

ACCUPLACER®



User's Guide Addendum

2019

Bulk Updating User Account Expiration Dates

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

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

The screenshot shows the 'User Profile Search Results' interface. At the top, there are buttons for 'Update Account Active Dates', 'Export Options', 'Delete Users', and 'Add'. Below these is a table with columns: Username, Site Name, Status, Last Name, First Name, Expiration Date, and Action. The first row has a checked checkbox in the first column. The table lists four users: cbpu_dbash_sm, UATpr, cbuat_pro, and cbuat_sm, all with 'Active' status and expiration dates ranging from 2017-06-30 to 2020-01-04. At the bottom, there is a pagination bar showing '1 to 4 of 4 Records' and navigation buttons: First, Prev, 1 (selected), Next, Last.

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

The screenshot shows the 'Edit User Account Dates' pop-up window. It asks 'Enter account active dates for the selected users?' and has a red asterisk indicating 'Active Account'. There are two main sections: 'From' and 'To'. The 'From' section has a date field set to '01/14/2019' and a time field set to '12:00 AM'. The 'To' section has a date field set to '01/14/2020' and a time field set to '12:00 AM'. At the bottom right, there are 'Close' and 'Save' buttons.

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

	A	B	C	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Institution ID	Institution Name	Site ID	Test Date From	Test Date To	Total Units Used	Units Remain	arit	c_tx_d_m	calge	carit	cclm	cdmp3_j	cdmp3_k	clgus	clm
2	011665	*CBUAT Institution	011665-001	2018-01-14	2019-01-14	14.0	406.0	0.0	0.0	0.0	0.0	0.0	11.0	3.0	0.0	0.0
3																
4																

Canceling a Voucher

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

Manage Vouchers

Manage Voucher - Search

Institution Name

*CBUAT Institution

Site Name

CBUAT Site 1

Voucher Status

Unused

Voucher Type

Remote Network or Virtual Voucher

Voucher Created Date

Less 7 Days

Voucher Created Date From

01/05/2019

Voucher Created Date To

01/14/2019

Student ID

Student First Name

Student Last Name

Pre-Registered File Name

-Select One-

Reset

Search

Voucher Search Results

Cancel Voucher

Export Options

Reprint

Sort By

Student ID

Cancel Voucher

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"/>	087654321e	Dorothy	Zbomak	01-Jan-2000	dlbash@collegeboard.org	Next-Generation Arithmetic - A11Y	CGUL8A68	*Pearson Pearson Automation Site	14-Apr-2019	
<input type="checkbox"/>	087654321f	Rose	Nylund	01-Jan-2000	dlbash@collegeboard.org	Next-Generation Arithmetic - A11Y	L37722E2	*Pearson Pearson Automation Site	14-Apr-2019	
<input checked="" type="checkbox"/>	087054321g	Blanche	Deveresux	01-Jan-2000	dlbash@collegeboard.org	Next-Generation Arithmetic - A11Y	MC3PM73Q	*Pearson Pearson Automation Site	14-Apr-2019	
<input type="checkbox"/>	087054321h	Sophia	Petrillo	01-Jan-2000	dlbash@collegeboard.org	Next-Generation Arithmetic - A11Y	T6V38DC4	*Pearson Pearson Automation Site	14-Apr-2019	

1 to 4 of 4 Records

First

Prev

1

Next

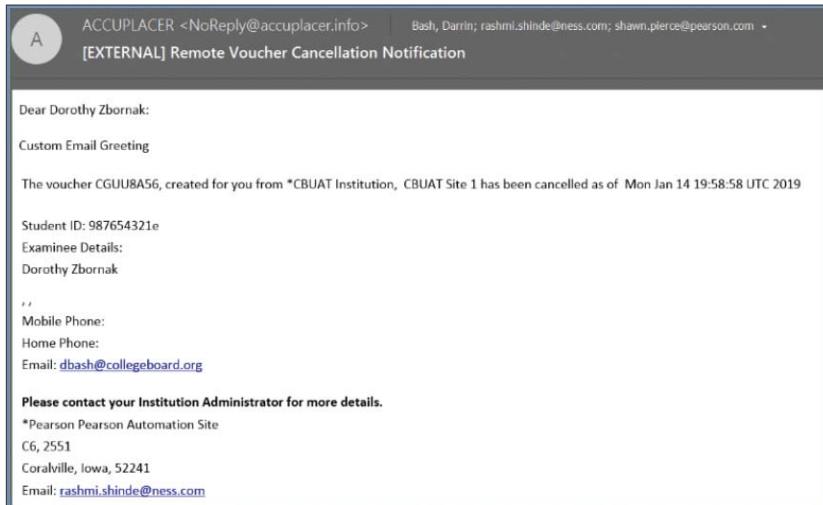
Last

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3

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



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

Voucher Search Results									
Sort By: Student ID									
<input type="checkbox"/>	Student ID	First Name	Last Name	Date of Birth	Email Address	Branching Profile	Voucher No	Remote Site Name	Expiry Date
<input type="checkbox"/>	987654321e	Dorothy	Zbornak	01-Jan-2000	dbash@collegeboard.org	Next-Generation Arithmetic - A11Y	CGUU8A56	*Pearson Pearson Automation Site	14-Apr-2019
<input type="checkbox"/>	987654321g	Blanche	Devereaux	01-Jan-2000	dbash@collegeboard.org	Next-Generation Arithmetic - A11Y	MC3PM73Q	*Pearson Pearson Automation Site	14-Apr-2019

1 to 2 of 2 Records

First Prev 1 Next Last

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

Resend Remote Voucher Cancellation Notification Email

Student ID: 987654321e
 Last Name: Zbornak
 Voucher ID: CGUU8A56
 * Email Address:

Resend Email

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

Resuming Tests Started with a Voucher

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

Digital COMPANION Forms

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

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

Administering the Test

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

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