



# ACCUPLACER®

## Proctor Script for Administering ACCUPLACER Assessments with Vouchers

After distributing vouchers to all students, seat them and put them at ease by introducing yourself and the purpose of the assessment. Read aloud to the students the directions printed in red below. All other instructions in italic are for the Proctor and should not be read aloud.

You are about to take ACCUPLACER assessments. ACCUPLACER is a testing tool used by colleges to determine if students are college ready. Students who are considered college ready are able to take credit bearing courses in their program of study immediately. Students who are not considered college-ready may need to take remediation or co-requisite courses first.

During the test administration, you should not have anything on your work station except scratch paper and a pencil. All cell phones must be turned off. Dictionaries and calculators are not permitted. If you have brought any such materials with you, please place them under your chair.

Please go to [www.accuplacer.org](http://www.accuplacer.org). Click on **Use Voucher**.

*Pause and allow students time to get to the appropriate screen.*

A test voucher is required to launch ACCUPLACER tests from this page. With the test voucher you were provided, 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. After you have entered your information, click on Submit and WAIT until your test is displayed on your screen. Please be patient this may take up to one minute.

The screenshot shows the ACCUPLACER Proctor Authentication Screen. A modal window titled "Student Instructions" is open in the center. The background screen has a header with the CollegeBoard logo and "ACCUPLACER". Below the header, there's a section for "Instructions" and a "Proctor Authentication Screen" section. The authentication section includes fields for Username (filled with "deborahTXK12\_pr") and Password (masked with dots). A "Next" button is visible next to the password field. The modal window contains the following text:

**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.

There is a red octagonal "STOP" sign icon in the modal window.

*"You are not allowed to use a handheld calculator on this assessment. Some of the mathematics items within ACCUPLACER allow calculators. If a calculator icon appears (upper right) you may use the calculator to help you answer that item. You may however use the scratch paper provided for any of the questions. Please raise your hand if you need extra paper or have any questions."*

*Students are waiting to see this screen:*

The screenshot shows "The College Board System Student Privacy Policy" screen. It features a header with the title and a user icon. The main content area contains the following text:

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 and with the institution's operational and research partners. Students may also grant permission to share their score reports with institutions other than where the test was administered. The student must provide that permission in writing before the score report can be shared with the non-administering institution.

(b) Student Data is used by the College Board for internal research and reporting purposes in

*Please instruct the students how you would like to be notified when they complete their test session.*

*At the end of testing, collect all scratch paper. All scratch paper must be destroyed by a secure method.*