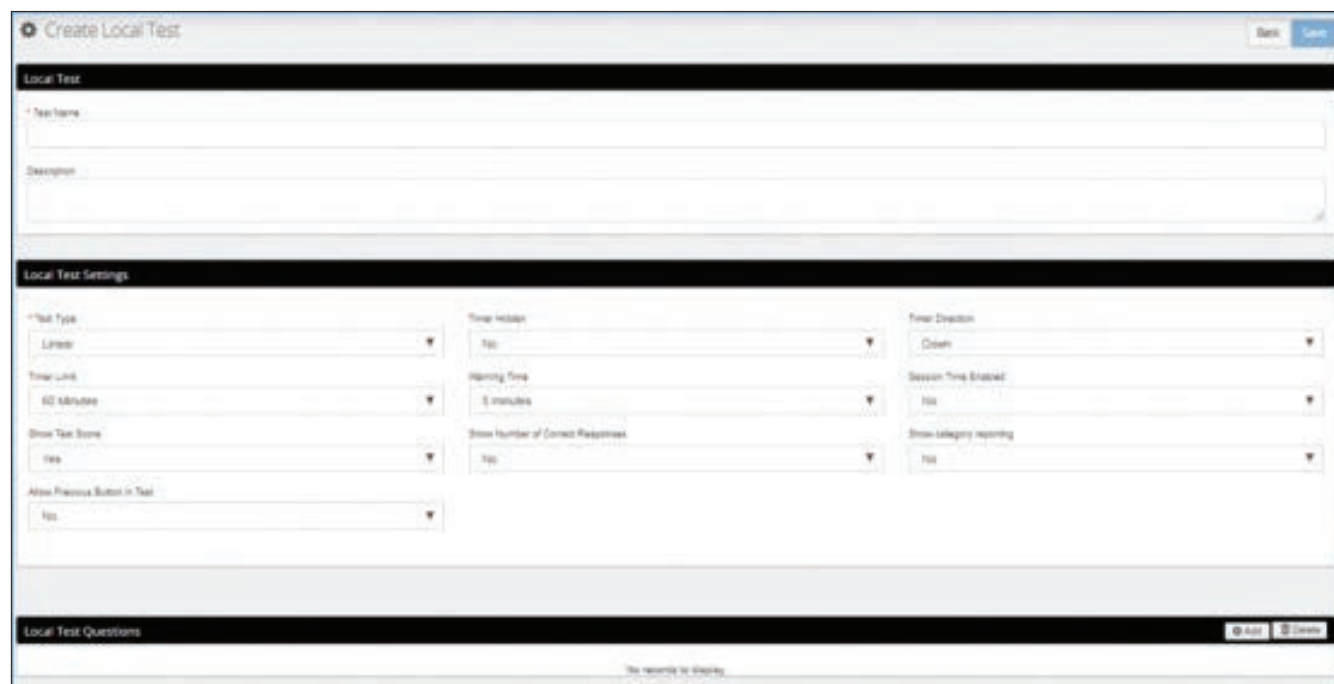
Once all your test questions have been created, you can begin creating your Local Tests. Click on **Create Local Test** under the **Local Test** menu of **Test Setup**. A list of all Local Tests will be displayed.



The screenshot shows the 'Create Local Test' interface. At the top, there are two informational messages: '\*\*\* Create and Edit Local Tests inherited from the Group level. You cannot edit these settings.' and '\*\*\* Create and Edit Local Tests are inherited from the ACCUPLACER System. You cannot edit these settings.' Below these is a header bar with 'Create Local Test' and an 'Add' button. A 'Sort By' dropdown is set to 'Test Name'. The main table lists five local tests: 'Audio\_Questions1\_LT', 'Copy', 'Local Test\_C8PU', 'Test' (with description 'SAMPLE'), and 'Test JJ'. Each row has a 'Status' column with an 'Active' toggle and an 'Action' column with search and edit icons.

Test Name	Description	Status	Action
*** Audio_Questions1_LT		Active	
*** Copy		Active	
*** Local Test_C8PU		Active	
*** Test	SAMPLE	Active	
*** Test JJ		Active	

To create a new Local Test, click **Add** and the screen shown below will display.



The screenshot shows the 'Create Local Test' form. It has a 'Local Test' header with 'Add' and 'Save' buttons. Below is a 'New Name' text field and a 'Description' text area. The 'Local Test Settings' section contains several dropdown menus: 'Test Type' (Limited), 'Time Limit' (60 minutes), 'Show Test Score' (Yes), 'Allow Previous Button in Test' (No), 'Time Warning' (No), 'Warning Time' (5 minutes), 'Show Number of Correct Responses' (No), 'Time Direction' (Clock), 'Session Time Elapsed' (No), and 'Show Category Reporting' (No). At the bottom is a 'Local Test Questions' section with 'Add' and 'Delete' buttons. A message 'No questions to display' is shown at the very bottom.

**Local Test**

New Name:

Description:

**Local Test Settings**

Test Type: Limited  
Time Limit: 60 minutes  
Show Test Score: Yes  
Allow Previous Button in Test: No  
Time Warning: No  
Warning Time: 5 minutes  
Show Number of Correct Responses: No  
Time Direction: Clock  
Session Time Elapsed: No  
Show Category Reporting: No

**Local Test Questions**

No questions to display

Enter the name of your test in the **Test Name** text box. Enter a description of the test (optional). Click **Save**. Select your Local Test Settings using the drop-down menus.

Test Type	Timer Hidden	Timer Direction
Linear (All test questions will be administered in the same order.)	Yes	Down
Random (Test questions will be administered in random order.)	No	Up
Time Limit*	Show Number of Correct Responses	Session Time Enabled
No Limit, 10 Minutes, 20 Minutes, 30 Minutes, 40 Minutes, 50 Minutes, 60 Minutes, 70 Minutes, 80 Minutes, 90 Minutes, 120 Minutes	Yes	Yes
	No	No
Show Test Score*	Warning Time	Show Category Reporting
Yes (Scores will be reported on Individual Score Report)	No Warning, 1 Minute, 2 Minutes, 3 Minutes, 4 Minutes, 5 Minutes, or 10 Minutes.	Yes
No (Scores will NOT be reported on Individual Score Report)		No
Allow Previous Button in Test		
Yes (students can go back to previous questions)		
No (students can't go back to previous questions)		

\*If a Time Limit is set for the local test, it will close when the time limitation has been met. If the local test is the last test in the Branching Profile, the screen will go back to the login screen. If the test is not the last in the Branching Profile, the next test in the Branching Profile will be presented. Items not completed will be counted wrong; the system will indicate that these items were omitted or not responded to. If the test is saved (**Save and Finish Later**) and time remains, when the test resumes it will start with the time that is still available.

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. At a click of **Submit** followed by a click of the **Confirm** button, the test taker will no longer be able to go to a previous test question.

CollegeBoard  
ACCUPLACER

Mahendra Chavan  
ID: 4455445544 | View Tutorial | Save and Finish Later

This site is designed for use by faculty and staff who are reviewing tests.  
This site should not be used to test students.

LocaltestComposite1 - Question 2 of 4 00:08:45

What is  $2 \times 2$  equal to?

- ☐ 4
- ☐ 5
- ☐ 6
- ☐ 7

Previous Next

To add test questions to your test, click **Add**, and a list of all test questions will appear. Put checkmarks in the boxes next to the questions that you want included in your test and click **Add Selected Questions**.

Create Local Test Back Save

Local Test

\* Test Name

Description

Local Test Settings

\* Test Type: Linear

Timer Hidden: No

Timer Direction: Down

Timer Limit: 60 Minutes

Warning Time: 5 minutes

Session Time Enabled: No

Show Test Score: Yes

Show Number of Correct Responses: No

Show category reporting: No

Allow Previous Button in Test: No

Local Test Questions

Add Delete

No records to display

Add Local Test Questions

Local Test Questions Details

10

<input type="checkbox"/>	Question Title	Question Category	Question Type	Calculator	Action
<input type="checkbox"/>	LTQuestion	Arjun Local Category	Multiple Choice	Graphing Calculator, Square Root Calculator and Basic Calculator	
<input type="checkbox"/>	Non Certification Test Question	IA or SM New Category	Multiple Choice	Not Available	
<input type="checkbox"/>	SG_Ques_TR-57988_noncert	General	Multiple Response	Not Available	
<input type="checkbox"/>	Test	General	Multiple Choice	Basic Calculator	
<input type="checkbox"/>	titus test	General	Multiple Choice	Not Available	
<input type="checkbox"/>	Tony_Local Question1	Tony_Local Category	Audio Questions	Not Available	
<input type="checkbox"/>	TU_Tony_Local Question1	TU_Tony_Local Category	Multiple Choice	Basic Calculator	

21 to 27 of 27 Records

First Prev 1 2 3 Next Last

Add Selected Questions Close

To remove a question from your test, place a checkmark next to the question and click **Delete**.

If you have selected "Linear" as the Test Type, you can determine the sequence in which test questions are presented by entering the number of the question in the **Sequence** box.

Local Test Questions

Add Delete

10

<input type="checkbox"/>	Sequence	Question Title	Question Category	Question Type	Passage Name	Calculator	Weight	Action
<input type="checkbox"/>	1	Mean 1	Mean	Multiple Choice	N/A	Available	1	
<input type="checkbox"/>	2	Test setup>Create New Question	General Aptitude	Multiple Choice	N/A	Available	1	
<input type="checkbox"/>	3	anupppp457465	CBUP	Multiple Choice	New_CBPU Passage	Available	1	

1 to 3 of 3 Records

First Prev 1 Next Last

Weight can be assigned to each question by putting the desired weight in the corresponding box.

To view a question, click on the **View** icon. Click **Save** to save your work.



## Background Questions

### Standard Background Questions

Shown below are the 11 ACCUPLACER Background Questions and answer choices that are provided in the ACCUPLACER System. Titles of questions are shown in bold.

#### **Federal Financial Aid?**

- Do you intend to apply for federal financial aid?
  - ♦ Yes
  - ♦ No

#### **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

#### **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

#### **First Language Spoken**

- What language did you learn to speak first?
  - ♦ English only
  - ♦ English and another language
  - ♦ Another language
  - ♦ I choose not to answer

#### **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

### **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

### **Studied Algebra in High School**

- Did you study algebra for at least one semester in high school?
  - ♦ Yes
  - ♦ No
  - ♦ I choose not to answer

### **What is your major?**

- What is your major?
  - ♦ I choose not to answer
  - ♦ Undecided

### **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


### **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

## Local Background Questions

In addition to the 11 standard questions available on the ACCUPLACER platform, users can create Local Background Questions specific to your institution to be included in a Background Question Group. Local Background Questions created by an Institution Administrator are available to all sites, while Local Background Questions created by Site Managers are available at that site only.



To create Local Background Questions, click on **Local Background Questions** under the **Test Setup** menu, then select **Local Questions**. A list of existing Standard Local Background Questions will appear.



 Local Background Questions









\* Background Questions inherited from the Institution level. You cannot edit or delete these Background Questions.  
\*\* Background Questions inherited from the Group level. You cannot edit or delete these Background Questions.  
\*\*\* Background Questions inherited from the ACCUPLACER System. You cannot edit or delete these Background Questions.

Local Background Questions

+ Add

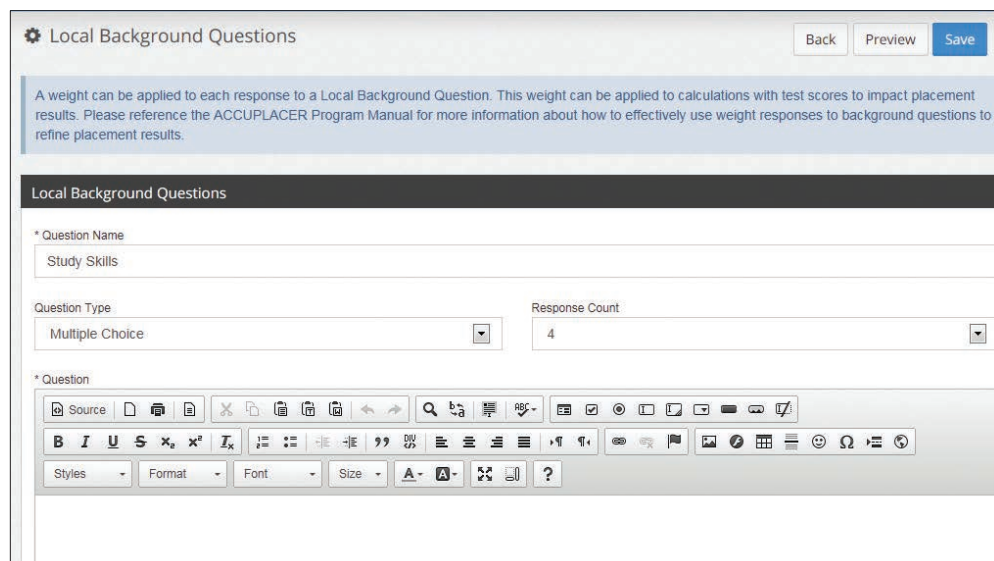


Question I  10 

Question Name	Status	Action
Books Read	 Active	  
Books with Weights	 Active	  

Click on the **Add** icon.

Enter the name of your Background Question in the **Question Name** box.



Use the link below for descriptions of each of the icons available in CKEditor used to maintain these screens. [http://docs.cksource.com/CKEditor\\_3.x/Users\\_Guide/Quick\\_Reference](http://docs.cksource.com/CKEditor_3.x/Users_Guide/Quick_Reference)

From the **Question Type** drop-down menu, select the type of question: Multiple Choice, Multiple Response, Short Answer, or Single Choice.

### 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 questions in the **Response Count** box. It is possible to have up to 99 answer choices. The default value is four. Student 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** box isn't available for this type of question.

To open a Response text box, click on the  and the response box will open. Enter your Response and click on the  to close the box. Use the up and down arrows  to change the order of the answer choices.

### Single Choice

For single choice questions, the Response Count box defaults to 1. This type of question provides the ability to set up a confirmation question such as agreeing to terms and conditions. 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.

The answer to single choice items will be displayed with a checkbox.

If your Placement Rules contain multiple weighted measures, you can assign weights to each response by adding a weight in the Weight Text box. The weights will be applied automatically if the condition type **Auto Multiple Weighted Measures** is selected in the Placement Rule. The weights won't be applied automatically if the condition type **Multiple Weighted Measures** is selected as a condition in the Placement Rule.

## Question Groups

Background Questions are put into Background Question Groups that can be presented to students during testing. You can create multiple groups; you can branch from one Background Question Group to another Background Question Group 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 contains standard and/or local background questions that you want the student to answer. A Background Question Group can be delivered at the beginning, middle, or end of a test session. Multiple Background Question Groups can be added to a Branching Profile.

From the **Test Setup** menu select **Local Background Questions**, and then select **Background Question Groups**. A list of all Background Question Groups will appear.

Enter the name of your group in the **Background Question Group Name** box.

Background Question Groups
Back
Save

Background Question Group

\* Background Question Group Name

Spring Testing 2015

Background Questions

Add
Remove

No records to display.

Click the **Add** icon and a list of all background questions, local and standard, will appear.

CollegeBoard  
ACCUPLACER

Background Question Groups

Background Question Group

\* Background Question Group Name

Spring Testing

Background Questions

Add Selected Questions

Question Name	Question Type	Action
<input type="checkbox"/> Books Read	Local Background Question	<a href="#">Q</a>
<input type="checkbox"/> High School Attended	Local Background Question	<a href="#">Q</a>
<input type="checkbox"/> Study Skills	Local Background Question	<a href="#">Q</a>
<input type="checkbox"/> *** CBA_LBO_Quest1	Local Background Question	<a href="#">Q</a>
<input type="checkbox"/> *** LBO_Quest 1	Local Background Question	<a href="#">Q</a>
<input type="checkbox"/> *** Do you intend to apply for Federal Financial aid?	Standard Background Question	<a href="#">Q</a>
<input type="checkbox"/> *** English First Language	Standard Background Question	<a href="#">Q</a>
<input type="checkbox"/> *** Father's Education	Standard Background Question	<a href="#">Q</a>
<input type="checkbox"/> *** First Language Spoken	Standard Background Question	<a href="#">Q</a>
<input type="checkbox"/> *** High School Graduate or GED Certificate	Standard Background Question	<a href="#">Q</a>
<input type="checkbox"/> *** Mother's Education	Standard Background Question	<a href="#">Q</a>
<input type="checkbox"/> *** Studied Algebra in High School	Standard Background Question	<a href="#">Q</a>
<input type="checkbox"/> *** What is your Major?	Standard Background Question	<a href="#">Q</a>
<input type="checkbox"/> *** Years Since Last Mathematics Course	Standard Background Question	<a href="#">Q</a>
<input type="checkbox"/> *** Years Studied English in High School	Standard Background Question	<a href="#">Q</a>

Check the box next to the questions you want included in the group and click **Add Selected Questions**. The next screen will display all the Background Questions you selected.

CollegeBoard  
ACCUPLACER

Background Question Groups

Background Question Group

\* Background Question Group Name

Fall Testing

Background Questions

Add

Remove

<input type="checkbox"/>	Sequence	Question Name	Question Type	Action
<input type="checkbox"/>	1	English First Language	Standard Background Question	<a href="#">Q</a>
<input type="checkbox"/>	2	Studied Algebra in High School	Standard Background Question	<a href="#">Q</a>
<input type="checkbox"/>	3	Years Studied English in High School	Standard Background Question	<a href="#">Q</a>
<input type="checkbox"/>	4	Years Since Last Mathematics Course	Standard Background Question	<a href="#">Q</a>
<input type="checkbox"/>	5	High School Attended	Local Background Question	<a href="#">Q</a>

1 to 5 of 5 Records

To edit the name of a Background Question Group, click in the name box, make your edits, and click **Save**.

To change the sequence of the questions, enter numbers in the Sequence column and click **Save Sequence**.

To remove a question, select the appropriate check boxes, and click **Remove**. Click the **Save** icon to save your work.

ACCUPLACER User's Guide

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## Retest Rules

To help you manage your Institution's retest policy, it is possible to limit the number of retest attempts on a test on the ACCUPLACER platform. Every attempt where at least one test item is completed will be counted toward the retest limit. IA's can establish the limits and "push" (aka force update) the limits down to individual sites. Site Managers however, can override what is pushed down to them from the institution and establish their own limits. Site Managers can also revert to the IA settings.

Test Name	Max Attempts	Duration(Days)	Placement Configuration	Allow override of retest limit?	Status	Action
Reading Comprehension	0	0	Latest Score	No	Inactive	[Edit] [Delete]
Sentence Skills	0	0	Latest Score	No	Inactive	[Edit] [Delete]
ESL Reading Skills	0	0	Latest Score	No	Inactive	[Edit] [Delete]
ESL Sentence Meaning	0	0	Latest Score	No	Inactive	[Edit] [Delete]
College Level Math	0	0	Latest Score	No	Inactive	[Edit] [Delete]
ESL Language Use	0	0	Latest Score	No	Inactive	[Edit] [Delete]
ESL Listening	0	0	Latest Score	No	Inactive	[Edit] [Delete]
Arithmetic	0	0	Latest Score	No	Inactive	[Edit] [Delete]
Elementary Algebra	0	0	Latest Score	No	Inactive	[Edit] [Delete]
Diagnostic Arithmetic	0	0	Latest Score	No	Inactive	[Edit] [Delete]

1 to 10 of 51 Records

First Prev 1 2 3 4 5 Next Last

### Test Name

All tests that are available to the institution or site are listed in this column.

### Max Attempts

The maximum number of attempts a test can be taken.

### Duration (Days)

Previously values were designated by the month—now values are 14 to 1440 days.

### Placement Configuration

The placement rule configuration will be used when retest limits are exceeded. Options available to 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?

When set to **Yes**, an authorized user can override the Retest Rule, thereby allowing the student 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 that list and an authorized person with the Site Manager's permission 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 can't be administered/overridden by any user.

### Status

Active—When a retest rule is active, the number of retests available will be enforced.

Inactive—When a retest rule is inactive, there will be an unlimited number of retests available for the test.



To create Retest Rules, click on the **Edit** icon under the **Action** column for the test you want to create a Retest Rule for, and a screen like the one below will display.

Enter the information you want used for the designated test and click **Save**. The Retest Rules screen will display. In the Status column, click the Inactive button to toggle the selection and activate the rule.

For a new test administration, the warning message/approval screen will appear following the click of **Start Test**. At this point, the Branching Profile will be analyzed, and the retest limit(s) verified. This treatment will be 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/Branching Profile 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

Placement Rules are based on the cut scores used at your institution. By using this feature, students' placements can be reported on their Individual Score Report generated at the end of testing. Placement Rules created by Institution Administrators are available for use at all sites. Placement Rules created by the Site Manager are available for use at the site only. Before you begin to create your Placement Rules, you must create all Course Groups, Courses, Majors, User Defined Fields, and Composite Scores that will be used in the Placement Rules.

## Placement Rules

Placement Rules contain conditions and course placements. Unlike Branching Profiles, Placement Rules contain only one rule. Conditions for Placement Rules are like those in Branching Profiles.

To create 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.

Placement Rules

\* Placement Rules inherited from the Institution level. You cannot edit or delete these Placement Rules.

\*\* Placement Rules inherited from the Group level. You cannot edit or delete these Placement Rules.

Changes made to Placement Rules will take effect immediately for all new test takers. Course placements for past test takers must be rebuilt from the Individual Score Report.

Placement Rules










Add

Sort By

Placement Rule Name

1 2

10

Placement Rule Name	Description	Type	Status	Last Modified Date	Action
* 01. KM Reading Level 1 - RD G0900	Nx Gen Rdg OR Companion Rdg 200 to 250	Next-Generation	Active	2016-08-22	  
* 02. KM Reading Level 2 - RD G0910	Nx Gen Rdg OR Companion Rdg 251 to 278	Next-Generation	Active	2016-08-19	  
* 03. KM Reading College Ready RDG1000	Nx Gen Rdg OR Companion Rdg 279 to 300	Next-Generation	Active	2016-08-19	  

To add a new Placement Rule, click on the **Add** button. You will see the option to create a "Classic" placement rule or a "Next-Generation" placement rule. The screen shown below will appear:

Placement Rules

Back Save

\* Inherited from the Institution level.

\*\* Inherited from the Group level.

\*\*\* Inherited from the ACCUPLACER System.

Conditions are not applicable for any of the Diagnostic tests when creating and editing Rules.

\* Name (internal only)

Description/Notes (optional, internal only)

\* Test Type (internal only)

Classic

Next-Generation

Placement Comments (optional, visible on ISR)

Rule

ALWAYS

Course Placement is 

-Select One-

Add a condition to this rule

Back Save

Select the Test Type and enter the Placement Rule Name, Description/Notes (optional), and Placement Comments (optional). **TIP:** Description/Notes is an internal field (not visible on a report) that helps the user keep track of the intent of the Placement Rule. If the Placement Comment field is populated, this WILL appear on the student's ISR.

With the addition of the automated scoring of paper answer sheets capability, placement rules can support scores from COMPANION tests that are automatically scored by ACCUPLACER (currently Next-Generation tests only).

Because of the difference in the scoring scales of the Classic and Next-Generation tests, placement rules are intentionally restricted from including both types of tests. In addition, because the Classic tests will eventually be retired, keeping Classic tests out of Next-Generation placement rules will prevent you from having to revise those placement rules later.

**Test Type** is where you define whether your placement rules will be based on ACCUPLACER Classic placement tests or Next-Generation placements tests. **TIP:** When creating a placement rule that contains Next-Generation tests, ensure that the placement rule is easily recognizable by placing "NG" in the placement rule name. Once the placement rule has been saved, the test type can't be modified. A new placement rule would need to be created.

Additionally, if a placement rule is copied, the Test Type can't be modified on the resultant copy. Since Next-Generation diagnostic tests don't exist yet, when Next-Generation is selected, the system will remove placement conditions associated with a diagnostic test (e.g., single strand score won't appear as an option).

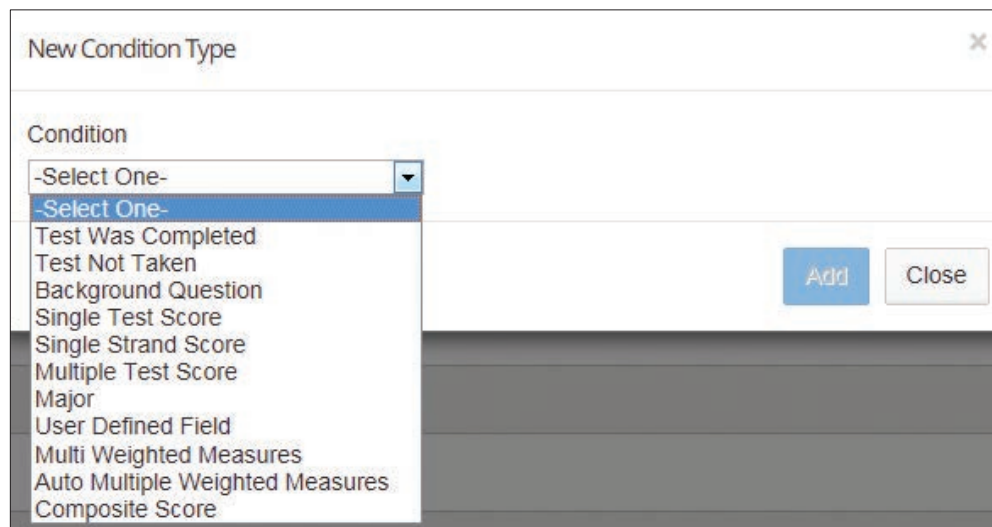
**Description/Notes** is an area for you to record any information that describes the Placement Rule. Maximum length is 500 characters.

The screenshot shows the 'Rule' configuration window. It has two main sections: 'IF' and 'THEN'. The 'IF' section contains two rows of conditions. The first row is: '1.0 times the score of \*\*\* Next-Generation Reading - ( less than or equal to 249'. The second row is: '1.0 times the score of \*\*\* COMPANION Next-Generat greater than or equal to 249'. There is an 'OR' button between the two rows. The 'THEN' section contains a 'Course Placement is' dropdown menu with 'READ 090' selected. There are also icons for adding, deleting, and saving rules.

**Placement Comments** will appear on the Individual Score Report. Maximum length is 4,000 characters.

From the Course Placement drop-down menu, select the course. Multiple courses can be selected if the same placement rule applies to all the selected courses. To add additional courses, click on the **Add a Course** icon.

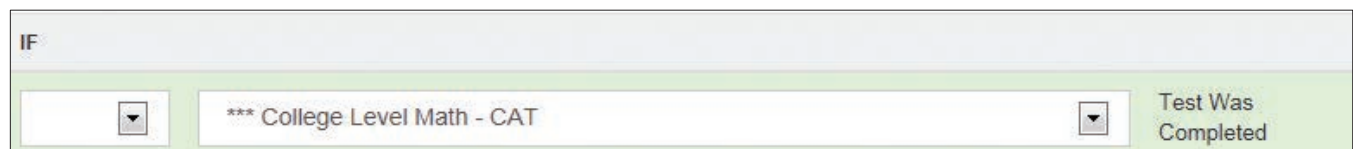
Click **Add a Condition to This Rule** and the screen shown below will list all the condition types that can be used in a Placement Rule.



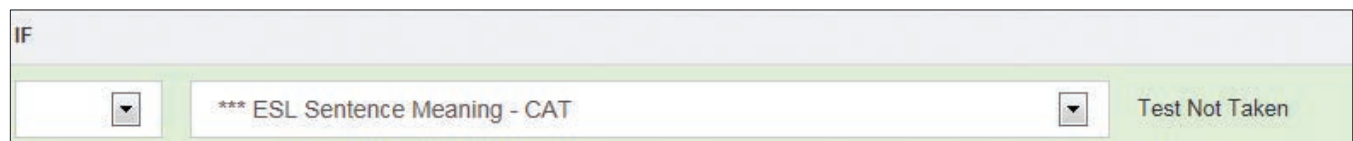
### Condition Types

There are 11 different types of conditions that can be use in a Placement Rule.

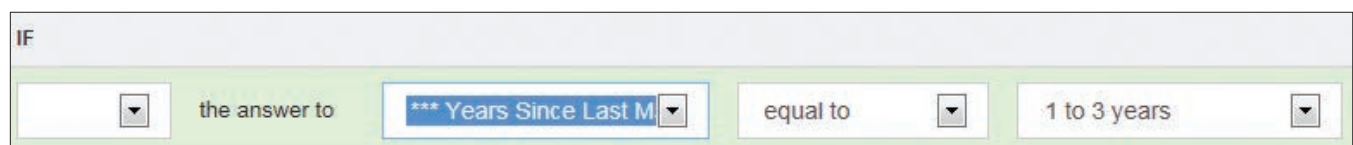
**Test Was Completed** is used when a course placement is based on the score of a test that was completed. All ACCUPLACER tests, active Local Tests, and WritePlacer settings are available in the drop-down menu. Choose the test you want to use as a part of this condition. The Placement Recommendation is made only when the condition is evaluated as true.



**Test Not Taken** is used to create a course placement based on the Test Not Taken condition, which validates whether a student took a specific test. Incomplete tests are considered as not taken.



**Background Question** is used when a course placement recommendation is based on a student'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.



**Single Test Score** is used when a course placement recommendation is based on the score from a test that was administered. All ACCUPLACER tests (not diagnostic 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.

IF

1.0 times the score of \*\*\* Arithmetic - CAT greater than  78

**Single Strand Score** is used when a course placement recommendation is based on a strand score from a diagnostic test. From the first drop-down menu, select the appropriate diagnostic test. From the second drop-down menu, select the appropriate strand.

IF

1.0 times the score of \*\*\* Diagnostic Arithmetic-CAT Computation with Decimal Number greater than  5

**Multiple Test Scores** is used when a course placement recommendation is based on the sum of two or more scores from tests administered during the test session. All ACCUPLACER tests, Local Tests, Diagnostic Test Strands, and WritePlacer Settings are available in the drop-down menu. Choose the tests you want to include in this condition and enter appropriate values in the text boxes.

Shown below is an example of adding two test scores:

IF

Sum of Scores 1.0 times the score of \*\*\* Arithmetic - CAT PLUS

Sum of Scores 1.0 times the score of \*\*\* Elementary Algebra - CAT

the total sum of scores above is equal to  1250

Shown below is an example of adding a test score and a strand score:

IF

Sum of Scores 1.0 times the score of \*\*\* Arithmetic - CAT PLUS

Sum of Scores 1.0 times the score of \*\*\* Diagnostic Arithmetic-CAT Computation with Decimal Number

the total sum of scores above is equal to  85

**Major/Program** is 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.

IF			
<input type="text"/>	the student's major is included in this list	<input type="text" value="Nursing"/>	<input type="button" value="Q"/>
		<input type="text" value="{{ cn.n"/>	<input type="button" value="+"/> <input type="button" value="X"/>
THEN			
Course Placement is		<input type="text" value="Developmental English I"/>	<input type="button" value="+"/>

**User Defined Field** is used when a course placement recommendation is based on the value of a User Defined Field. All active User Defined Fields created by Site Managers appear in the drop-down menu. Choose the User Defined Field you want to use in the condition and enter a value.

You will have to enter the value of the User Defined Field after a student has completed the test session. To enter values for User Defined Fields, click on the **Reports** menu and select **List and Enter User**.

**Defined Fields Data.** For the placement that is based on the User Defined Field to show on a student's Individual Score Report, you will have to open the student's Individual Score Report after testing and click on the **Rebuild Course Placement Using Current Placement Rules** link at the bottom of the page.

IF			
<input type="text"/>	the value of user-defined field	<input type="text" value="SAT - V"/>	<input type="text" value="greater than"/>
		<input type="text" value="600"/>	

**Multiple Weighted Measures** is used when a course placement recommendation is based on the weighted value of test scores and students' answers to Background Questions. Weights must be assigned manually to various responses. Select the tests you want to use as a part of this condition. Choose the Background Question you want to use in the condition, along with the weight for the response.

IF							
Sum of Scores	<input type="text" value="1.0"/>	times the score of	<input type="text" value="*** Sentence Skills - CAT"/>				
weight applied	apply	<input type="text" value=".03"/>	weight if the answer to	<input type="text" value="Books Read"/>	<input type="text" value="equal to"/>	<input type="text" value="More than 5"/>	<input type="text" value="PLUS"/>
weight applied	apply	<input type="text" value=".02"/>	weight if the answer to	<input type="text" value="Books Read"/>	<input type="text" value="equal to"/>	<input type="text" value="3 to 5"/>	<input type="text" value="PLUS"/>
weight applied	apply	<input type="text" value="1.0"/>	weight if the answer to	<input type="text" value="Books Read"/>	<input type="text" value="equal to"/>	<input type="text" value="1 or 2"/>	
<input type="text"/>	the total sum of scores above times the total weight above is			<input type="text" value="equal to"/>	<input type="text" value="85"/>	<input type="text"/>	

**Auto Multiple Weighted Measures** is used when a course placement recommendation is based on the weighted value of test scores and students' answers to Background Questions. The weights used are those that were assigned to the responses when the Local Background Questions were created.



IF

Sum of Scores  times the score of

weight applied

the total sum of scores above times the total weight above is

The above example for Multiple Weighted Measures will provide the same placement as the example for Auto Multiple Weighted Measures.

**Composite Scores** is used when a course placement recommendation is based on a Composite Score. In the example below, if the Composite Score named "English" is greater than or equal to 60 and less than 85, then placement is Developmental English II.

IF

1.0 times the score of   60

1.0 times the score of   85

THEN

Course Placement is

### Using And/Or

**AND:** If both conditions are true, then only the entire condition is true.

**OR:** If any one of the conditions is true, then the entire condition is true.

## Courses

To add a new course, click **Courses** under the **Placement Setup** menu and a list of all courses that have been added to the site will display.

**Courses**

\* Course Group inherited from the Institution level. You cannot edit, delete these Course Groups.  
\*\* Courses inherited from the Group level. You cannot edit or delete these Courses.

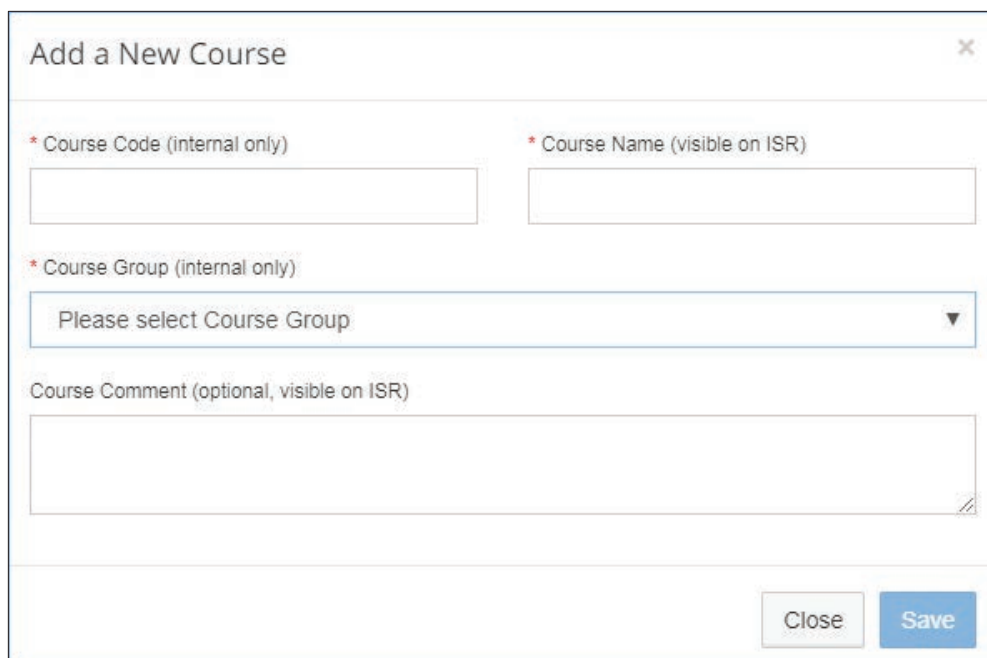
Course Name	Course Code	Course Group	Status	Action
Developmental English I	2	English	Active	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add</a>
Developmental English II	3	English	Active	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add</a>
Developmental Reading I	4	Reading	Active	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add</a>
Developmental Reading II	5	Reading	Active	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add</a>
English Comp I	1	English	Active	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add</a>

1 to 5 of 5 Records

First Prev 1 Next Last

To add a new course, click on the **Add** button.



A screenshot of a web form titled "Add a New Course" with a close button (X) in the top right corner. The form contains four fields: "Course Code (internal only)" and "Course Name (visible on ISR)" are text input fields; "Course Group (internal only)" is a dropdown menu with the placeholder text "Please select Course Group"; and "Course Comment (optional, visible on ISR)" is a larger text area. At the bottom right, there are "Close" and "Save" buttons.

Add a New Course

\* Course Code (internal only)

\* Course Name (visible on ISR)

\* Course Group (internal only)

Please select Course Group

Course Comment (optional, visible on ISR)

Close Save

Enter the **Course Code** and **Course Name**. Use the drop-down menu to select the **Course Group** with which the course will be associated. Enter Course Comments (optional) and click **Save**.

**Course Code** is an alphanumeric code used to identify the course that you create. It can be a maximum length of 100 characters.

**Course Name** is an alphanumeric name used to identify the course and must be unique within the site.

**Course Group** is the name of the group under which the course is assigned.

**Course Comment** describes the course and is reported in the Individual Score Report. Maximum length is 500 characters.

## Course Groups

Each course added to your ACCUPLACER site must be associated with a Course Group. This allows you to group courses by discipline. Course Groups are used as a filtering criterion when running Placement Rosters reports. To create a Course Group, click on **Course Groups** under the **Placement Setup** menu, and a list of all Course Groups that have been added to the site will display.

To add a new Course Group, click on the **Add** button.

Course Groups

\* Course Group inherited from the Institution level. You cannot edit, delete these Course Groups.

\*\* Course Group inherited from the Group level. You cannot edit, delete these Course Groups.

Course Groups			Add
	<div><div></div><div></div></div>	Course Group Name	10
Course Group Name	Status	Action	
CSP	Active	<div><div></div><div></div><div></div></div>	
English	Active	<div><div></div><div></div><div></div></div>	
Math	Active	<div><div></div><div></div><div></div></div>	
Reading	Active	<div><div></div><div></div><div></div></div>	
1 to 4 of 4 Records			<div><div>First</div><div>Prev</div><div>1</div><div>Next</div><div>Last</div></div>

Add Course Groups

\* Course Group Name

Close

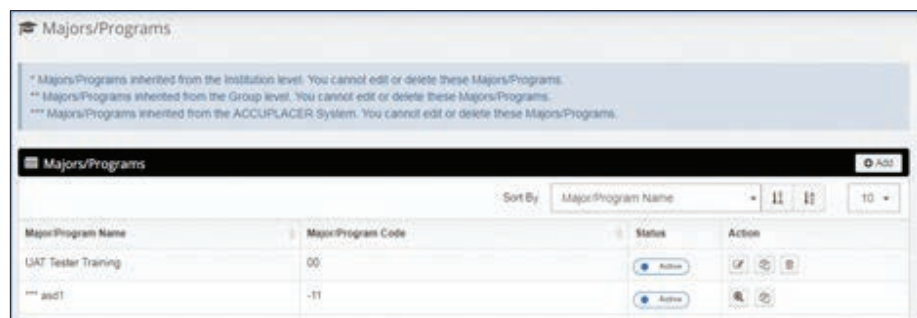
Save

Enter the name of your **Course Group** and click **Save**.

## Majors/Programs

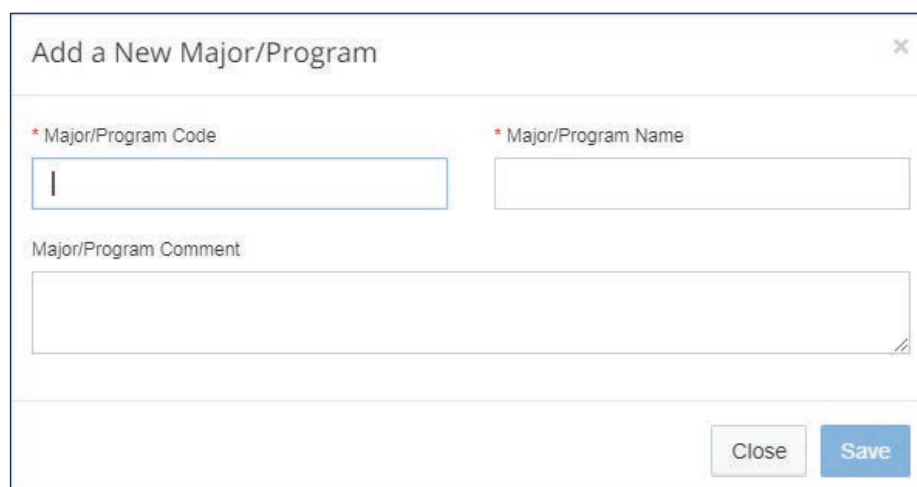
To add a Major, click on **Majors/Programs** under the **Placement Setup** menu and a list of majors that have been added to the site will display. Answers "I choose not to answer" and "Undecided" are provided by the system. If you don't want them to appear as options for the "What is your major?" **Background Question**, click the **Active** button under the Status column to make the major **Inactivate**.

To add a new major/program, click on the **Add** button.



The screenshot shows the 'Majors/Programs' management page. At the top, there are three informational messages: one for institution-level inherited programs, one for group-level inherited programs, and one for ACCUPLACER System inherited programs. Below these is a table with columns: Major/Program Name, Major/Program Code, Status, and Action. The table lists two items: 'UAT Tester Training' with code '00' and 'asdt' with code '-11'. Each item has an 'Active' button in the Status column and icons in the Action column. A 'Sort By' dropdown is set to 'Major/Program Name' and a page size selector is set to '10'. An 'Add' button is in the top right corner.

Major/Program Name	Major/Program Code	Status	Action
UAT Tester Training	00	Active	[Icons]
asdt	-11	Active	[Icons]



The screenshot shows the 'Add a New Major/Program' form. It has three required fields: 'Major/Program Code', 'Major/Program Name', and 'Major/Program Comment'. The 'Major/Program Code' field contains the character 'I'. The 'Major/Program Name' field is empty. The 'Major/Program Comment' field is a larger text area, also empty. At the bottom right, there are 'Close' and 'Save' buttons.

Add a New Major/Program

\* Major/Program Code: I

\* Major/Program Name:

Major/Program Comment:

Close Save

Enter the Major/Program Code, Major/Program Name, and Major/Program Comment. Click **Save** and the new Major will be added to your list of majors.

**Major/Program Code** is a code you assign and can't be more than 15 characters long. It is a required field as indicated by the \* so if the field is empty, an error message will appear.

**Major/Program Name** can't exceed 100 characters. It is a required field as indicated by the \* so if the major name field is empty, an error message will appear.

**Major/Program Comment** can't exceed 100 characters. Major Comments will appear on the Individual Score Report.

## 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, or SAT® scores.

To add a User Defined Field, click on **User Defined Fields** under the **Placement Setup** menu and a list of fields that currently exist on the site will display. To add a new User Defined Field, click on the **Add** button.

The screenshot shows the 'User Defined Fields' management page. At the top, there are two informational messages: one for fields inherited from the Institution level and another for fields inherited from the Group level. Below these is a green success message: 'User Defined Field added successfully.' The main section is a table titled 'User Defined Fields' with columns: Field Number, Field Label, Field Abbreviation, Field Type, and Action. A single record is shown with Field Number 1, Field Label 'SAT - V', Field Abbreviation 'SATV', and Field Type 'Whole Number'. The table has a pagination bar at the bottom showing '1 to 1 of 1 Records' and navigation buttons (First, Prev, 1, Next, Last). Above the table are controls for 'Field Label' (a dropdown) and a count of '10'.

Field Number	Field Label	Field Abbreviation	Field Type	Action
1	SAT - V	SATV	Whole Number	

The screenshot shows the 'Create/Edit User Defined Fields' form. It has a title bar with a close button. Below the title is a blue bar with the text '\* Indicates required fields'. The form contains three input fields: '\* Field Label' with the value 'SAT- M', '\* Field Abbreviation' with the value 'SAMT', and '\* Field Type' which is a dropdown menu. The dropdown menu is open, showing options: '-Select One-', '-Select One-', 'Decimal Number', 'Text', and 'Whole Number'. At the bottom right are 'Close' and 'Save' buttons.

\* Field Label: SAT- M

\* Field Abbreviation: SAMT











\* Field Type: -Select One- (dropdown menu open showing options: -Select One-, Decimal Number, Text, Whole Number)

Buttons: Close, Save

Add the Field Label and Field Abbreviation. Use the drop-down menu to select the Field Type. Click **Save**.

## Composite Scores

This feature allows you to create a Composite Score that can be used in Placement Rules, included in reports, and uploaded to campus SISs. To create a Composite Score, click on **Composite Scores** under the **Placement Setup** menu and a list of composite scores that currently exist on the site will display.

Composite Scores				
<p>* Composite Scores inherited from the Institution level. You cannot edit or delete these Composite Scores.</p> <p>** Composite Scores inherited from the Group level. You cannot edit or delete these Composite Scores.</p> <ul style="list-style-type: none"><li>• Changes made to the formula for Composite Score calculations will take effect immediately for all new test takers.</li><li>• Course placements for past test takers must be rebuilt from the Individual Score Report.</li></ul>				
Composite Scores				
<div><div>1212</div><div>Composite Score Name</div><div>10</div><div>Add</div></div>				
Composite Score Name	Description	Status	Last Modified Date	Action
English		Active		    
Reading		Active		    
1 to 2 of 2 Records				<div>First Prev 1 Next Last</div>

To add a new Composite Score, click on the **Add** button. You will see the option to create a “Classic” composite score or a “Next-Generation” composite score. Because of differences in the scoring scales of the Classic and Next-Generation tests, composite scores are intentionally restricted from including both types of tests. In addition, because the Classic tests will eventually be retired, keeping Classic tests out of Next-Generation composites will prevent you from having to revise those composite scores later. The screen shown below will appear:

Composite Scores

Back Save

\* Inherited from the Institution level.

\*\* Inherited from the Group level.

\*\*\* Inherited from the Accuplacer System.

Name

Score Configuration

Current Test Session

Current Test Session

Latest Score

Highest Score

Highest score for last six months

Highest score for last 12 months

Highest score for last two years

Highest score for last three years

Test Type

Classic

Next-Generation

Score

Add a condition to this score

Select the test type and enter a name for the Composite Score. **TIP:** When creating a composite score that contains Next-Generation tests, be sure that the composite scores are easily recognizable by placing “NG” in the composite score name. When copying a composite score, the Test Type can’t be changed. From the **Score Configuration** drop-down menu select what test scores you want used when calculating the composite score. If you select:

**Current Test Session**—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. Scores will be evaluated based on the Test Session End Date.

**Highest Score**—The highest score available for the student 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 student 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 student from all available records of the last 12 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 student 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 student from all available records of the last three years will be used to calculate the composite score.

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 Individual Score Report.

To select a score to use, click **Add a Condition to the Score**.

The screenshot shows the 'Composite Scores' configuration page. At the top, there's a header with a graduation cap icon and the title 'Composite Scores'. On the right are 'Back' and 'Save' buttons. Below the header is a light blue box containing three levels of inheritance: '\*' for 'Inherited from the Institution level.', '\*\*' for 'Inherited from the Group level.', and '\*\*\*' for 'Inherited from the ACCUPLACER System.' Below this box is a note: 'Conditions are not applicable for any of the Diagnostic tests when creating and editing Rules.'

The main configuration area has two sections. The first section, labeled '\* Name', contains a text input field with the value 'Math Composite Score'. The second section has two parts. On the left, labeled '\* Score Configuration', is a dropdown menu currently showing 'Current Test Session'. The dropdown list is open, showing options: 'Current Test Session' (highlighted), 'Latest Score', 'Highest Score', 'Highest score for last six months.', 'Highest score for last 12 months', 'Highest score for last two years', and 'Highest score for last three years'. To the right of this, labeled '\* Test Type', are two radio buttons: 'Classic' (unselected) and 'Next-Generation' (selected). Below these are two empty text input fields.

At the bottom of the form is a black bar with a document icon and the text 'Score'. In the bottom right corner, there is a red-bordered button with a plus icon and the text 'Add a condition to this score'.

## Select New Score

There are five types of scores that may be used alone or in combination with one another.

**Single Test Score**—A single test score can be included in the Composite Score.

In the example above, the scores of Reading Comprehension and Sentence Skills are being added together to create the composite score.

**Single Strand Score**—A single strand score can be included in the Composite Score.

In the example above, the strand score, **Computation with Integers and Fractions**, from the Diagnostic Arithmetic test is being added to the single test score of the Arithmetic test to create the Composite Score.

**Multiple Weighted Score**—A Multiple Weighted Score can be included in the Composite Score.



In the example above, if the answer to the Background Question “Years Studied Math in High School” is equal to “More than 4,” then 0.05 of the Arithmetic score is added to the Arithmetic score to create the Composite Score.

### Auto Multiple Weighted Score

If you created a Local Background Question that assigned weights automatically to answer choices, it can be used to create a Composite Score.

The screenshot shows the 'Score' configuration window. It has a header 'Score' with a document icon. Below the header, there are two rows of configuration. The first row is labeled 'Sum of Scores' and contains a text input field with '1.0', followed by the text 'times the score of', and then a dropdown menu with '\*\*\* Sentence Skills-CAT'. The second row is labeled 'weight applied' and contains a dropdown menu with 'Books with Weights'. To the right of this dropdown are three icons: a plus sign, a minus sign, and a trash can.

In the example above, the automatic weights assigned to answer choices of the Local Background Question Books with Weights will be added to the score of Sentence Skills to create the Composite Score.

**Fixed Number**—A fixed number can be added to a test score to create a Composite Score.

The screenshot shows the 'Score' configuration window. It has a header 'Score' with a document icon. Below the header, there are two rows of configuration. The first row is labeled 'Fixed Number of' and contains a text input field with '100', followed by a 'PLUS' button and a dropdown menu. The second row is labeled 'times the score of' and contains a text input field with '1.0', followed by the text 'times the score of', and then a dropdown menu with '\*\*\* WritePlacer ESL -WritePlacer'.

In the example above, 100 is being added to the WritePlacer ESL score.

### Diagnostic Messaging

The Diagnostic Message is a custom message that is configured to show different messages for different test/strand scores. The message is displayed according to configured rules.

Below is an example of a Diagnostic Message:

The screenshot shows the 'Rule' configuration window. It has a header 'Rule' with a document icon. Below the header, there are two rows of configuration. The first row is labeled '\*\*\* Diagnostic Arithmetic-CAT' and contains a dropdown menu. The second row is labeled 'Computation with Integers and Fractions' and contains a dropdown menu. Below these rows is an 'IF' section with a configuration bar containing the following elements: '((( ' dropdown, '1.0' text input, 'times the score of' text, '\*\*\* Elementary Algebra - CAT' dropdown, 'greater than' dropdown, '1' text input, and '))) ' dropdown. Below the 'IF' section is a 'THEN Display the following Diagnostic message' section with a text input field containing 'Arithmetic Strand 1-Message 1'.

# Test Administration

## Administer New Test Session

The ACCUPLACER License Agreement requires that all ACCUPLACER tests be administered in the presence of an authorized Proctor in a secure testing environment for the duration of the test session. Proctors should only use their proctor login credential when administering ACCUPLACER tests.

**Note:** An Institution Administrator or Site Manager can't administer tests.

**Caution:** Simultaneously logging in to more than one ACCUPLACER session on the **same workstation** will create a security issue, and you will receive a security errors message. If you receive this error message, you may have to close all open ACCUPLACER sessions and/or browser windows and log in again.

To start a new test session, click on **Administer New Test Session** under the **Administer Test** menu.

**Administer New Test Session**

All ACCUPLACER tests must be administered in the presence of an authorized Proctor in a secure testing environment for the duration of the test session. 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 a pop-up blocker enabled. Use the [System Requirements](#) to ensure your workstation conforms to system requirements.

- \* Branching Profiles Inherited from the Institution level
- \*\* Branching Profiles Inherited from the Group level
- \*\*\* Branching Profiles Inherited from the ACCUPLACER system

Auto Allocation is enabled. Test units will be deducted directly from the Institution when the unit balance for the Site is at or below zero.

**Test Unit Balance**

**87**  
SITE

**Administer New Test Session**

Select Branching Profile


-Select One-

**Administer Test**

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 blocker enabled. Use the [System Requirements](#) to ensure that your workstation conforms to system requirements.

In the **Test Unit Balance** box, the number of units the site has will be shown. From the **Select Branching Profile** drop-down menu, select the Branching Profile that you want used for the test session and click the **Administer Test** button.

When the Student Privacy Policy displays, students may be seated at the computers. Once students have read the policy, they must click **Accept** to continue. If they click **Decline**, they won't be able to continue testing. Students can print the privacy policy by clicking **Print**.

The College Board System Student Privacy Policy

This System and website are operated by the College Board and are designed to be used by educational institutions, governmental departments of education and students to assist in determining if a student is prepared for a college-level course and to aid institutions in making course placement decisions. The College Board recognizes the importance of protecting the privacy rights of students taking ACCUPLACER® tests and other College Board tests using this System. The College Board System is securely managed and safeguarded in accordance with all applicable laws and the policies and guidelines set forth below. By using the College Board System, you consent to the terms of the following privacy policy, including the uses of the information as described below.

**INFORMATION COLLECTED**

The following Student Data may be collected: test scores, test related data and personally identifiable information, including name, address, phone number, email address, student ID, date of birth, gender, ethnicity and other data that may be requested specifically by the institution.

**INFORMATION USE, SHARING AND DISCLOSURE**

(a) Student Data is provided to the institution that is administering the test to the student and may be shared by that institution with governmental departments of education for reporting purposes.

(b) Student Data is used by the College Board for internal research and reporting purposes in accordance with the College Board's data use policies. With the exception of those uses set forth in this privacy policy, student personally identifiable information will not be shared, sold or released to third parties without the student's consent. For further information regarding the College Board's data use policies, visit <http://www.collegeboard.org> to access the College Board's Guidelines for the Release of Data and the College Board's Uses of College Board Test Scores and Related Data.

(c) Student Data may be shared with employees and subcontractors who assist the College Board with website operations and the technical aspects of hosting the site. All College Board employees and subcontractors are subject to the College Board's confidentiality and privacy policies.

(d) Student Data may be disclosed in response to a subpoena, court order or legal process, to the extent permitted and required by law.

If you have added a Student Instructions custom message in Test Setup, your message will appear.

## Student Instructions

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 (\*). If you have any questions, please contact your Proctor.

Close

After the Student Instructions have been read, the student should click **Close**. The **Student Information** screen will appear. The student must complete all required (\*) fields on the Student Information page, and then click **Next**.

Clicking the **Student Instructions** link will prompt the Student Instructions custom message to appear again.

**Student Information**

**Instructions:**  
[Student Instructions](#)  
 \* Indicates required fields

**Institution Name:** \*Pearson - IT - New\_7th spt  
**Site Name:** \*Pearson Pearson IT - Shawn

\* Student ID:   
 \* Confirm Student ID:   
 \* Last Name:   
 \* Date of Birth:  MM/DD/YYYY

[Back](#) [Next](#)

The Student Information screen will display, and the student should complete all required (\*) fields and click **Next**.

If the student has tested previously, the **Student Information** page will show all the information that the student entered from the previous test session. The student can modify any of this information and click **Save** to continue to the first page of the test.

**Student Information**

**Instructions:**  
 A student record has been found on the system with matching profile information. If necessary, please update the information and select Submit to continue. If this is not your information, please notify your Proctor immediately.  
[Student Instructions](#)  
 \* Indicates required fields

**Institution Name:** CB Early Access Institution  
**Site Name:** CB EA Site 1  
**Branching Profile Name:** Arithmetic Retest  
**Voucher Number:** N/A

\* First Name:  Sample  
 Middle Name:   
 \* Last Name:  Student

\* Address 1:  444 W Maine  
 Address 2:

\* Country:  United States  
 \* State:  Texas  
 If Other Specify:

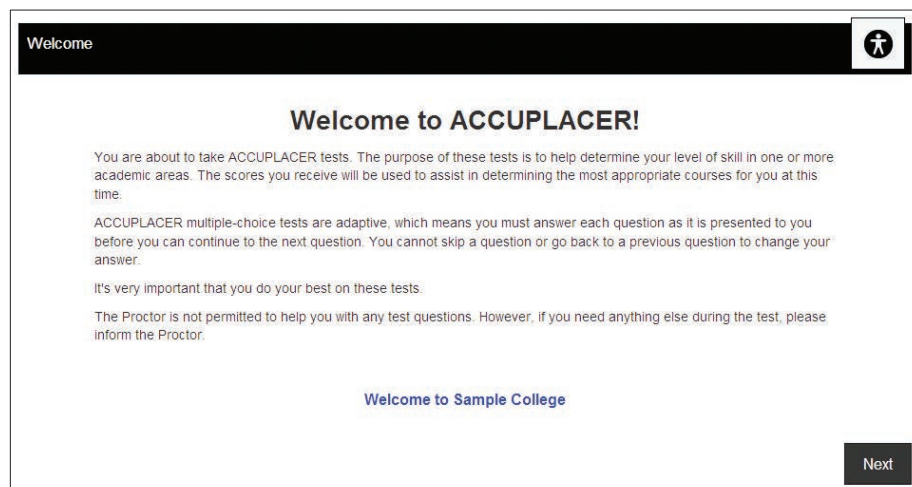
\* City:  Dallas  
 \* Zip/Postal Code:  12345

\* Student ID:  444444  
 \* Confirm Student ID:  444444  
 Email Address:

Home Phone Number:   
 Mobile Phone Number:   
 \* Date of Birth:

If the student hasn't tested before, a blank **Student Information** page will display, and the student must complete all required (\*) fields and click **Save**.

The Welcome to ACCUPLACER screen will display. If you have created a custom Welcome Message in Test Setting, it will appear here. The student should read the instructions and click **Next** to continue.



Welcome

## 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.

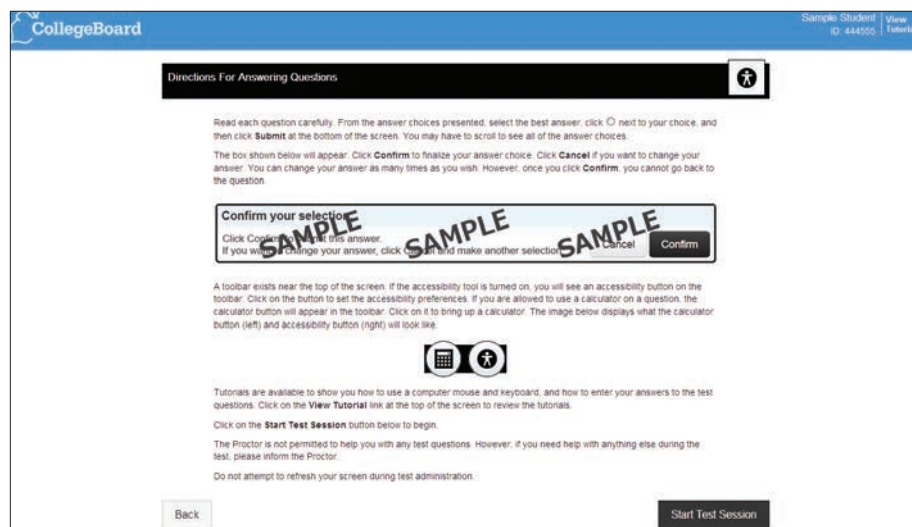
It's very important that you do your best on these tests.

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.

[Welcome to Sample College](#)

Next

The Directions for Answering Questions screen will appear. Students should read the instructions carefully and then click **Start Test Session**. The test will begin on the next screen.



CollegeBoard

Sample Student ID: 444555 View Tutorial

### Directions For Answering Questions

Read each question carefully. From the answer choices presented, select the best answer: click ☐ next to your choice, and then click **Submit** at the bottom of the screen. You may have to scroll to see all of the answer choices.


The box shown below will appear. Click **Confirm** to finalize your answer choice. Click **Cancel** if you want to change your answer. You can change your answer as many times as you wish. However, once you click **Confirm**, you cannot go back to the question.

**Confirm your selection**

Click **Confirm** to finalize your answer.  
If you want to change your answer, click **Cancel** to make another selection.

Cancel Confirm

A toolbar exists near the top of the screen. If the accessibility tool is turned on, you will see an accessibility button on the toolbar. Click on the button to set the accessibility preferences. If you are allowed to use a calculator on a question, the calculator button will appear in the toolbar. Click on it to bring up a calculator. The image below displays what the calculator button (left) and accessibility button (right) will look like:



Tutorials are available to show you how to use a computer mouse and keyboard, and how to enter your answers to the test questions. Click on the **View Tutorial** link at the top of the screen to review the tutorials.

Click on the **Start Test Session** button below to begin.

The Proctor is not permitted to help you with any test questions. However, if you need help with anything else during the test, please inform the Proctor.

Do not attempt to refresh your screen during test administration.

Back Start Test Session

Students can click on **View Tutorial** found at the top of each test page and the screen shown below will display. By clicking on one of the links provided, the student will see short tutorials on how to use the mouse and keyboard and how to take multiple-choice and essay tests.

CollegeBoard  
ACCUPLACER

Sample Student ID: 446666 | View Tutorial | Save and Finish Later

## ACCUPLACER Tutorials

Select the title of the tutorial you would like to review (click the left mouse button on the title).

- [How to use the mouse and keyboard](#)
- [How to take a multiple-choice test](#)
- [How to take an essay test](#)

Close

## Test Session Lockout

A 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. 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 their exam. The screen shown below will appear.

To resume testing, the Proctor is required to log in using their credentials. In the top area of the screen, the username of the Proctor who started the test will appear to the left. Enter your password on the right and click Submit. If you are not the Proctor who started the test, enter your username and password in the two entry boxes at the bottom of the screen and click **Submit**.

Test Session Lockout

\* Username: ShawnP      \* Password:

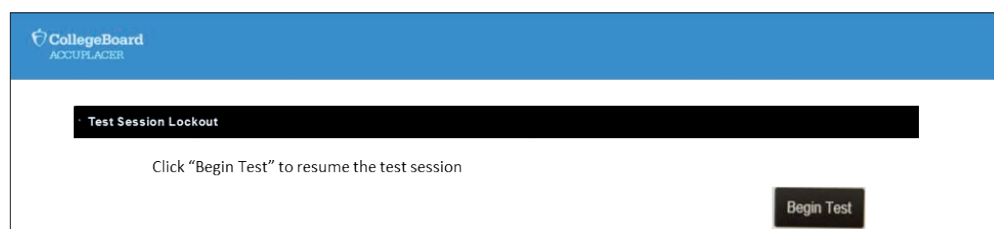
Submit

If you need to log in as a different Proctor, please enter your Username and Password below:

\* Username:       \* Password:

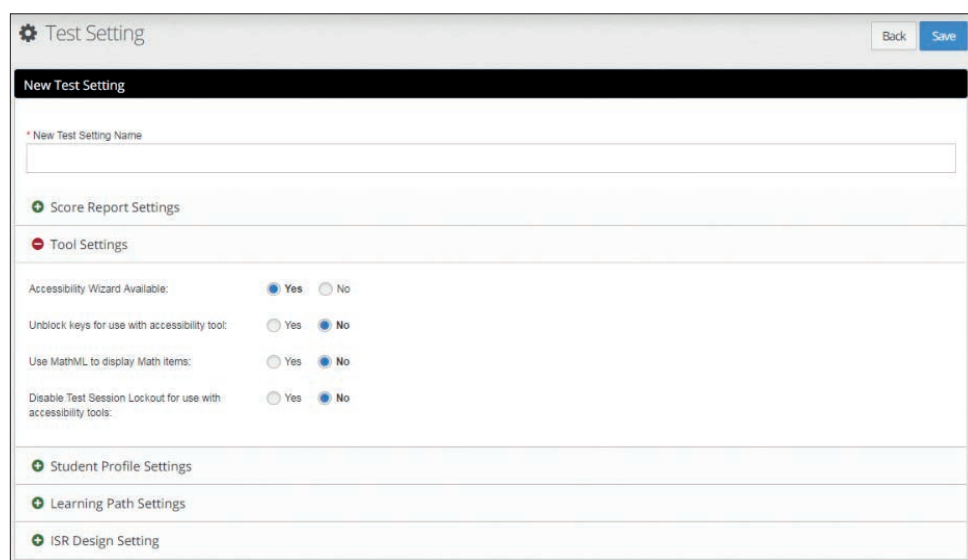
Submit

The student will be prompted to accept the terms and conditions again and acknowledge they are ready to begin taking the exam by clicking the “Begin Test” button.



The test will resume in the same location where the student was prior to clicking outside of the Test Administration window. The student will not receive the same question but instead will receive a similar question of equal difficulty.

If you are using a third-party accessibility tool such as Kurzweil, which requires going back and forth between windows, you can disable the Test Session Lockout feature by flipping the Setting to Yes.



To maintain the proper security, this should only be done when working with a third party accessibility tool that requires another window to complete the test.

At the end of testing, the Individual Score Report will appear on the screen showing the information selected in the Score Report Settings associated with the Branching Profile used to administer ACCUPLACER tests.

The EXNUM (unique test session identifier) and the Branching Profile name appear at the end of the Individual Score Report and will be printed on the header of each printed page of an Individual Score Report (if they were checked within the Score Report Settings). This information is provided to assist Customer Service representatives when troubleshooting test administration discrepancies.



Click **Print** to print a copy of the Individual Score Report.

Student Name: Sample Student  
 Student ID: 444444

Individual Score Report

Date of Birth 2000-01-01	Major Name ---Omitted---	Site Name CB EA Site 1
Date of Testing 2015-01-09	Administered By Sparkis, George	Voucher Number -NA-

Time Record

Test Session Started	Test Session Ended	Total Time
2015-01-09 02:28 AM EST	2015-01-09 02:32 AM EST	00Hr:05Min:50Sec

Test Results

Test Name	Score
Arithmetic	90

Standard Background Questions

Question Name	Answers
Self Description	I choose not to answer
Gender	I choose not to answer

Exnum: 16774483 | Branching Profile Name: Arithmetic Retest

Close Window

Print

If the Generate QR code is set to “**Yes**” in Test Settings, the Generate QR code button will appear at the end of the Individual Score Report. Students can click on the **Generate QR Code** link and a screen like the one below will appear. A student can click on **Print** and use the QR code later to access a copy of their score report.

Individual Score Report (ISR)

Student Name: Rick singer

Student ID: 8675309

Date of Birth 01-01-2000	Major/Program Name Design	Site Name *Pearson Pearson IT - Shawn
Date Of Testing 06-26-2016	Administered By hines, Jonathon	Voucher Number -NA-

Exnum: 22262295 | Branching Profile Name: Full Group Test

Close Window

Print QR Code

If in **Test Setting** you made the Accessibility Wizard available, the Accessibility Wizard icon will be displayed at the bottom of each screen. By clicking the icon, the screen shown below will display. The Site Manager or Proctor can change the font style, font size, font color, background color, etc. For more information about the Accessibility Wizard, refer to the *ACCUPLACER Program Manual* found under the Resources tab.

## Accessibility Preferences

High Contrast Color Scheme Settings

Default

Background Color

Default

Text Color

Default

Text Size

Default

Text Font

Sans Serif

Line Spacing

Single Spaced

Cursor

Default

Reset to Default

Close

### Save and Finish Later

A test session can be interrupted by clicking the **Save and Finish Later** link found in the top right-hand corner of the test screen. An interrupted test session becomes an **Open Test Session**.

Sample Student ID: 444555
View Tutorial
Save and Finish Later

Elementary Algebra - Sample Question 1 of 2

**Instructions**  
Choose the best answer. Use the paper you were given for scratchwork.

If  $2x - 3(x + 4) = -5$ , then  $x =$

☐ 7  
☐ -7  
☐ 17  
☐ -17

*The correct answer is -7.*

Back
Next Sample Question

A confirmation screen will appear.


Are you sure you want to save this test session and finish it later? This will suspend this test. Proctor intervention will be required to resume the session.


Cancel

Yes


Next, you will be prompted for user credentials. If you are the person who started the test session, enter your password and click **Unlock**.

If you aren't the person who started the test session, click on the **Click here** link and enter your username and password and click **Unlock**.




 Locked

CBEA\_sm1



••••••••••



Logged in as someone else? [Click here](#)

Unlock

When a diagnostic (multistrand) test is interrupted in the middle of the test, scores for the completed strands can be reported. Strands that weren't completed will show as **Not Complete**.

Diagnostic Test Results					Hide Details
Diagnostic Elementary Algebra					
Domain	Score	CSEM	Needs Improvement	Limited Proficiency	Proficient
Real Numbers	1	0.85314	Needs Improvement		
Your performance on Real Numbers suggests that you need to improve significantly in this area. These questions test your ability to order integers and rational numbers; add, subtract, multiply, and divide signed numbers; and work with absolute value.					
Linear Equations, Inequalities, and Systems	1	0.90961	Needs Improvement		
Your performance on Linear Equations, Inequalities, and Systems suggests that you need to improve significantly in this area. These questions test your ability to evaluate linear expressions, solve linear equations and inequalities, solve systems of linear equations, and graph linear equations and inequalities.					
Quadratic Expressions and Equations	Not Complete				Proficient
Algebraic Expressions and Equations	Not Complete				Proficient
Word Problems and Applications	Not Complete				Proficient

WritePlacer and WritePlacer ESL should be administered and completed in one test session. To maintain test security and ensure the validity of these tests, the **Save and Finish Later** functionality was removed for these tests. Students will no longer be able to start a WritePlacer prompt and come back to it at a later date.

In the event of 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 student. Upon returning to the test, the Proctor will have the capability to reopen the student's essay. A limited amount of text may be lost. Depending on the amount of time that has passed because of the disruption, the Proctor should use their discretion as to whether a student should continue with their original prompt or if a new prompt should be administered.

A warning message is displayed in the Instructions to Students screen prior to beginning a WritePlacer test session

CollegeBoard  
ACCUPLACER

Shawn Pierce  
ID: 9999999
View Tutorial

Instructions to Students

The essay gives you an opportunity to show how effectively you can develop and express your ideas in writing.

You will first read a short passage and an assignment question that are focused on an important issue. You will then write an essay in which you develop your own point of view on the issue. You should support your position with appropriate reasoning and examples. The position you take will not influence your score.

Your essay will be given a holistic score that represents how clearly and effectively you expressed your position. The following six characteristics of writing will be considered:

- **Purpose and Focus** - The extent to which you present information in a unified and coherent manner, clearly addressing the issue.
- **Organization and Structure** - The extent to which you order and connect ideas.
- **Development and Support** - The extent to which you develop and support ideas.
- **Sentence Variety and Style** - The extent to which you craft sentences and paragraphs demonstrating control of vocabulary, voice, and structure.
- **Mechanical Conventions** - The extent to which you express ideas using standard written English.
- **Critical Thinking** - The extent to which you communicate a point of view and demonstrate reasoned relationships among ideas.

Scores on WritePlacer range from 1 to 8. An essay will be given a score of zero if it is too short to be evaluated, written on a topic other than the one presented, or written in a language other than English.

**PLEASE NOTE: The WritePlacer essay must be completed in one sitting. You will not be allowed to stop and finish your essay later.**  
Please see your Proctor if you have questions regarding timing.

Begin Test

## Manage Test Sessions

The Manage Test Sessions Date Range has been updated to allow the Site Manager or Proctor to filter by predefined date ranges or to select a custom date range. The date range choices are:

- 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 into the **From** and **To** fields. You can enter the dates manually using the format MM/DD/YYYY, or you can click on the **Calendar** icon. **Note:** Improper date formatting will trigger an error message.

The screenshot shows the 'Manage Test Sessions' interface. At the top, there are three branching profile options: 'Branching Profile inherited from the institution level', 'Branching Profile inherited from the Group level', and 'Branching Profile inherited from the ACCUPLACER System'. Below this is the 'Saved Query' section with a 'Load a Query' dropdown menu (currently showing '-Select One-') and a 'Create this Query' button. The main section is titled 'Manage Test Sessions' and includes a 'Filter by Branching Profile' dropdown menu (also showing '-Select One-'). Below this is the 'Date Range Query/Filter' section. It features a dropdown menu with options: 'Today Only' (selected), 'Yesterday and Today', 'Last 7 Days', 'Last 30 Days', and 'Custom Date Range'. To the right of this menu are two date input fields labeled 'From' and 'To', both containing the date '11/16/2017'. Below these fields is a 'Score Status' dropdown menu with the option 'Both Valid and Invalid' selected. At the bottom of the interface, there is a link that says 'AND/OR Find Student By Name'.

The Site Manager or Proctor can create and save queries within the Manage Test Sessions screen. Select your query criteria, give the query a name in the field next to the Create New Query/Update Saved Query radio buttons, and then select save. The query can then be selected from the Load a Query drop-down menu under the Saved Query section. Previously saved queries can be updated or deleted as well.

Queries created by the Institutional Administrator will be available to the Site Manager, Proctor-Reporter, and Proctor. Results of the query may vary depending upon the data available to the user executing the query.

Manage Test Sessions

\* Branching Profile inherited from the Institution level

\*\* Branching Profile inherited from the Group level

\*\*\* Branching Profile inherited from the ACCUPLACER System

Saved Query

Load a Query

-Select One-

Delete this Query

Manage Test Sessions

Filter by Branching Profile

-Select One-

Date Range Query (2 weeks max)

Today Only

▼

From

11/16/2017

📅

To

11/16/2017

📅

Status

Open

▼

Score Status

Both Valid and Invalid

▼

AND/OR Find Student By Name

Student ID

First Name

Last Name

Save Query

☒ Create New Query
 

Active Test Sessions Last 30 Days

☐ Update Saved Query

Save

Reset

Search

When a test session is interrupted, an Open Test Session is created. A Proctor or Site Manager can resume an Open Test Session by clicking **Manage Test Sessions** under the **Administer Test** menu.

The Proctor or Site Manager can use the filters below to find a single student or multiple students. To resume a test session, check the student whose test session is to be resumed and click the **Resume** icon in the Action column.

**Manage Test Sessions**

Branching Profile inherited from the Institution level  
 Branching Profile inherited from the Group level  
 Branching Profile inherited from the ACCUPLACER System  
 Test Sessions that remain Open for more than 14 days will automatically Close and can then be accessed via the "Manage Closed Test Sessions" functionality.

**Saved Query**

Load a Query  
 Select One

**Manage Test Sessions**

Filter by Branching Profile  
 Select One

Date Range Query/ID names are  
 Today Only  
 Yesterday and Today  
 Last 7 Days  
 Last 30 Days  
 Custom Date Range

From  
 10/16/2017

To  
 11/16/2017

Score Status  
 Both Valid and Invalid

AND/OR Find Student By Name

Student ID  
 First Name  
 Last Name

**Save Query**

Create New Query  
 Update Saved Query

Create new query title

**Test Sessions Search Results**

Export Columns | Print | Close

Select	Session	Last Name	First Name	Student ID	Test Date	Site Name	Branching Profile	Score Status	Action
<input checked="" type="checkbox"/>	23071797	Pierre	Shawn	880000x	11/16/2017 09:08:08	CBUAT Site	WritePlacer	Valid	
<input type="checkbox"/>	23071802	Pierre	Shawn	880000x	11/16/2017 16:42:24	CBUAT Site	Nelson WritePlacer	Valid	
<input type="checkbox"/>	23071798	Pierre	Shawn	880000x	11/16/2017 09:04:44	CBUAT Site	Nelson WritePlacer	Valid	
<input type="checkbox"/>	23071795	Pierre	Shawn	880000x	11/16/2017 09:11:11	CBUAT Site	Nelson WritePlacer	Valid	

1 to 4 of 4 Records

First Prev 1 Next Last

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 screen shown below will appear.

Click **Begin Test** to resume the test session.

**Resume Test**

Click "Begin Test" to resume the test session.

**Begin Test**

When an Institution Administrator or Site Manager clicks on the **Administer Test** menu and selects Manage Test Sessions, the screen shown below displays.

The Institution Administrator or Site Manager can invalidate any session from this page, no matter what the status is. The Score Status column will be shown in the results to display whether the session has been invalidated or not.

Institution Administrators and Site Managers can use one of the filters presented to find a single student or multiple students; however, they can't resume a test session.



To invalidate a test session, place a check next to the student whose session is to be invalidated and click the **Invalidate** button. A pop-up screen like the one below will display with the student name and ID for the test session that will be invalidated. From the **Reason** drop-down menu, select the reason for invalidating the test session. When necessary, use the **Comments** box to provide additional information.

The Institution Administrator or Site Manager can search using the field entitled “Score Status.” This will have the options “Both Valid and Invalid,” “Invalid,” and “Valid.” This will allow the user to search for or filter out invalidated sessions.

When viewing the Individual Score Report of an invalidated session, there will be a message shown at the top of the page that indicates the session is invalid. This message will also include the reason selected and any comments. For all tests that appear in the

Test Results section of the Individual Score Report, “Invalidated” will show rather than the score. The Course Placements section of the Individual Score Report will be blank, as any placements will be removed when the session is invalidated.

Invalidated test sessions will be hidden from all reports in the application other than the Individual Score Reports. Tests from invalidated sessions won’t be shown in previous test results on the Individual Score Report. An invalidated session will have no course placements associated with it. 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. Users won’t be able to email the Individual Score Report of an invalid test session (both in ISR results and in Test Center Management). The QR code won’t be shown for invalidated sessions.

Composite Score will not consider invalid test sessions. If a force closed session is invalidated, it can’t be reopened. Invalidated sessions will still follow the same rules for retest attempts. To save a listing of test sessions, click on the Export Options button and select the format of the file (Delimited text, CSV, Excel, or XML) you wish to view. The resultant file will appear in your download tray.

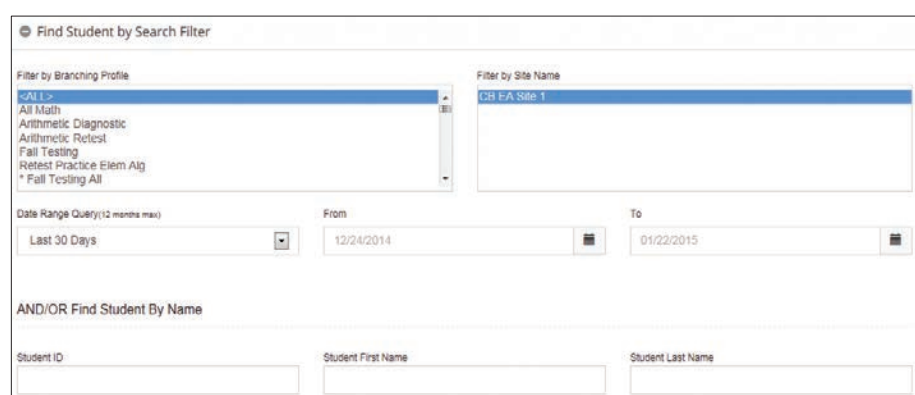
# Reports

## Individual Score Reports

To print a copy of an Individual Score Report that was generated at the end of a testing session, select **Individual Score Report** from the **Reports** menu and the screen shown below displays:



To find the student's record, use one of the three search options. When searching for an ISR, the date searched has been updated to search on the test session started date and not the test session ended date.



**Filter by Branching Profile**—All active Branching Profiles are available. The default value is "ALL."

**Filter by Site Name**—The Institution Administrator can select from the drop-down menu the site(s) to be included. The default value is "ALL." For Site Managers, the drop-down menu is populated with only one entry, their site name.

**Date Range Query (12 months max)**—Use the drop-down menu to select one of the following:

- Today Only
- Yesterday and Today
- Last 7 Days
- Last 30 Days—default
- Custom Date Range—Click the **Calendar** icon and select the dates you want entered into your **From** and **To** fields. You can enter the dates manually using the format MM/DD/YYYY, or you can click on the **Calendar** icon. **Note:** Improper date formatting will trigger an error message.

**AND/OR Find Student by Name**—You can search for a student's Individual Score Report by entering the student's ID, last name, and/or first name.

Next, from the **\*Select Fields for Report** section, select the fields you want to appear on the Individual Score Report Search Results display and move them from the **Available Fields** box to the **Selected Fields** box using the right and left arrows in the middle of the screen. **Please note** the selection(s) made here only affects the search results display within the platform and doesn't impact what will display on the individual student version view of the ISR.

On the **Score Report Settings**, select the information that you want to appear on the Individual Score Report. These settings can be different from those selected in Test Settings. You can customize the look of your ISR by selecting a theme that controls the display and order of data on the report. Classic represents what currently exists in the platform. K–12 and Higher Ed options are new options, tailored to their respective data needs. You can also create your own theme and apply it to the ISR. See section entitled ISR Themes for details on how to create your own.

Click **Submit** and a list of all students who match your search criteria will display.

Individual Score Report Back Modify Search Criteria

For optimal printing results, please ensure your browser is configured to print background colors and images.

Individual Score Report Search Results

Institution Name: CB Early Access Institution    Creation Time: 2015-02-10 13:21 EST    Test Date From: 2015-01-12    Test Date To: 2015-02-10

Individual Score Report Search Results Export Options Rebuild Placement Print

Sort By: Last Name 18 11 10

<input type="checkbox"/>	Student ID	Last Name	Test Date	First Name	Action
<input type="checkbox"/>	123127	Wilson	2015-01-21 14:33:32	Laura	<span>Q</span> <span>✉</span>
<input type="checkbox"/>	123127	Wilson	2015-01-27 07:23:22	Laura	<span>Q</span> <span>✉</span>

If you click on the **Export Options** button, you can export the list of students that appears below in one of the format options available from the drop-down menu: Delimited Text, CSV, Excel, or XML.

If you have made changes in your Placement Rules since the student tested, you can rebuild the student's placement(s). Check the box for the student whose placements you want to rebuild and click on the **Rebuild Placement** button. The course placements on the Individual Score Report will be updated to reflect the Placement Rules changes.

To print an Individual Score Report, check the box for the report that you want to print and click **Print**. You can check multiple boxes to print several reports at the same time. The maximum number of reports that can be printed at one time is 100.

Click the **View** icon and the Score Report will appear on the next screen.

Click the **Email** icon to email the student's Individual Score Report to another institution or person who may need the student's Individual Score Report. A pop-up like the one below will display:

Email ✕

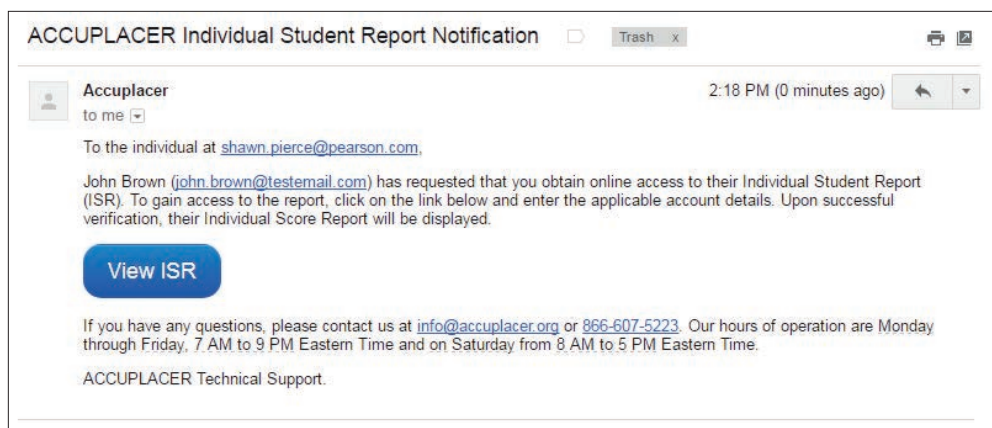
Enter the email address you would like to send the selected student's individual score report to

\* Email Address :

☐ By checking the box, you are confirming you have written permission from the student to release their individual score report and/or are in compliance with your institution's student privacy policies.

Submit

Enter the email address and confirm that the student has given permission to share their Individual Score Report. Click **Submit**. If the box indicating the student has given permission to send the Individual Score Report isn't checked, the Individual Score Report won't be sent. An email with a button/link will be sent to the requestor. Once the requestor clicks on the button/link, they will see a screen like the one below.




**"View ISR Login Page"**

**Instructions**  
\* Indicates required fields.

\* Student Id

\* Last Name

Date of Birth  
 

[View ISR](#)

The requestor must know the Student's ID, Date of Birth, and Last Name to access the Individual Score Report. If the correct information is entered, the Individual Score Report will display. Email links will expire after 90 days.

## Rebuild Multiple Learning Paths

In some cases, you may administer a Diagnostic exam before completing the ACCUPLACER/MyFoundationLab (ACCU/MFL) activation process. If this occurs, you will still be able to assign course content (create a Learning Path) after successfully completing the activation for your Test Site without having to retest the student.

A critical component of the ACCUPLACER/MyFoundationLab (ACCU/MFL) online intervention program is the creation of a personalized Learning Path. The Learning Path matches skill levels from the diagnostic exam, and then assigns online course content for skill development and improvement. A Learning Path is automatically created for each student and reported on their Individual Score Report (ISR) when ACCU/MFL is properly activated prior to the administration of a diagnostic exam. If your institution is an ACCU/MFL user, you can create more than one student's personalized learning path at a time with the "Rebuild Learning Path" functionality. An **Institutional Score Reporter** can rebuild multiple Learning Paths for all testing sites within their account.

The screenshot shows the 'Individual Score Report Search Results' window. At the top, there are buttons for 'Export Options', 'Rebuild Placement', 'Print', and 'Rebuild Learning Path'. Below these is a 'Sort By' dropdown set to 'First Name' and a '10' results per page selector. A table with two columns, 'First Name' and 'Action', contains one row with the name 'Kathie'. A checkbox is checked in the first column. At the bottom, it says '1 to 1 of 1 Records' and has navigation buttons: 'First', 'Prev', '1' (highlighted), 'Next', and 'Last'.


To rebuild multiple ACCU/MFL Learning Paths at the same time, log in as an Institutional Score Reporter ONLY. Under the reports tab, search for the student's Individual Score Reports. An IMPORTANT step when looking for a student's ISR, is to click on "Find Student by Search Filter" and click the checkbox to "Display only test session with active learning path"—only when that is selected does the "Rebuild Learning Path" button become active in the search results. Next, click on the box in the upper left-hand corner to select all students at one time; lastly, click on the button at the top right-hand side, "Rebuild Learning Path."

The screenshot shows the 'Reports' section of the application. A sidebar on the left lists various report types, with 'Individual Score Report' selected. The main area is titled 'New Query' and contains a section for 'Find Student by Search Filter'. This section includes two dropdown menus for 'Filter by Branching Profile' and 'Filter by Site Name'. Below these are date range filters for 'From' and 'To' dates. At the bottom, there are input fields for 'Student ID', 'Student First Name', and 'Student Last Name'. A checkbox labeled 'Display Only Test Sessions with Active Learning Path' is highlighted with a red rectangle.



## ISR Themes

ISR Themes allow users to customize the data and the display order of that data on the ISR. To create a new ISR Theme, click on **ISR Design** under the **Test Setup** menu. ISR Designs can be created by a Group User, an Institution Administrator, or a Site Manager. Designs created at higher permission levels are available for users lower in the permission hierarchy.

 ISR Design

\* ISR Designs inherited from the Institution level. You cannot edit or delete these ISR Themes.  
\*\* ISR Designs inherited from the Group level. You cannot edit or delete these ISR Themes.  
\*\*\* ISR Designs inherited from the ACCUPLACER System. You cannot edit or delete these ISR Themes.

ISR Design

Add

Sort By 

ISR Design Name


1 2

1 2

10

ISR Design Name	Status	Action
*** Higher Education Theme	<div>Active</div>	<div></div> <div></div>
*** ISR D - Sept2016	<div>Active</div>	<div></div> <div></div>
*** K-12 Theme	<div>Active</div>	<div></div> <div></div>

When you click **Add**, you will be prompted to provide a name and to select a theme for your design. There are two preexisting themes that you can start with, K-12 or Higher Ed, or you can start with a blank theme and create your own custom design.

 ISR Design

Back Preview Save

Widgets from the Left Navigation can be dragged and Dropped on the Right ISR Theme Section and can be dragged up and down as required.  
The Test Setting have to be set appropriately for widgets to appear in the ISR.

\* ISR Design Name

Enter a Name for the Design...

Choose a default theme 

☐ K - 12

☐ Higher Education

☒ Blank

ISR Printout Options - General

ISR Printout Options - Test Scores

CollegeBoard  
ACCUPLACER

Individual Score Report (ISR)

Student Name: Derek Williams

Student ID: 300262451

Date of Birth  
1992-06-25

Major/Program Name  
Not Listed

Site Name  
Douglas College - NWC

Date Of Testing  
2016-06-17

Administered By  
Barnett, Dalton

Voucher Number  
-NA-

Drag Here.

The preexisting themes are populated with what is generally regarded as data those institution types would typically want to see on an ISR, but they are editable. To edit a theme, expand the category of data by clicking the + sign and simply drag the “widget” (aka chunk of data to be displayed) to the design on the right-hand side of the screen. If you would like to change the display order, simply drag the “widget” up or down and place it where desired. To remove a widget from the display, drag it back to the category on the left.

ISR Design

Widgets from the Left Navigation can be dragged and Dropped on the Right ISR Theme Section and can be dragged up and down as required. The Test Setting have to be set appropriately for widgets to appear in the ISR.

\* ISR Design Name  
Enter a Name for the Design...

Choose a default theme: ☐ K-12 ☐ Higher Education ☒ Blank

**ISR Printout Options - General**

- Time Record
- Standard Background Question Responses
- Local Background Question Responses
- Custom Message

**ISR Printout Options - Test Scores**

**CollegeBoard ACCUPLACER Individual Score Report (ISR)**

Student Name: Derek Williams Student ID: 300262451

Date of Birth 1992-06-25	Major/Program Name Not Listed	Site Name Douglas College - NWC
Date Of Testing 2016-06-17	Administered By Barnett, Dalton	Voucher Number -NA-

Drag Here.

Click on the **Preview** button to see a simulated version of what your theme will look like. Once satisfied with your design, click **Save**.

Print

**CollegeBoard ACCUPLACER Individual Score Report (ISR)**

Student Name: Derek Williams Student ID: 300262451

Date of Birth 1992-06-25	Major/Program Name Not Listed	Site Name Douglas College - NWC
Date Of Testing 2016-06-17	Administered By Barnett, Dalton	Voucher Number -NA-

**Time Record** Hide Details

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

**Placement Test Results** Hide Details

Elementary Algebra <b>21</b>
---------------------------------

To utilize these new themes, you must select the desired ISR Theme from within your Test Settings. Upon launch of this new capability, all ISRs will remain in the current “Classic” theme. Use of the new ISR themes are optional but provide significantly more control to users. Once the ISR Theme has been selected and the Test Settings have been saved, any branching profile that uses that Test Setting will print the ISR in the theme that was selected.

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 won't 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
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

After the ISR is available, you can still change the display of the printed report from within the **Reports** menu, **Individual Score Report** option. From here, you can update Score Report Settings, choose a different ISR Theme, and then Submit. The resultant ISRs that meet your search criteria can then be printed in the format you just specified.

## Report Queue

The Report Queue lists all reports that have been created using the Report Queue feature. All reports remain available for 30 days. To view the Report Queue, click on the **Reports** menu and select **Report Queue**.

Report Queue

Report Queue Search Results

Status

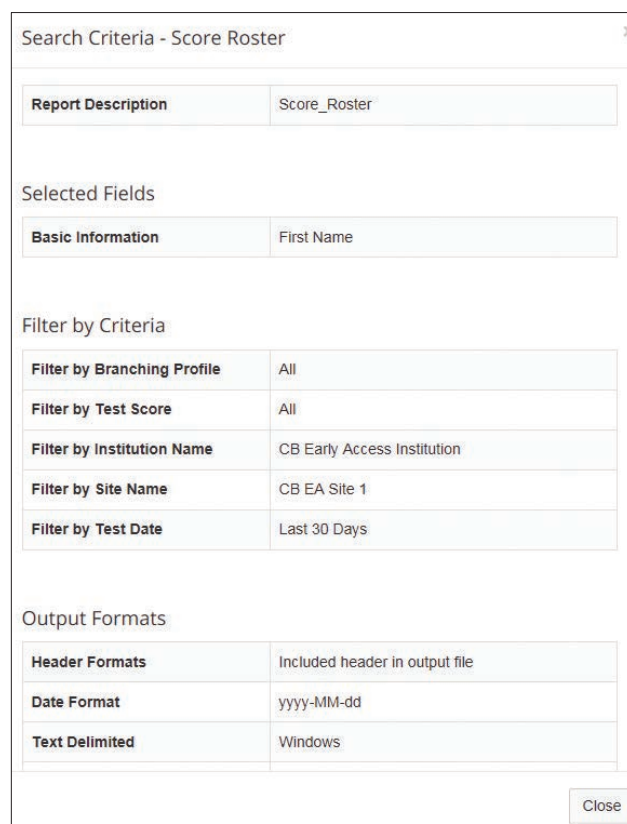
1211

10

Report Description	Date / Time	Report Type	Status	Export Options	Action
Score_Roster	Jan 20, 2015 2:14:22 PM	Score Roster	Completed	Export Options	<div><div></div><div></div></div>
Placement_Roster	Jan 22, 2015 6:24:51 PM	Placement Roster	Completed	Export Options	<div><div></div><div></div></div>
Placement_Roster	Jan 22, 2015 5:52:34 PM	Placement Roster	Completed	Export Options	<div><div></div><div></div></div>

Click on the **Export Options** drop-down menu to select the format for your report and the report will be downloaded to your local machine where you can view it.

Click on the **Query** icon and a pop-up will display that shows the Search Criteria used to generate the report.



Search Criteria - Score Roster

Report Description

Score\_Roster

Selected Fields

Basic Information

First Name

Filter by Criteria

Filter by Branching Profile

All

Filter by Test Score

All

Filter by Institution Name

CB Early Access Institution

Filter by Site Name

CB EA Site 1

Filter by Test Date

Last 30 Days

Output Formats

Header Formats

Included header in output file

Date Format

yyyy-MM-dd

Text Delimited

Windows

Close

Click on the **Delete** icon to delete the report.

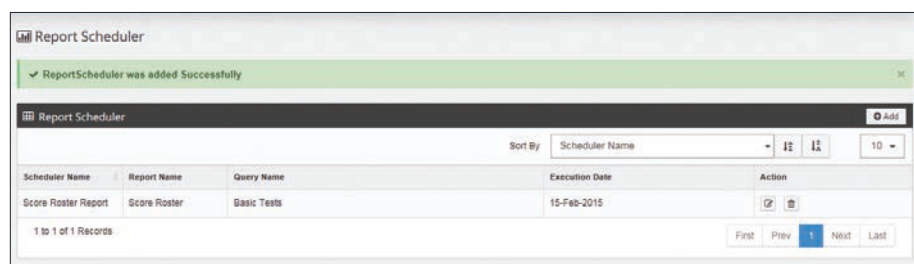
## Report Scheduler

By using the **Report Scheduler**, you will be able to run a report at a time that you specify. The report will run in the background utilizing the offline reporting functionality.

Reports will be completed by 9 a.m. CST the day scheduled and will be posted in the **Report Queue**. Each user can have up to seven reports scheduled at a time. Reports can only be scheduled one month in advance.

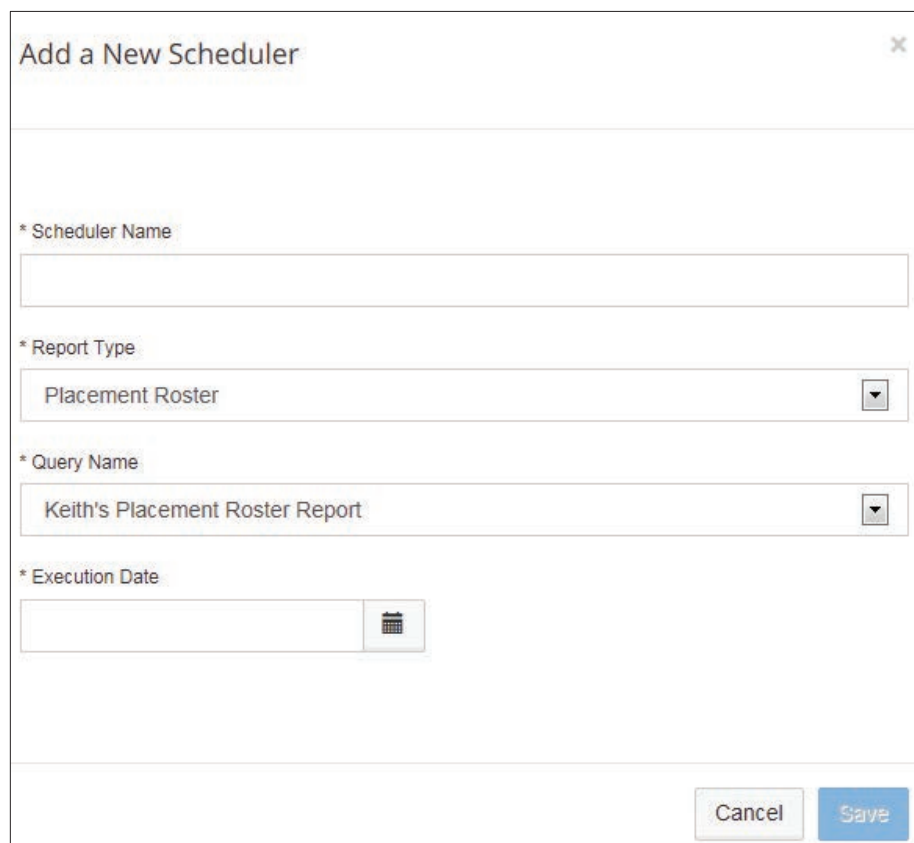
When the report is completed, an email will be sent to the user who scheduled the report, notifying them that the report is available. If the report completes with an error, the user will receive an email to notify them that the report was completed but with an error code.

To schedule a report, click on the **Report Scheduler** under the **Reports** menu. A list of scheduled reports will display.



The screenshot shows the 'Report Scheduler' interface. At the top, there is a green notification bar that says 'ReportScheduler was added Successfully'. Below this is a table with the following columns: Scheduler Name, Report Name, Query Name, Execution Date, and Action. The table contains one row: Score Roster Report, Score Roster, Basic Tests, 15-Feb-2015. Below the table, it says '1 to 1 of 1 Records'. At the bottom right, there are navigation buttons: First, Prev, 1, Next, Last. There is also an 'Add' button in the top right corner of the table area.

Click **Add** and the screen below will display:



The screenshot shows the 'Add a New Scheduler' form. It has a title bar with a close button. The form contains four required fields: Scheduler Name (text input), Report Type (drop-down menu with 'Placement Roster' selected), Query Name (drop-down menu with 'Keith's Placement Roster Report' selected), and Execution Date (calendar icon). At the bottom right, there are 'Cancel' and 'Save' buttons.

Enter your name in the **Scheduler Name** field.

From the **Report Type** drop-down menu, select Placement Roster or Score Roster.

From the **Query Name** drop-down menu, select the Query that you want used to generate the report. You must have created a query before attempting to schedule a report.

Enter the **Execution Date** you want the report to run. You can enter the date manually using the MM/DD/YYYY format, or you can click on the **Calendar** icons and select your dates.

Click **Save** and your scheduled report will show on the **Report Scheduler** page. Once a report has been completed, it will be removed from the list.

Click on the **Edit** icon to make changes to your request. Click on the **Delete** icon to remove your request.

## Roster Reports

### Placement Roster Report

A Placement Roster report provides a list of students who placed into courses associated with a specified Course Group. To create a report, click on the **Roster Reports** submenu and select **Placement Roster Report** and the screen shown below will display.

The screenshot shows the 'New Query' form for creating a Placement Roster Report. It includes a 'Report Description' field with the text 'Placement\_Roster'. Below this are three expandable sections: 'Find Student by Search Filter', '\* Select Fields for Report', and 'Download File Format Settings'.

**Find Student by Search Filter**—This section of the screen allows you to refine your search and pinpoint what you are looking for.

The screenshot shows the 'Find Student by Search Filter' section. It contains two main filter areas: 'Filter by Course Group' and 'Filter by Site Name'. The 'Filter by Course Group' dropdown menu is open, showing options: '<ALL>', 'CSP', 'English', 'Math' (which is highlighted), 'Reading', '\* Reading Course (Chantel test)', and '\* RG English'. The 'Filter by Site Name' dropdown menu shows 'CB EA Site 1'. At the bottom, there are date filters: 'Filter by Test Date' with a dropdown set to 'Last 30 Days', and 'From' and 'To' date pickers set to '12/24/2014' and '01/22/2015' respectively.

Select from the drop-down menus:

**Filter by Course Group**—From the drop-down menu, select the Course Group(s) to be included in the report. The default value is “ALL.”

**Filter by Site Name**—The Institution Administrator can select from the drop-down menu those sites to be included in the report. The default value is “ALL.”  
For Site Managers, the drop-down menu is populated with only one entry, their site name.

**Filter by Test Date**—Use the drop-down menu to select one of the following:

- Today Only
- Yesterday and Today
- Last 7 Days

- Last 30 Days—default
- Custom Date Range—Click the **Calendar** icon and select the dates you want entered into your **From** and **To** fields. You can enter the dates manually using the format MM/DD/YYYY, or you can click on the **Calendar** icon. **Note:** Improper date formatting will trigger an error message.

**Select Fields for Report**—Determine the content of your report by selecting fields from the **Available Fields** list and moving them to the **Selected Fields** box using the right and left arrows in the middle of the screen. At least one item is required to run a report.

Select Fields for Report

Available Fields

Address  
Birth Date  
City  
Email  
Exnum  
Home Phone  
Inst ID

Selected Fields

Student ID  
Last Name  
First Name  
Test Date

↑

↓

↕

↕

**Download File Format Settings**—Select your settings for the downloaded file and click **Submit**.

Download File Format Settings

Include header in output file?

☒ Yes ☐ No

Date Format:

Text Delimited:

☒ Pipe ☐ Comma ☐ Semi-Colon ☐ Fix Length Fields

File Formats:

☒ Windows ☐ Unix/Linux ☐ Macintosh

To find your report, click on **Report Queue** under the **Reports** menu.

Report Queue					Refresh
Report Queue Search Results					
					Date / Time ↓ ↑ 10
Report Description	Date / Time	Report Type	Status	Export Options	Action
Placement_Roster	Jan 22, 2015 6:12:34 PM	Placement Roster	Completed	Export Options	

Click on the **Export Options** drop-down menu to select your desired format and your report will display. See sample report below:

Report Queue					Refresh
Report Queue Search Results					
					Date / Time ↓ ↑ 10
Report Description	Date / Time	Report Type	Status	Export Options	Action
Placement_Roster	Jan 22, 2015 6:12:34 PM	Placement Roster	Completed	Export Options	Search Delete



Click on **Export Options** and select your format from the drop-down menu and your report will display. See sample report below:

Student ID	Last Name	First Name	Test Date	English	Math	Reading
42587591	Sanderson	Renee	01/17/2015	ENGL 0113	MATH 0134	READ 0123
12445337	Walker	Gary	01/18/2015	ENGL 1313	MATH 1123	READ 0123
98924423	Dunn	Spencer	01/22/2015	ENGL 1313	MATH 0113	READ 0134
09876543	Lee	Clara	01/18/2015	ENGL 0123	MATH 0113	READ 0123
63087250	George	Keith	01/12/2015	ENGL 1313	MATH 0124	READ 0123

## Course Roster Report

Course Roster provides a list of students who placed into a specified course. To create a report, click on the **Roster Reports** menu and select **Course Roster Report**. Click the **+** sign to expand the options and select the relevant information to run the report.

New Query

Find Student by Search Filter

\* Select Fields for Report

Download File Format Settings

## Find Student by Search Filter

Find Student by Search Filter

Filter by Course Name

<ALL>
Developmental English I
Developmental English II
Developmental Math
Developmental Reading I
Developmental Reading II
English Comp I

Filter by Site Name

CB EA Site 1

Filter by Test Date

Last 30 Days

From 12/24/2014 To 01/22/2015

**Filter by Course Name**—From the drop-down menu, select the courses to be included in the report. The default value is “ALL.” Use the Control key to select multiple courses. All courses that have been added to the site/institution will be included in the drop-down menu.

**Filter by Site Name**—From the drop-down menus, the Institution Administrator can select those sites to be included in the report. The default value is “ALL.” For Site Managers, the drop-down menu is populated with only one entry, their site name.

**Filter by Test Date**—Use the drop-down menu to select one of the following:

- Today Only
- Yesterday and Today
- Last 7 Days

- Last 30 Days—default
- Custom Date Range—Click the **Calendar** icon and select the dates you want entered into your **From** and **To** fields. You can enter the dates manually using the format MM/DD/YYYY, or you can click on the **Calendar** icon. **Note:** Improper date formatting will trigger an error message.

## Select Fields for Report

## Field Categories

With **Basic Information** selected in the drop-down menu, select the basic information you want included in the report and move them to the Selected Fields box on the right-hand side of the screen.

With **Test Scores** selected from the drop-down menu, select the test scores you want included in the report and move them to the Selected Fields box on the right-hand side of the screen.

**Download File Format Settings**—Select your settings for the downloaded file and click **Submit**.

Click on **Report Queue** under the **Reports** menu to find your report. Click on the **Export Options** drop-down menu to select your export format and the report will be downloaded to your local machine. Shown below is a sample report:

Course Name	Student ID	First Name	Last Name	Reading Comprehension	Sentence Skills
ENGL 1313	12587	Wilson	Jackson	82	90
ENGL 1313	15879	Sally	Sutton	78	96
ENGL 1313	12579	George	Thompson	88	81

## Score Roster Report

Score Roster provides a report that shows students' test scores, demographic information, answers to Background Questions, and local test category level scores as specified by the user. To create a Score Roster report, click on the **Roster Reports** sub-menu and select **Score Roster Report** and the screen below will display:

+ Find Student by Search Filter
+ * Select Fields for Report
+ Download File Format Settings

### Find Student by Search Filter

- Find Student by Search Filter	
<b>Filter by Branching Profile</b> *** ATB *** BP at CBA level: *** CB_MINI_BP_Test_BP *** College Level Math *** CSP (Vista/2007) *** CSP (Windows 8/2013) *** CSP (Windows7/2010) *** CSP (XP/2003)	<b>Filter by Test Score</b> <ALL> First Highest Latest
<b>Filter by Institution Name</b> CB UAT Institution	<b>Filter by Site Name</b> CBUAT Site1
Filter by <input checked="" type="radio"/> Test Start Date <input type="radio"/> Test Completion Date	
Filter by Test Date Last 30 Days	From 11/02/2015 To 12/01/2015

**Filter by Branching Profile**—All active Branching Profiles are available. The default value is "ALL."

**Filter by Test Score**—In the event that a student has more than one score on a test, the report may be limited by All Scores, First Score, Highest Score, or Latest Score. The default value is "ALL."

**Filter by Site Name**—The Institution Administrator can select from the drop-down menu the sites to be included in the report. The default value is "ALL." For Site Managers, the drop-down is populated with only one entry, their site name.

**Filter by**—For the Test Date filter, you can select either

**Test Start Date**

**Test Completion Date**

**Filter by Test Date**—Use the drop-down menu to select one of the following:

- ♦ Today Only
- ♦ Yesterday and Today
- ♦ Last 7 Days
- ♦ Last 30 Days—default

- Custom Date Range—Click the **Calendar** icon and select the dates you want entered into your **From** and **To** fields. You can enter the dates manually using the format MM/DD/YYYY, or you can click on the **Calendar** icon. **Note:** Improper date formatting will trigger an error message.

**Select Fields for Report**—There are four types of data categories where you can select individual pieces of data to include in your report: Basic Information, Standard Background Questions, Local Background Questions, and Test Scores. For each category, select the field you want included in your report and move them to the Selected Fields box.

**Basic Information**—This category includes items such as Address, Last Name, and Test Duration.

**Standard Background Questions**—This category includes the list of standard background questions that are available.

**Local Background Questions**—This category includes the list of local background questions that are available.

**Test Scores**—This category includes the name of the test that you want the score from (e.g., Elementary Algebra).

**Show Local Test Category Score**—Check this box if you want to include the local test category scores in the score roster report.

**Download File Format Settings**—Select your formats.

Click **Submit**. Click on **Report Queue** under the **Reports** menu to find your report. Shown below is a sample report. Click on the **Export Options** button; select your export format and the report will display. Shown below is a sample report.

Student ID	First Name	Last Name	Reading Comprehension	Sentence Skills	Arithmetic	Elementary Algebra
12587	Wilson	Jackson	82	90	78	56
15879	Sally	Sutton	78	96	55	72
12579	George	Thompson	88	81	89	11

## Demographic Reports

### Background Overview Report

The Background Overview Report provides a summary report of answers to standard and local Background Questions. It shows the number and the percentage of responses to each of the Background Questions. To create a report, click on the **Demographic Reports** sub-menu and select **Background Overview Report** under **Reports**, and the screen below will display:

New Query

+ Find Student by Search Filter

+ \* Select Fields for Report

### Find Student by Search Filter

+ Find Student by Search Filter

\* Filter by Major/Program

\* Filter by Site Name

ALL

\*\*\* Associate Degree

\*\*\* Certificate

CEUAT Site

Filter by Test Date

From

To

Last 30 Days

10/16/2017

11/16/2017

+ \* Select Fields for Report

**Filter by Major/Program**—All active majors/programs are available. The default value is “All.”

**Filter by Site Name**—From the drop-down menu, the Institution Administrator can select the sites to be included in the report. The default value is “ALL.” For Site Managers, the drop-down is populated with only one entry, their site name.

**Select Fields for Report**—There are two types of data categories where you can select individual pieces of data to include in your report: Standard Background Questions and Local Background Questions. For each category, select the field(s) you want included in your report and move them to the Selected Fields box.

✖ \* Select Fields for Report

Field Categories

Standard Background Questions

Available Fields

- \*\*\* English First Language
- \*\*\* Father's Education
- \*\*\* First Language Spoken
- \*\*\* Gender
- \*\*\* Mother's Education
- \*\*\* Self Description
- \*\*\* Studied Algebra in High School

Selected Fields

- \*\*\* Do you intend to apply for Federal Financial aid?
- \*\*\* High School Graduate or GED Certificate Study Skills

Print

From the **Available Fields** drop-down menu, select:

**Standard Background Questions**—This category includes the list of standard background questions that are available.

**Local Background Questions**—This category includes the list of local background questions that are available.

Click **Submit** and the report will display. Shown below is a sample report:

Background Overview Report

Back Modify Search Criteria

Background Overview Report Search Results

Institute Name	Creation Time	Test Date Limit From	Test Date Limit To
CB Early Access Institution	2015-01-24 16:05 EST	2014-12-26	2015-01-24

Background Overview Report Search Results

Print

Do you intend to apply for Federal Financial aid?	Count	Percent
No	5	29.41%
Yes	12	70.59%
English First Language	Count	Percent
English only	9	52.94%
I choose not to answer	3	17.65%
Another language	4	23.53%
English and another language about the same	1	5.88%
Father's Education	Count	Percent
Some high school	1	5.88%
Business or trade school	1	5.88%
Some college	1	5.88%
I choose not to answer	3	17.65%

The Local Background Report can be exported by clicking on the Export Options dropdown next to the Print button.

Background Overview Report Search Results

Export Options Print

Do you intend to apply for Federal Financial aid?	Count	Percent
Yes	3	100.00%

## Background Detail Report

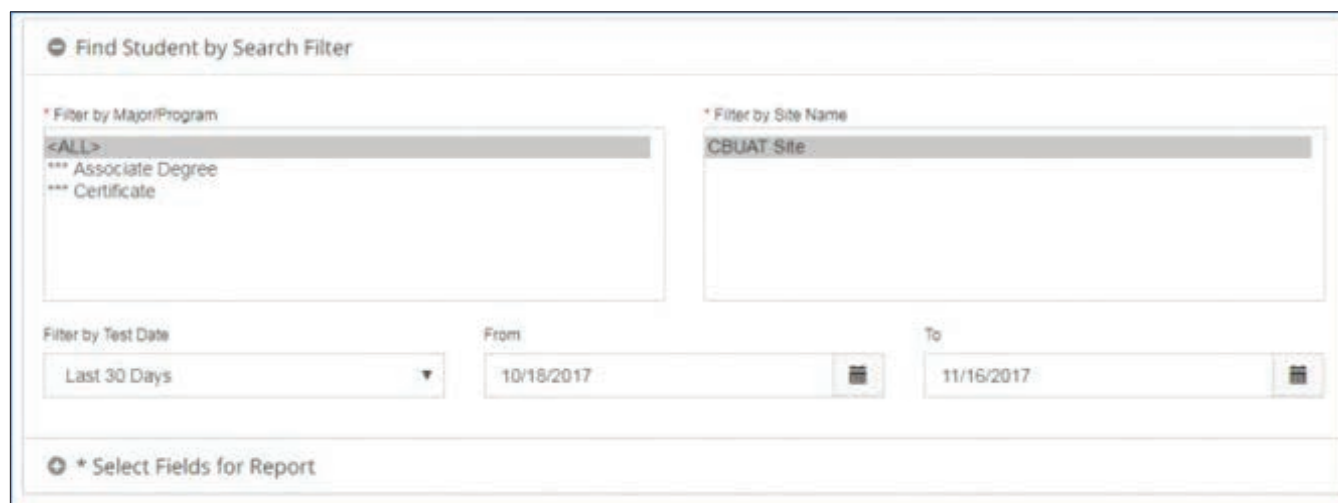
Background Detail Reports show student responses to each of the local and standard Background Questions selected in your filter criteria. To create a Background Detail Report, click on the **Demographic Reports** sub-menu and select **Background Detail Report**, and the screen shown below will display:



New Query

- Find Student by Search Filter
- \* Select Fields for Report

### Find Student by Search Filter



Find Student by Search Filter

\* Filter by Major/Program

<ALL>  
\*\*\* Associate Degree  
\*\*\* Certificate

\* Filter by Site Name

CBUAT Site

Filter by Test Date

Last 30 Days

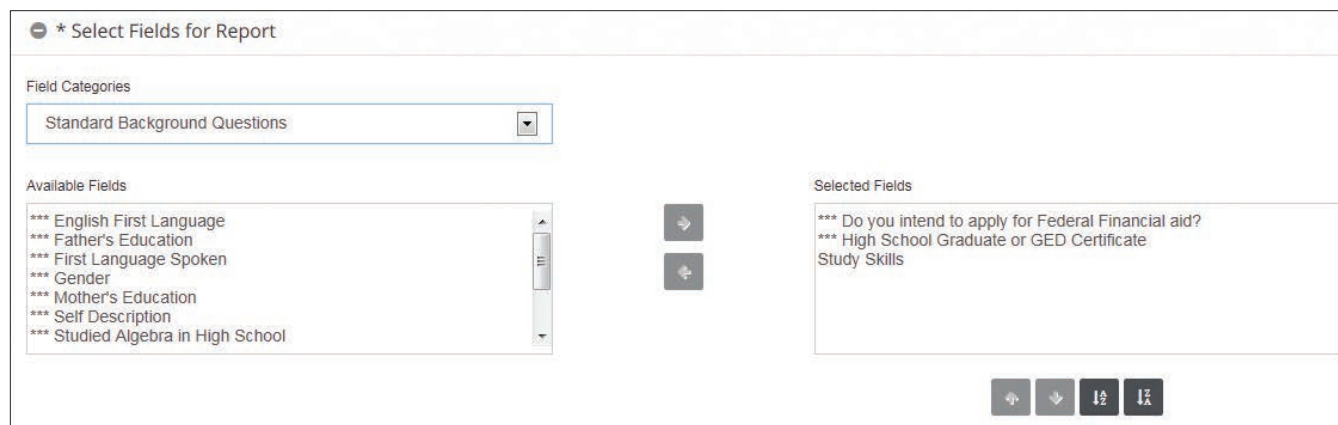
From 10/16/2017 To 11/16/2017

\* Select Fields for Report

**Filter by Major/Program**—All active majors/programs are available. The default value is "ALL."

**Filter by Site Name**—From the drop-down menu, the Institution Administrator can select the sites to be included in the report. The default value is "ALL." For Site Managers, the drop-down is populated with only one entry, their site name.

**Select Fields for Report**—There are two types of data categories where you can select individual pieces of data to include in your report: Standard Background Questions and Local Background Questions. For each category, select the fields you want included in your report and move them to the Selected Fields box.



\* Select Fields for Report

Field Categories

Standard Background Questions

Available Fields

\*\*\* English First Language  
\*\*\* Father's Education  
\*\*\* First Language Spoken  
\*\*\* Gender  
\*\*\* Mother's Education  
\*\*\* Self Description  
\*\*\* Studied Algebra in High School

Selected Fields

\*\*\* Do you intend to apply for Federal Financial aid?  
\*\*\* High School Graduate or GED Certificate  
Study Skills

Move buttons: Up, Down, Left, Right



From the **Available Fields** drop-down menu, select

**Standard Background Questions**—This category includes the list of standard background questions that are available.

**Local Background Questions**—This category includes the list of local background questions that are available.

Click **Submit** and the report will display. Shown below is a sample report:

Background Detail Report

BackModify Search Criteria

Background Detail Report Search Results

Institute Name

Creation Time

Test Date Limit From

Test Date Limit To

CB Early Access Institution

2015-02-10 13:40 EST

2015-01-12

2015-02-10

Background Detail Report Search Results

Export OptionsPrint

Sort ByFirst Name

10

First Name	Last Name	Do you intend to apply for Federal Financial aid?	High School Graduate or GED Certificate	Studied Algebra in High School	What is your Major?
Carol	Hart	No	I am still in high school	No	
Claire	Nafstad	No	I have received a GED	No	

## Student Address Report

The Student Address Report provides a summary report of addresses provided by students. This report can be exported and used to create mailings. If you intend to use this report, turn on the Address, City, State, and ZIP Code required (\*) fields on the Student Information Test Setting and the screen below will display:

New Query

+ Find Student by Search Filter

+ \* Select Fields for Report

+ Download File Format Settings

## Find Student by Search Filter

Find Student by Search Filter

Filter by Test Name

Filter by Site Name

\*\*\* ABE Mathematics Diagnostics

\*\*\* ABE Reading Diagnostics

\*\*\* ABE Writing Diagnostics

\*\*\* Adult Basic Education Math Placement

\*\*\* Adult Basic Education Reading Placement

\*\*\* Adult Basic Education Writing Placement

\*\*\* Ankit

<ALL>

CB EA Site 1

Demo Site

Keith's Testing Site

Sample College

Filter by Test Date

From

To

Last 30 Days

12/25/2014

01/23/2015

AND/OR Find Student By Name

Student ID

Student ID

Student First Name

First Name

Student Last Name

Last Name

**Filter by Test Name**—All active tests and WritePlacer Settings are available. The default value is “ALL.”

**Filter by Site Name**—From the drop-down menu, the Institution Administrator can select the sites to be included in the report. The default value is “ALL.” For Site Managers, the drop-down is populated with only one entry, their site name.

**Filter by Test Date**—Use the drop-down menu to select one of the following:

- Today Only
- Yesterday and Today
- Last 7 Days
- Last 30 Days—default
- Custom Date Range—Click the **Calendar** icon and select the dates you want entered into your **From** and **To** field. You can enter the dates manually using the format MM/DD/YYYY, or you can click on the **Calendar** icon. **Note:** Improper date formatting will trigger an error message.

**AND/OR Find Student by Name**—You can search for a student’s report by entering the student’s ID, last name, and/or first name.

When **Student Basic Information** is selected in the drop-down menu, select the fields you want included in your report and move them to the Selected Fields box.

Click **Submit** and the report will display.

Student Address Report

Back

Modify Search Criteria

Student Address Report Search Results

Institute Name

CB Early Access Institution

Creation Time

2015-02-10 13:45 EST

Test Date Limit From

2015-01-12

Test Date Limit To

2015-02-10

Student Address Report Search Results

Export Options

Print

Sort By

Address

10

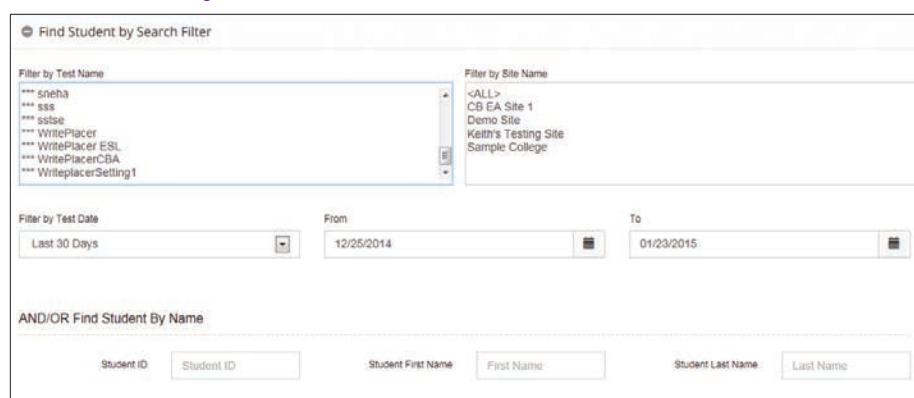
Last Name	First Name	Address	City	Zip Code	State/ Province
Student	Sample	444 W Main	Dallas	12345	Texas
Student	Sample	444 W Main	Dallas	12345	Texas

## WritePlacer Response Report

You can use this feature to search and print essays submitted by students in response to a WritePlacer prompt. Taking a student's essays or related prompts out of a testing center is considered a test security risk. Students shouldn't be allowed to take a copy of their WritePlacer or WritePlacer ESL essay or its associated prompt out of the testing center. Faculty should be made aware of this policy and should be directed to keep essays and prompts confidential. To search for a WritePlacer essay, click on the **WritePlacer Response Report** submenu from the **Reports** menu and the screen shown below will display:



### Find Student by Search Filter



Filter by Test Name

- \*\*\* snetha
- \*\*\* sss
- \*\*\* estse
- \*\*\* WritePlacer
- \*\*\* WritePlacer ESL
- \*\*\* WritePlacerCBA
- \*\*\* WritePlacerSetting1

Filter by Site Name

- <ALL>
- CB EA Site 1
- Demo Site
- Keith's Testing Site
- Sample College

Filter by Test Date

From: 12/25/2014 To: 01/23/2015

AND/OR Find Student By Name

Student ID: Student ID Student First Name: First Name Student Last Name: Last Name

**Filter by Test Name**—All active WritePlacer Settings are available. The default value is "ALL."

**Filter by Site Name**—From the drop-down menu, the Institution Administrator can select the sites to be included in the report. The default value is "ALL." For Site Managers, the drop-down menu is populated with only one entry, their site name.

**AND/OR Find Student by Name**—You can search for a student's report by entering the student's ID, last name, and/or first name.

**Download File Format Settings**—Select your formats.



Download File Format Settings

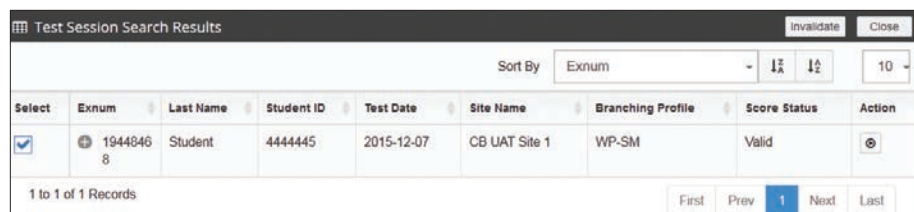
Include header in output file? ☒ Yes ☐ No

Date Format: MM/DD/YYYY

Text Delimited: ☒ Pipe ☐ Comma ☐ Semi-Colon ☐ Fix Length Fields

File Formats: ☒ Windows ☐ Unix/Linux ☐ Macintosh

Click **Submit**. Search results will appear on the **WritePlacer Response Reports** page.



Select	Exnum	Last Name	Student ID	Test Date	Site Name	Branching Profile	Score Status	Action
<input checked="" type="checkbox"/>	19448468	Student	444445	2015-12-07	CB UAT Site 1	WP-SM	Valid	

1 to 1 of 1 Records

First Prev 1 Next Last

Click on the **Export Options** button and select your export format. A report containing all displayed student records will be created.

Put a check in the box next to the student whose essay you want to print and click **Print**. Multiple essays can be checked. The maximum number of reports that can be printed at one time is 100.

Click **View** icon to see the student's essay.

In the Status column you will see:

**Scored**—the essay has been scored successfully

**Pending (Hand Score)**—the essay has been submitted to a human reader for scoring.

**No Score Returned (Forced Closed)**—the essay was forced closed and was never submitted for scoring.

The WritePlacer Response Report will show the **Status** of an essay.

Student Id	Student Name	WritePlacer Prompt	Submitted Date	Status
998888	shawn pierce	Necessary to Make Mistakes	2015/12/02 03:45 AM IST	Pending (Hand Score)

This is my test essay:

Print Close

The WritePlacer **Status** will be printed on the Individual Score Reports with the different pending statuses.

**Placement Test Results** Hide Details

**Deployment Test**  
0 (Off Topic)

Time Started: 10:47 PM CDT  
Time Ended: 10:47 PM CDT  
Total Time: 12 secs

**Holistic Score Description**  
Off Topic

**Dimension Descriptions**

- Purpose and Focus**  
Off Topic
- Organization and Structure**  
Off Topic
- Development and Support**  
Off Topic
- Sentence Variety and Style**  
Off Topic
- Mechanical Conventions**  
Off Topic
- Critical Thinking**  
Off Topic

## Diagnostic Test Reports

There are two Diagnostic Test Reports: Diagnostic Test Score Roster and Diagnostic Test Summary Report.

### Diagnostic Test Score Roster Report

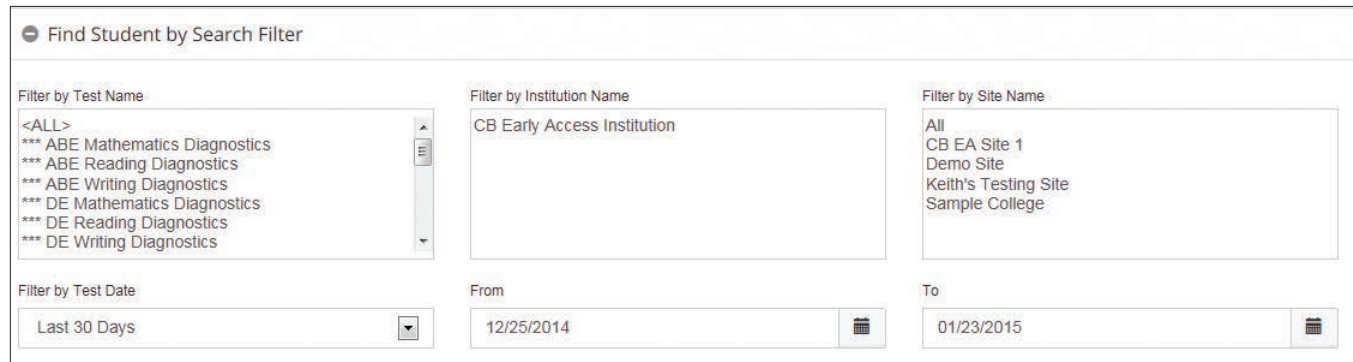
This report provides a score roster that can show student demographics, diagnostic category scores, and Standard Error of Measures (SEM) for each score. Click on **Diagnostic Test Score Roster Report** under the **Diagnostic Test Reports** submenu and the screen shown below will display:

Find Student by Search Filter

\* Select Fields for Report

Download File Format Settings

## Find Student by Search Filter



The interface for finding students by search filter. It includes three main filter sections: Filter by Test Name, Filter by Institution Name, and Filter by Site Name. The Filter by Test Name section has a dropdown menu with options: <ALL>, \*\*\* ABE Mathematics Diagnostics, \*\*\* ABE Reading Diagnostics, \*\*\* ABE Writing Diagnostics, \*\*\* DE Mathematics Diagnostics, \*\*\* DE Reading Diagnostics, and \*\*\* DE Writing Diagnostics. The Filter by Institution Name section has a text input field containing 'CB Early Access Institution'. The Filter by Site Name section has a dropdown menu with options: All, CB EA Site 1, Demo Site, Keith's Testing Site, and Sample College. Below these are two date filter sections: Filter by Test Date with a dropdown menu showing 'Last 30 Days', and From/To date fields with calendar icons. The From field contains '12/25/2014' and the To field contains '01/23/2015'.

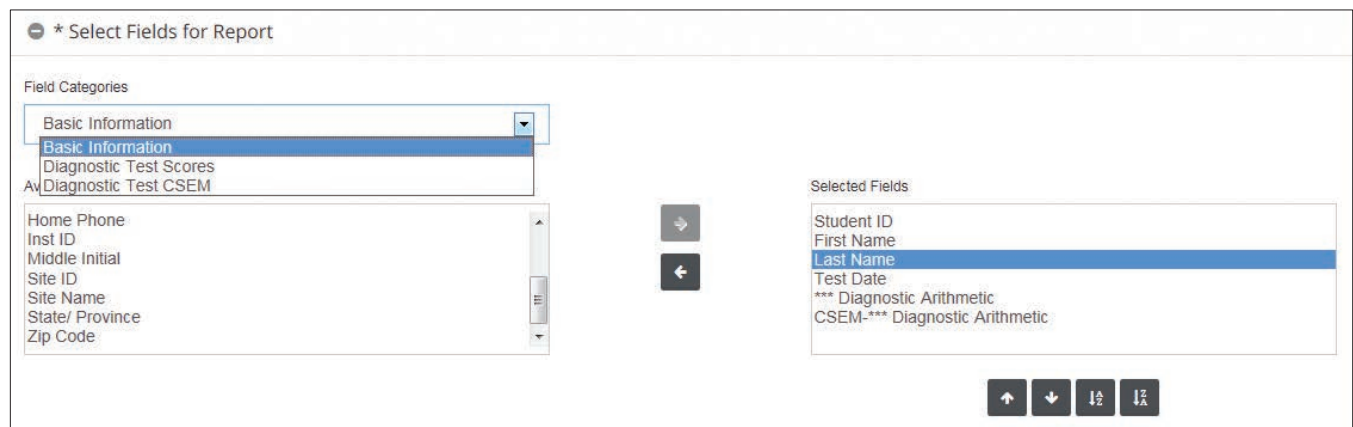
**Filter by Test Name**—Select a diagnostic test from the given list. You can select more than one option by holding the **Ctrl** key.

**Filter by Site Name**—From the drop-down menu, the Institution Administrator can select the sites to be included in the report. The default value is “ALL.” For Site Managers, the drop-down is populated with only one entry, their site name.

**Filter by Test Date**—Use the drop-down menu to select one of the following:

- Today Only
- Yesterday and Today
- Last 7 Days
- Last 30 Days—default
- Custom Date Range—Click the **Calendar** icon and select the dates you want entered into your **From** and **To** fields. You can enter the dates manually using the format MM/DD/YYYY, or you can click on the **Calendar** icon. **Note:** Improper date formatting will trigger an error message.

## Select Fields for Report



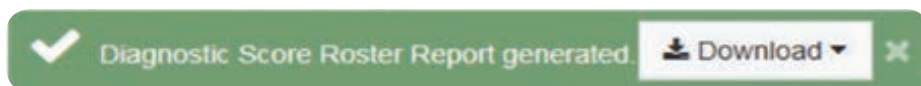
The interface for selecting fields for a report. It features a 'Field Categories' section on the left with a dropdown menu showing 'Basic Information', 'Diagnostic Test Scores', and 'Diagnostic Test CSEM'. Below this is a list of fields: Home Phone, Inst ID, Middle Initial, Site ID, Site Name, State/ Province, and Zip Code. A central area contains two arrows (right and left) for moving fields. On the right is a 'Selected Fields' section with a list of fields: Student ID, First Name, Last Name, Test Date, \*\*\* Diagnostic Arithmetic, and CSEM-\*\*\* Diagnostic Arithmetic. At the bottom right are four icons: an up arrow, a down arrow, a left arrow, and a right arrow.

**Basic Information**—Select the fields you want included in your report and move them to the Selected Fields box.

**Diagnostic Test Scores**—Select the fields you want included in your report and move them to the Selected Fields box.

**Diagnostic Test CSEM**—Select the fields you want included in your report and move them to the Selected Fields box.

Click **Submit**. When the report is ready, the message shown below will display in the bottom right-hand corner of the screen:



Click Download button, and a screen like the one below will display.

First Name	Last Name	Test Date	AR—Decimal Numbers	AR—Estim, Ordering, Numb. Sense	AR—Integers and Fractions	AR—Percent	AR—Word Problems
Sally	Wilson	2015-01-17	15	10	5	4	2
David	Pitts	2015-01-17	10	11	8	5	7
George	Adams	2015-01-17	11	6	9	6	5

## Diagnostic Test Summary Report

This report provides a summary of students' performance on a diagnostic test. It shows the percentage of students who scored in each of the three categories (Needs Improvement, Limited Proficiency, and Proficient), as well as the mean score and standard deviation of the scores for each of the domains within the diagnostic test.

+ Query by Search Filter

+ Download File Format Settings

## Query by Search Filter

- Query by Search Filter

Filter by Test Name

<ALL>  
\*\*\* ABE Mathematics Diagnostics  
\*\*\* ABE Reading Diagnostics  
\*\*\* ABE Writing Diagnostics  
\*\*\* DE Mathematics Diagnostics  
\*\*\* DE Reading Diagnostics  
\*\*\* DE Writing Diagnostics

Filter by Site Name

<ALL>  
CB EA Site 1  
Demo Site  
Keith's Testing Site  
Sample College

Filter by Test Date

From

To

Last 30 Days

12/25/2014

01/23/2015

+ Download File Format Settings

**Filter by Test Name**—Select a diagnostic test from the given list. You can select more than one by using the **Ctrl** key.

**Filter by Site Name**—From the drop-down menu, the Institution Administrator can select the sites to be included in the report. The default value is "ALL." For Site Managers, the drop-down is populated with only one entry, their site name.

**Filter by Test Date**—Use the drop-down menu to select one of the following:

- Today Only
- Yesterday and Today
- Last 7 Days
- Last 30 Days—default



- Custom Date Range—Click the **Calendar** icon and select the dates you want entered into your **From** and **To** fields. You can enter the dates manually using the format MM/DD/YYYY, or you can click on the **Calendar** icon. **Note:** Improper date formatting will trigger an error message.

**Download File Format Settings**—Select your formats.

Download File Format Settings

Include header in output file? ☒ Yes ☐ No

Date Format:

Text Delimited: ☒ Pipe ☐ Comma ☐ Semi-Colon ☐ Fix Length Fields

File Formats: ☒ Windows ☐ Unix/Linux ☐ Macintosh

Click **Submit**, and the report will display.

WritePlacer Response Reports
Back
Modify Search Criteria

WritePlacer Response Reports Search Results

School Name	Creation Time	Test Date Limit From	Test Date Limit To
CB Early Access Institution	2015-02-10 13:47 EST	2015-01-12	2015-02-10

WritePlacer Response Reports Search Results
Export Options
Print

Sort By First Name
10

	First Name	Middle Name	Last Name	Test Date	Student ID	Action
<input type="checkbox"/>	Carol		Hart	2015-01-17	123123	
<input type="checkbox"/>	Laura		Wilson	2015-01-26	123127	
<input type="checkbox"/>	Sample		Student	2015-01-18	444444	

## Test Units Reports

### Test Activity Report

**Test Activity Reports** show the number of units used and the number of units remaining as well as the number of units used for each test during the time span selected. To create this report, click on **Test Activity Report** under the **Test Unit Reports** of the **Reports** menu.



+ Query by Search Filter

- Query by Search Filter

\* Test Title

< Select All >  
ABE Mathematics Diagnostics  
ABE Reading Diagnostics  
ABE Writing Diagnostics

**AND/OR Query by Name**

Date Range of Query (12 months max)

From

To

Last 30 Days

12/25/2014

01/23/2015

From the **Test Title** drop-down menu, select all tests that you want included in your report. Use the **Control** key to select multiple titles.

**Date Range of Query (12 months max)**—Use the drop-down menu to select one of the following:

- Today Only
- Yesterday and Today
- Last 7 Days
- Last 30 Days—default
- Custom Date Range—Click the **Calendar** icon and select the dates you want entered into your **From** and **To** fields. You can enter the dates manually using the format MM/DD/YYYY, or you can click on the **Calendar** icon. **Note:** Improper date formatting will trigger an error message.

Click **Submit** and 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 7 units for the Elementary Algebra Test, 21 for the Arithmetic Test, 0 for the College-Level Math Test, 6 for Reading Comprehension, and 1 for Sentence Skills:

Test Activity Report
Back
Modify Search Criteria

Test Activity Report Search Results

Institution Name  
CB Early Access Institution

Creation Time  
2015-02-10 14:03 EST

Test Date Limit From  
2015-01-12

Test Date Limit To  
2015-02-09

Test Activity Report Search Results

Sort By Site ID

Institution ID	Institution Name	Site ID	Site Name	Region	State	Total Units Used	Units Remain
000974	CB Early Access Institution	000974-000	Demo Site	Midwestern Region	Iowa	1	10
000974	CB Early Access Institution	000974-002	CB EA Site 1	Middle States Region	New York	35	57
alge: 7 arit: 21 clm: 0 rd: 6 ssc: 1							
000974	CB Early Access Institution	000974-003	Sample College	Midwestern Region	Iowa	0	0

If you click on **Export Option**, a file like the one shown below will display. (Site Name, Region, and State have been hidden.)

Institution ID	Institution Name	Site ID	Total Units Used	Units Remain	alge	arit	clm	rd	ss
008974	Sample College	008974-000	1	10	0	0	0	1	0
008974	Sample College	008974-001	35	57	7	21	0	6	1
008974	Sample College	008974-002	0	0	0	0	0	0	0
008974	Sample College	008974-003	0	0	0	0	0	0	0
008974	Sample College	008974-004	2	18	0	2	0	0	0

## Unit History Reports

**Unit History Reports** provide information about how test units have been added to an institution or site and used during the selected date range. They show the number of units added (purchased, transferred, provided free, and consumed). The remarks column shows what tests were administered for the number of units consumed. To run these reports, select **Unit History Reports** under the **Test Unit Reports** menu of the **Reports** menu.

Report Description

Unit\_History

Filter by Test Date

Last 30 Days

From

12/25/2014

To

01/23/2015

Submit

Select a date range for the report.

**Filter by Test Date**—Use the drop-down menu to select one of the following:

- Today Only
- Yesterday and Today
- Last 7 Days
- Last 30 Days—default
- Custom Date Range—Click the **Calendar** icon and select the dates you want entered into your **From** and **To** fields. You can enter the dates manually using the format MM/DD/YYYY, or you can click on the **Calendar** icon. **Note:** Improper date formatting will trigger an error message.

Click **Submit** and the report will display. Shown below is a sample report:

Transaction ID	Site Name	Transaction Date	Units Consumed	Units Added	Reference Number	Type	IOC Number	User Name	Remarks
50423823	CB EA Site 1	2015-01-07	2	0	42369313	CONSUMED			2 UNITS CONSUMED FOR WritePlacer BY CB EA Site 1
50423831	CB EA Site 1	2015-01-07	2	0	42369320	CONSUMED			2 UNITS CONSUMED FOR WritePlacer BY CB EA Site 1
50423833	CB EA Site 1	2015-01-07	2	0	42369322	CONSUMED			2 UNITS CONSUMED FOR WritePlacer BY CB EA Site 1
50423835	CB EA Site 1	2015-01-07	2	0	42369324	CONSUMED			2 UNITS CONSUMED FOR WritePlacer BY CB EA Site 1
50465439	CB EA Site 1	2015-01-17	2	0	42411293	CONSUMED			2 UNITS CONSUMED FOR WritePlacer BY CB EA Site 1
50465440	CB EA Site 1	2015-01-17	2	0	42411294	CONSUMED			2 UNITS CONSUMED FOR WritePlacer BY CB EA Site 1
2521163799	CB EA Site 1	2015-01-07	0	100	42369219	Purchase	987642	CBEA_CBad	
2522887076	CB EA Site 1	2015-01-14	5	0	42406397	TRANSFER		CBEA_IA	5.0 UNITS TRANSFERRED FROM CB EA Site 1 TO Keith's Testing Site

## Custom Reports

Custom Reports enable users to produce reports specific to their institution's needs. Four steps must be followed to create a custom report. From the **Reports** Menu, select **Custom Reports**.

+ * Step 1 - Select Fields
+ Step 2 - Filter by Criteria
+ Step 3 - Grouping and Sorting
+ Step 4 - Output Formats

### Select Fields

When the COMPANION Form box is checked, the form numbers will be shown in the output.

\* Step 1 - Select Fields

Step 1: Select fields to be included in the report.

Field Categories

Basic Information

Available Fields

Mobile Phone  
Site ID  
Site Name  
State/ Province  
ZIP Code  
Test Completed Date  
Test Start Date

Selected Fields

Student ID  
First Name  
Last Name  
\*\*\* Arithmetic  
\*\*\* Elementary Algebra  
\*\*\* Intermediate Algebra

↑ ↓ ↕ ↕

### Filter by Criteria

\* Step 2 - Filter by Criteria

Step 2: Choose values to limit which students will appear in the report.

Filter by Test Date

Last 30 Days

From

12/25/2014

To

01/23/2015

From Time

12 00 AM

To Time

12 00 PM

Score Options

<All>

First Name

From

None

To

None

Last Name

From

None

To

None

Filter By Standard Background Questions

None

Answers

None

Filter By Local Background Questions

None

Answers

None

**Filter by Test Date**—Use the drop-down menu to select one of the following:

- Today Only
- Yesterday and Today
- Last 7 Days
- Last 30 Days—default
- Custom Date Range—Click the **Calendar** icon and select the dates you want entered into your **From** and **To** fields. You can enter the dates manually using the format MM/DD/YYYY, or you can click on the **Calendar** icon. **Note:** Improper date formatting will trigger an error message.
- You can also filter by a specific time range within a day.

**Score Option**—"ALL" is the default.

First

Highest

Latest

**First Name**

**From** A to Z

**To** A to Z

**Last Name**

**From** A to Z

**To** A to Z

**Filter by Standard Background Questions**—All Standard Background Questions are available from the drop-down menu. If you select a question, all answer choices to that background question will display in the Answer drop-down menu.

**Filter by Local Background Questions**—All Local Background Questions are available from the drop-down menu. If you select a question, all answer choices to that background question will display in the Answer drop-down menu.

**Grouping and Sorting**—Select your grouping and sorting criteria.

Step 3 - Grouping and Sorting

Step 3: Choose how you would like the report sorted and grouped.

Primary sort

None

Ascending

Descending

Secondary sort

None

Ascending

Descending

Tertiary sort

None

Ascending

Descending

Available Items to Select for Grouping

Group By

None

Placement Courses

Filter By Local Background Questions

None

Filter By Standard Background Questions

None

**Output Format**—Select your formats.

Step 4 - Output Formats

Step 4: Select the desired formats.

Include header in output file?

Yes

No

Date Format:

YYYY-MM-DD

Text Delimited:

Pipe

Comma

Semi-Colon

Fix Length Fields

File Formats:

Windows

Unix/Linux

Macintosh

Export in Auto download Format?

Yes

No

Click **Submit**. Click on **Report Queue** under the **Reports** menu and find your report. Click on the **Export Options** button and select your export format and the report will display.

## Local Test Report

The Report is accessible to the following users: Group/CB/IA/SM. When you click on **Local Test Report** under Report tab, the screen shown below will display:

The screenshot shows the 'Local Test Report' interface. At the top, a blue header bar contains the title 'Local Test Report'. Below the header, a light blue banner states: 'This report is processed offline and results will be made available via the Report Queue.' The main content area is divided into several sections. The 'Saved Query' section includes a 'Delete this Query' button and a 'Load a Query' dropdown menu currently showing '-Select One-'. The 'New Query' section contains a '\* Report Description' field with 'LocalTest' entered. Below this are three expandable sections: 'Filter by Search Criteria', '\* Select Fields for Report', and 'Download File Format Settings'. The 'Save Query' section at the bottom has two radio buttons: 'Create New Query' (selected) and 'Update Saved Query'. The 'Create New Query' option has a text input field 'Enter new query title'. A 'Save' button is located below the input field. A 'Submit' button is positioned at the bottom right of the interface.

### Filter by Search Criteria

This screenshot focuses on the 'Filter by Search Criteria' section. It features a dropdown menu labeled 'Filter by Test Date' with a list of options: 'Last 30 Days', 'Today Only' (highlighted), 'Yesterday and Today', 'Last 7 Days', 'Last 30 Days', and 'Custom Date Range'. To the right of the dropdown are two date input fields labeled 'From' and 'To'. The 'From' field contains '10/20/2015' and the 'To' field contains '11/18/2015'. Each date field has a calendar icon to its right.

**Date Range Query (12 months max)** Use the drop-down menu to select one of the following:

- Today Only
- Yesterday and Today
- Last 7 Days
- Last 30 Days—default
- Custom Date Range—Click the **Calendar** icon and select the dates you want entered into your **From** and **To** fields. You can enter the dates manually using the format MM/DD/YYYY, or you can click on the **Calendar** icon. **Note:** Improper date formatting will trigger an error message.

## Select Fields for Report

Select from available fields those you want to be displayed on the report and move them to the list of **Selected Fields** using the right arrow. Fields include:

- Basic Information
- Standard Background Questions
- Local Background Questions.
- Local Test—This will list all the Local Tests that were created by the user.

The user can select the fields that get generated for the selected tests.

Fields include:

- ♦ Question Name
- ♦ Question Category
- ♦ Question Type
- ♦ Question Text
- ♦ Response Key
- ♦ Response Text
- ♦ Response Outcome
  - Correct
  - Incorrect
- ♦ Passage

## Download File Format Settings

Select the format you want to use for your report.



Shown below is a sample report.

Student ID	Test Date	Item Id	Question Name	Question Category	Question Type	Question Text	Response Key	Response Text	Response Outcome	Passage Name
8286490	11/1/2015	14916859	Animal	Category A	Multiple Choice	Which animal jumped?	0	The fox.	Correct	Fox and Dog
8286490	11/1/2015	14916912	Color	Category A	Multiple Choice	What color is the fox?	0	Black	Incorrect	Fox and Dog
8286490	11/1/2015	14916913	Energy	Category A	Multiple Choice	How much energy did the dog have?	1	Less than the fox.	Correct	Fox and Dog
6308477	11/18/2015	14916859	Animal	Category A	Multiple Choice	Which animal jumped?	0	The fox.	Correct	Fox and Dog
6308477	11/18/2015	14916912	Color	Category A	Multiple Choice	What color is the fox?	2	Brown	Correct	Fox and Dog
6308477	11/18/2015	14916913	Energy	Category A	Multiple Choice	How much energy did the dog have?	1	Less than the fox.	Correct	Fox and Dog

## List and Enter User Defined Fields Data

If you have included **User Defined Fields** in your **Placement Rules**, you will use this feature to enter the values for each of the User Defined Fields. You can enter the User Defined Field data only after the student has completed testing. Once you have entered the data, you will need to use the **Rebuild Placement** function to update the student's Individual Score Report so that Placement Rules with User Defined Fields can be applied.

From the **Reports** tab, select **List and Enter User Defined Fields Data**.

List and Enter User Defined Fields Data

Choose Values to limit which student will appear in the report

Date of Testing
 

This Past Month

From
 

12/25/2014

To
 

01/23/2015

First Name From
 

None

Last Name To
 

None

Last Name From
 

None

Last Name To
 

None

Submit

Enter/select search criteria on the List and Enter User Defined Fields Data page and click **Submit**.

**Date of Testing**—Use the drop-down menu to select one of the following:

- Today Only
- Yesterday and Today
- Last 7 Days
- This Past Month—default
- Custom Date Range—Click the **Calendar** icon and select the dates you want entered into your **From** and **To** fields. You can enter the dates manually using the format MM/DD/YYYY, or you can click on the **Calendar** icon. **Note:** Improper date formatting will trigger an error message.

Search results will appear on the User Defined Fields page. In the Action column, click **Edit** for the student whose information you want to edit.

**List and Enter User Defined Fields Data** Back Modify Search Criteria

**User Defined Fields**

Creation Time: 2015-02-02 15:13 EST      Test Date Limit From: 2015-01-03      Test Date Limit To: 2015-02-02

---

**User Defined Fields** Export Options Print

First Name:  10

Last Name	First Name	Student Identifier	Test Date	SAT - V	SAT - M	Action
Hart	Carol	123123	2015-01-17 15:51:32.0			<input type="checkbox"/>
Lee	Clara	09876543	2015-01-18 16:07:12.0			<input type="checkbox"/>

Enter field values on List and Enter User Defined Fields Data page, then click **Save**.

**Edit User Defined Fields** ×

**List and Enter User Defined Fields Data**

Name: Hart, Carol      ID: 123123      Test Date: 2015-01-17 15:51:32.0

Field Number	Field Label	Field Type	Field Data
1	SAT - V	WHOLE_NUMBER	<input type="text"/>
2	SAT - M	WHOLE_NUMBER	<input type="text"/>

Save Cancel

The User Defined Fields page will display showing the scores you entered.

**User Defined Fields** Export Options Print

First Name:  10

Last Name	First Name	Student Identifier	Test Date	SAT - V	SAT - M	Action
Hart	Carol	123123	2015-01-17 15:51:32.0	600	600	<input type="checkbox"/>

## Saved Query Feature

For frequently generated custom reports, you can build a query and save it for repeated use at any time. Each time you want to create that report, from the **Custom Reports** option under the **Reports** menu, click on the **Load a Query** drop-down box and select the query that you want to use.



The screenshot shows a form titled "Saved Query". Below the title is a section labeled "Load a Query" containing a dropdown menu. The dropdown menu is open, showing three options: "-Select One-", "Select One-", and "Individual Score Report". The "Individual Score Report" option is highlighted. To the right of the dropdown menu is a button labeled "Delete this Query".

To build a query, select the fields to be included in your report, enter the name of the query in the **Create New Query** box, and click Save. Now, your new query will be available in the **Load a Query** drop-down box.

**Delete this Query** allows you to delete previously saved queries. To delete a query, select the query from the **Load a Query** drop-down menu and click **Delete this Query**.



The screenshot shows the same "Saved Query" form. The "Load a Query" dropdown menu is now closed and shows "-Select One-". The "Delete this Query" button, which has a trash icon, is highlighted with a red rectangular box.

If you load a saved query and made changes to the query, you can save the changes by selecting **Update Saved Query** and then clicking the **Save** button.



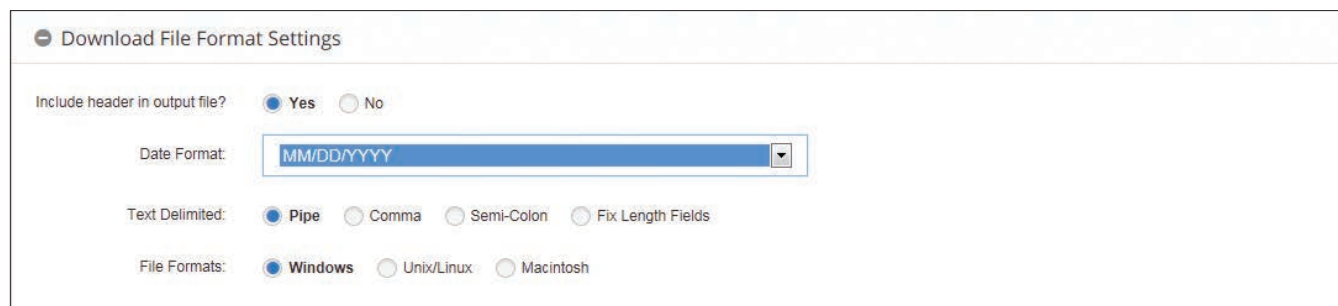
The screenshot shows a form titled "Save Query". Below the title is a section with two radio buttons. The first radio button is selected and is labeled "Create New Query". Next to it is a text input field. The second radio button is labeled "Update Saved Query". At the bottom right of the form is a button labeled "Save" with a floppy disk icon.

If you want to use the **Report Scheduler** feature, you will have to use **Saved Queries**.

## Export Options Feature

The Export Option is common across all reports. It allows you to export reports using a predefined format, which enables you to download and view reports offline and use them with any automation system. ACCUPLACER supports these formats: Delimited Text, CSV, Excel, and XML.

You can further define the format of some downloaded files by using the options listed below.



**Header Format** determines if the downloaded file will show page headers on each page of the report.

**Date Format** determines how dates will be displayed in the downloaded file. From the Date Format drop-down menu, select the format you want to use.

**Text Delimiter** determines the field delimiter of the downloaded file: Pipe (|), Comma (,), Semicolon (;), Fixed Length Fields.

**File Format** determines if a file is downloaded in Windows, Linux, or Macintosh® compatible file format.

# Resources

Under the Resources tab, there are several helpful documents that provide additional information about setting up your ACCUPLACER site. You are encouraged to review these materials thoroughly.

Resources
Resource Name
<a href="#">ACCUPLACER Frequently Asked Questions (FAQs) — Search for answers to your most FAQs!</a>
<a href="#">ACCUPLACER Certificate of Test Administration Training Materials for IAs and SMs</a>
<a href="#">ACCUPLACER Certificate of Test Administration Training Materials for Proctor/Proctor-Reporter</a>
<a href="#">ACCUPLACER Certificate of Test Administration FAQs</a>
<a href="#">September 2018 Platform Enhancements</a>
<a href="#">ACCUPLACER User's Guide Addendum Phase 15 (September 2018)</a>
<a href="#">ACCUPLACER Concordance Tables</a>
<a href="#">ACCUPLACER Manuals &amp; Guides</a>
<a href="#">ACCUPLACER User Roles and Permission Levels</a>
<a href="#">ACCUPLACER Quick Start Guide - Getting to Know ACCUPLACER</a>
<a href="#">Next-Generation Migration Resources</a>
<a href="#">Next-Generation Test Resources</a>
<a href="#">How to Implement Multiple Factors</a>
<a href="#">Chromebook Policy</a>
<a href="#">Safe Exam Browser setup instructions</a>
<a href="#">ACCUPLACER Resources for Students</a>
<a href="#">ACCUPLACER Ability to Benefit (ATB) Information</a>
<a href="#">ACCUPLACER/MyFoundationsLab (ACCU/MFL) Information</a>
<a href="#">Score Web Service Client - User Guide</a>
<a href="#">Score Web Service Client - Download</a>
<a href="#">Score Web Service Client - Sample Files Using Custom Query Output Option</a>
<a href="#">Score Web Service Client - Sample Files Using Default Delimited Text Output Option</a>
<a href="#">Score Web Service Client - Sample Files Using Default XML Output Option</a>
<a href="#">Score WebService API Developer Guide</a>
<a href="#">Student Pre-Registration API - Overview</a>
<a href="#">Student Preregistration API Developer Guide</a>
<a href="#">Join ACCUPLACER Electronic Discussion Group</a>
<a href="#">Phase 14 Release—Platform Highlights (December 2017)</a>
<a href="#">Launch ACCUPLACER from Your Portal</a>
<a href="#">ACCUPLACER Training Videos</a>
<a href="#">Computer Skills Placement (CSP) test System Requirements</a>

## Knowledge Base


By selecting this link, you can search for and view supporting information on ACCUPLACER.

If you have specific questions about implementing ACCUPLACER, you can contact the Customer Service Center via email to [info@accuplacer.org](mailto:info@accuplacer.org), or by phone 866-607-5223.


Hours of operation are Monday through Friday, 7 a.m.–9 p.m., and Saturday, 8 a.m.–5 p.m. Eastern Time.

### Launch ACCUPLACER from Your Portal

By copying the html code from the box at the bottom of the screen, a Proctor can launch an ACCUPLACER test via a third-party website using the voucher functionality. If desired, this feature should only be used by your site's webmaster.

 Launch Accuplacer from Your Portal

- Thank you for your interest in launching ACCUPLACER from your portal. Upon entering the information noted below, your students will be able to enter the ACCUPLACER application using a valid voucher number from your educator or institution website.
- NOTE: If you do not control the pages of your site, please direct your site's webmaster to this page.



Voucher Number \*

Last Name \*

Date of Birth \*

Month


Day


Year

Reset


Start Test

# Order Forms

 Order Forms

 Order Forms

ACCUPLACER Order Form

 Policies and Ordering Procedures

**Policies**

- All ACCUPLACER tests, including COMPANION tests, are to be administered under proctored conditions.
- The College Board does not provide refunds for any purchased products, including online test units, COMPANION tests, or accompanying materials.
- The College Board will provide an exchange of COMPANION products returned in new, un-used condition, and in original packaging within 30 days of purchase. The appropriate online unit rate will be used for the exchange.
  - The customer is responsible for return shipping and handling. Exchange shipping charges are not refundable; additional shipping on exchanges will be billed at the customer's expense.
  - Contact Customer Service directly at 866-607-5223 to arrange item exchange.
- All COMPANION product orders are subject to a shipping charge. There is no exchange value for the shipping charge.
- The College Board reserves the right to expire any ACCUPLACER test units if there is no usage by an institution for a period of three (3) years.

**Ordering Procedures**

- All orders require the following:
  - a signed order form and either
    - a signed purchase order;
    - a check made payable to "The College Board," or,
    - valid credit card information.

Please note: an institutional purchase order is only valid if **all** of the following are present:

1. Institutional letterhead (not required if document indicates that it was generated in an electronic procurement system)
2. Language which clearly identifies the document as a purchase order
  - A requisition is not a purchase order, and it cannot be used in place of a purchase order.
3. Complete institutional billing and shipping information
4. Purchase order number
5. A date indicating when the purchase order was generated
6. Correct line item and total pricing
7. An authorization signature (required if a designated signature area is present on the document)

- Orders associated with invalid purchase orders will not be processed.
- Orders can be submitted via US Postal mail, email or telephone (see [Order form](#) for details).
- Upon receipt, orders can take up to seven (7) business days to process (additional processing time will be added for orders submitted incorrectly).
- For security purposes, The College Board will destroy incomplete orders after seven (7) business days.

Please note: Credit card orders can **ONLY** be placed by telephone. Credit card orders submitted via email will be destroyed for security purposes and will **not** be processed.

Under the Order Forms tab, you will find the policies and procedures for ordering ACCUPLACER tests. From here, you can download the ACCUPLACER Order Form.



# Help & Information

## Knowledge Base

If you click on **Knowledge Base** under the **Help & Information** menu, the screen shown below will display. You can search for and view supporting information on ACCUPLACER.

Knowledge base

Guided NavigationKeyword Search

Guided Navigation

Category	Article Count
Accuscore Companion	1
Accuscore Companion Order Tests	1
Accuscore Companion Reports	1
Administer Test	13
Administer Test, Order Tests	2
Administer Test, Parent/Student/Other Policy Resources	1
Administer Test, Policy	8
Administer Test, Policy/ATB	1
Administer Test, Policy/Referral, Testing Clarification, Remote Proctoring Services	1
Administer Test, Policy/Resources	2
Administer Test, Policy/Website	1

No records to display.

Solution #	Subject	Title
------------	---------	-------

## System Requirements

If you click on **Systems Requirements** under the **Help & Information** menu, the screen below will display detailed information about the system requirements needed for the ACCUPLACER program to run properly.

CollegeBoard  
ACCUPLACER

# Welcome to the ACCUPLACER® Platform

To learn more about the ACCUPLACER program, please visit our website at: [accuplacer.collegeboard.org](http://accuplacer.collegeboard.org)

**Admin Login**

Username:  
Forgot your username?

Password:  
Forgot your password?

Login

**Start Test with Voucher**  
If you are proctoring a student who is taking a test with a voucher, please click the button below to begin.

Use Voucher

**Fast Track**  
Expedite the student pre-testing process via the Fast Track login.

Fast Track Login

**Students**  
Have questions about ACCUPLACER? Learn about the tests and access free practice resources.

Information for Students

**Request an Account - For Institutions ONLY**  
Does your institution need an account to access the ACCUPLACER system?

New Institution Registration

**Verify System Requirements**  
Check to see if this computer meets the minimum specifications required to administer ACCUPLACER tests.

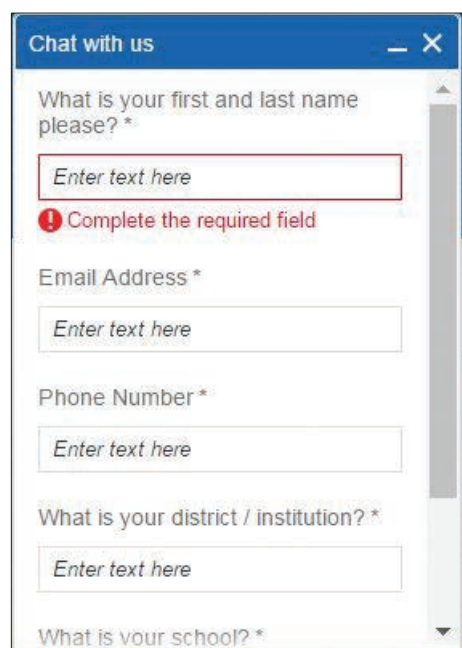
Verify System

version: 2.2.1.8763 For support, please contact 866-807-6223, email [info@accuplacer.org](mailto:info@accuplacer.org), or Click here for Live Chat © 2017 The College Board

Extended Information	
Features	You Have
Screen Resolution	1200 x 750
Browser Size	1200 x 626
Connection Type	T1 or greater connection
Connection Speed (kilobyte/sec)	Infinity Kbps (High)
IP Address	10.160.66.1
Work Station Time Zone	Your workstation indicates that you are in Eastern time (US & Canada) zone
Proxy	No proxy

## Live Chat

If you click on **Live Chat** under the **Help & Information** menu, the screen below will display. Provide the required (\*) information and click on **Start Chat**, and you will be connected to a “live person” who will assist you.



The screenshot shows a web form titled "Chat with us" in a blue header bar. The form contains several text input fields, each with a placeholder "Enter text here". The fields are labeled: "What is your first and last name please? \*", "Email Address \*", "Phone Number \*", "What is your district / institution? \*", and "What is your school? \*". A red error message "Complete the required field" with an exclamation mark icon is displayed below the first field. A vertical scrollbar is visible on the right side of the form.

## Help

If you click on Help under the Help & Information menu, the *ACCUPLACER Users Guide* displays where you can find detailed instructions on the many features of the ACCUPLACER System.

# Appendix

## Lock Down Your ACCUPLACER Testing Experience with the Safe Exam Browser

To improve test security, ACCUPLACER is now fully compatible with Safe Exam Browser (SEB) open source software. As noted at <http://safeexambrowser.org>, the Safe Exam Browser software “changes any computer into a secure workstation. It regulates access to resources like system functions, other websites, and applications and prevents unauthorized resources being used during an exam.”

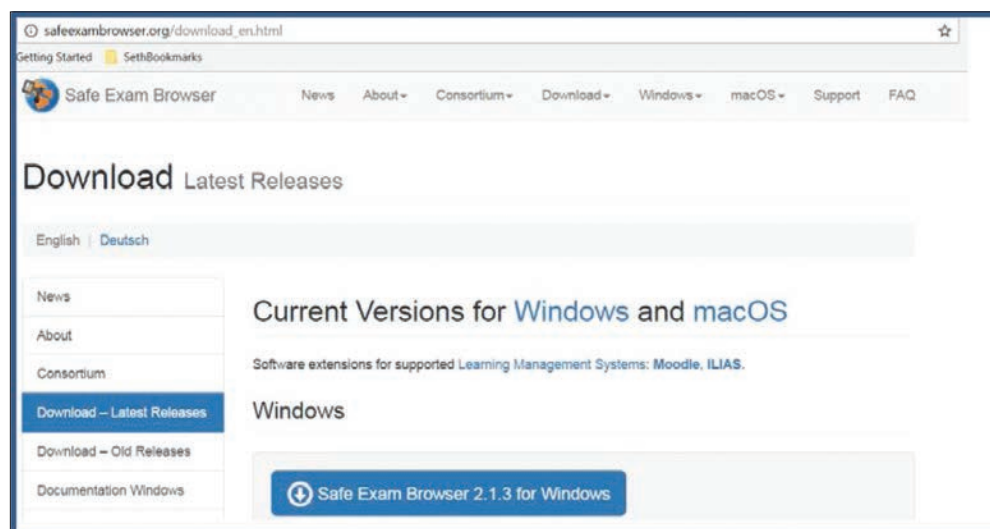
The software must be installed on each testing workstation you would like to secure. It isn't recommended for use with the administrative screens of ACCUPLACER. For more information on the Safe Exam Browser, please visit <http://safeexambrowser.org>

For those users interested in using the Safe Exam Browser with ACCUPLACER, please follow these steps for installation and configuration. Some key points to know:

- You must have administrative rights to the local machine to install the software.
- This is a one-time installation that is applied to ACCUPLACER only.
- Installing will restrict a student from going elsewhere on a machine while taking an ACCUPLACER test.

### Installing the Safe Exam Browser

- Navigate to <http://safeexambrowser.org>.
- Click on **Download** in the left-hand menu. Then, click on **Download—Latest Releases**. Refer to the Appendix for supported operating systems.



- If you are administering tests on Windows, click on **Safe Exam Browser 2.1.3 for Windows** to download the software.
- If you are administering tests on a Macintosh, click on **Safe Exam Browser 2.1.2 for macOS** to download the software.



- The download should begin almost instantaneously. An installable called SafeExamBrowserInstaller for Windows or SafeExamBrowser-2.1.dmg for the Macintosh will be downloaded.
- Double click on the installable file and follow the prompts to install the software. The installation process should take about 5–10 minutes and will require a reboot.
- The Safe Exam Browser is ready to be configured.

## Configuring the Safe Exam Browser for Use with ACCUPLACER

From the Programs menu, launch the SEB Config Tool (by clicking on the **Safe Exam Browser** folder and then selecting **SEB Config Tool**) and configure the following settings before launching ACCUPLACER tests in the Safe Exam Browser.

### General Settings

File Revert Settings Use Settings

General Config File User Interface Browser Down/Uploads

Start URL

Administrator password

Confirm administrator password

☒ Allow user to quit SEB

☐ Ignore exit keys

Quit/restart password

Confirm quit/restart password

Exit Sequence		
F1	F1	F1
F2	F2	F2
F3	F3	F3
F4	F4	F4
F5	F5	F5
F6	F6	F6
F7	F7	F7
F8	F8	F8
F9	F9	F9
F10	F10	F10
F11	F11	F11
F12	F12	F12

1. Enter the **Start URL** as <https://www.accuplacer.org>.

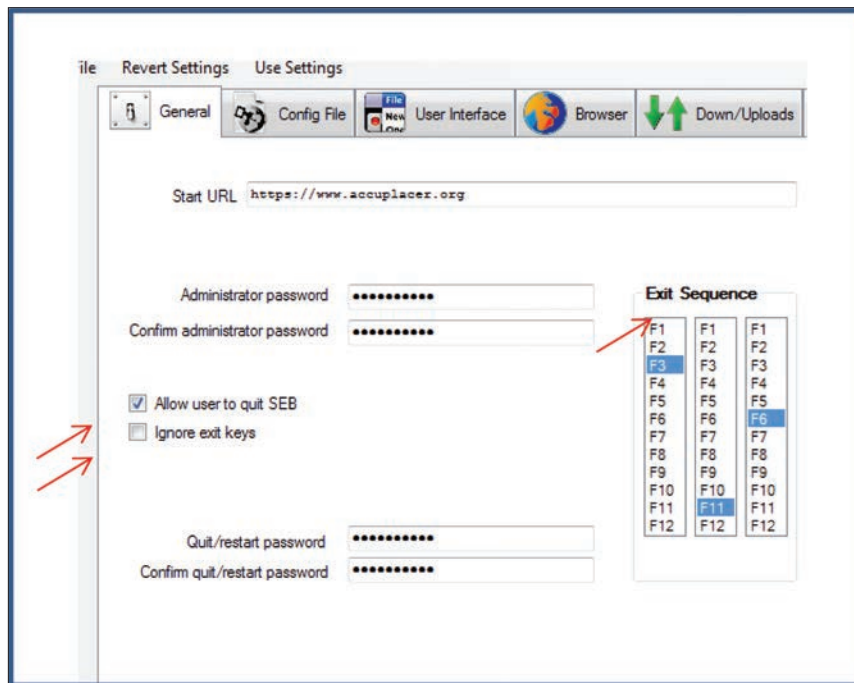
Start URL

2. Enter and confirm an Administrator password. Note: This is a unique password for your Safe Exam Browser and shouldn't be your ACCUPLACER Administrator password.

Administrator password

Confirm administrator password

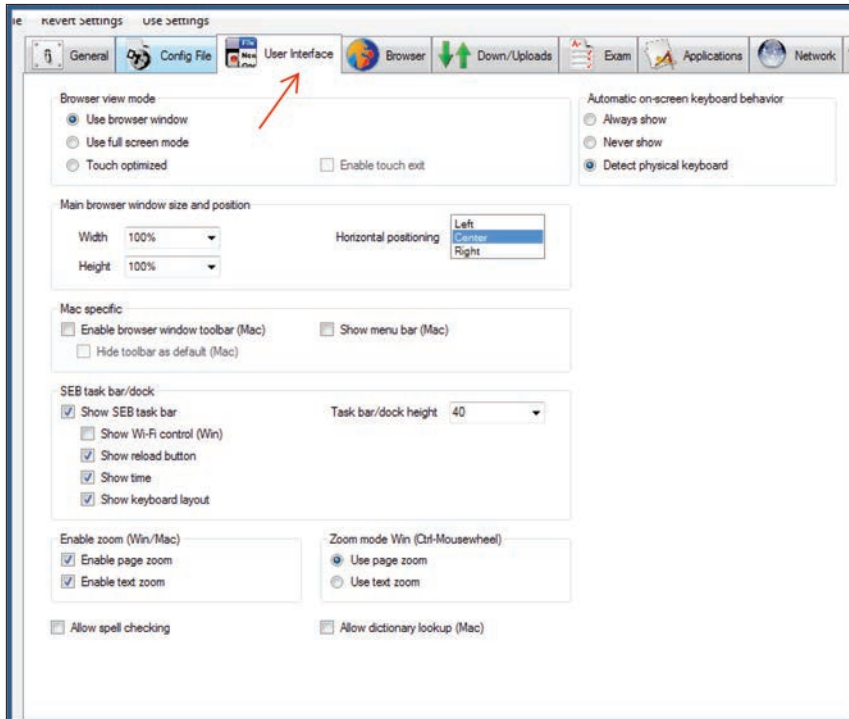
3. ACCUPLACER recommends that the “Allow user to quit SEB” option be **checked**. This will allow the students to close the browser with a required ‘Quit password’ by the Administrator (see Step 4). This feature is optimal for use with ACCUPLACER.
- While we recommend “Allow user to quit SEB” feature over the “Exit Sequence” keys feature, if you **do** use the “Exit Sequence” keys do NOT check the “Ignore exit keys” checkbox.



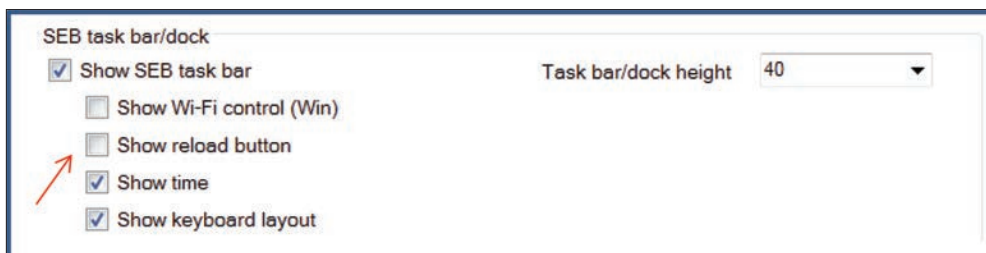
4. To prevent students from intentionally or inadvertently exiting the Safe Exam Browser before their test session is complete, enter a password in the Quit/restart password and Confirm quit/restart password fields. This will ensure that a proctor or other test center management staff must enter the password to exit Safe Exam Browser. Please be sure to remember this password.

Quit/restart password	.....
Confirm quit/restart password	.....

## User Interface Settings



5. The “Show reload button” option in the SEB task bar/dock section should be **unchecked**. ACCUPLACER test sessions don’t allow students to refresh the page.

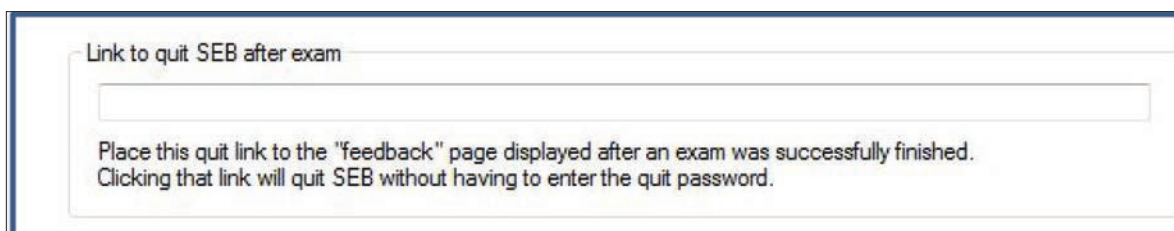


6. Be sure the “Allow spell checking” and the “Allow dictionary lookup (Mac)” are unchecked. **This is particularly important when administering ACCUPLACER WritePlacer tests.**



## Exam Settings

7. The “Link to quit SEB after exam” setting should be left blank. The Individual Score Report (ISR) generated by ACCUPLACER at the end of a test session contains a static link that will allow the student to quit and exit the browser.



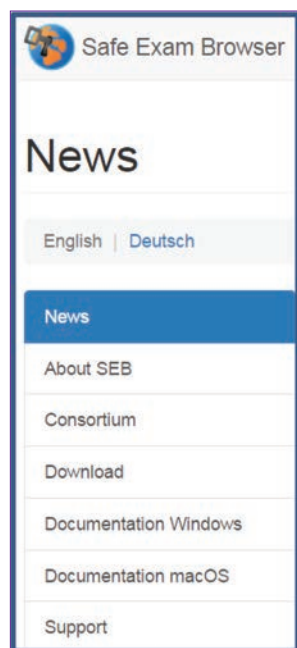


## Final Steps

Be sure to select File > Save Settings before exiting. This completes the configuration of Safe Exam Browser. For further question on the settings not outlined here, visit the Safe Exam Browser User Guide at [http://safeexambrowser.org/support\\_en.html](http://safeexambrowser.org/support_en.html).

Once configured on the local machine, to launch an ACCUPLACER test session, simply click on the Safe Exam Browser icon and it will take you to the ACCUPLACER home page where a site manager or proctor can log in and start the process.

Further documentation regarding the Safe Exam Browser can be found at <http://safeexambrowser.org>



Safe Exam Browser is currently supported for the following operating systems (as of April 2017):

For Windows:

- Microsoft Windows 7
- Windows 8/8.1
- Window 10

For MacOS:

- macOS 10.12 Sierra
- OS X 10.11 El Capitan
- OS X 10.10 Yosemite
- OS X 10.9 Mavericks
- OS X 10.8 Mountain Lion (TLS/SSL/CA certificate embedding into SEB configuration files and certificate pinning not supported)
- OS X 10.7 Lion (only supported as client, preferences window not available. TLS/SSL/CA certificate embedding into SEB configuration files and certificate pinning not supported)
- Mac OS X 10.6 Snow Leopard (only supported up to SEB 1.5.2)

Note, Safe Exam Browser doesn't currently work on iOS (iPad, etc.).

### Test Administration Policy for Chromebook

Chromebooks provide a secure platform for administering student assessments, and when setup properly, these devices meet ACCUPLACER's testing and security policies. With Chromebooks, you can disable students' access to browse the web during an exam in addition to disabling external storage, screenshots, and the ability to print. You are required to follow the steps identified in [ACCUPLACER Test Administration Policy for Google Chromebook Users](#) to ensure that your institution's Chromebooks are appropriately configured before administering ACCUPLACER tests.

**Administering ACCUPLACER on a Chromebook without taking the appropriate steps will result in suspension of your ACCUPLACER account.**