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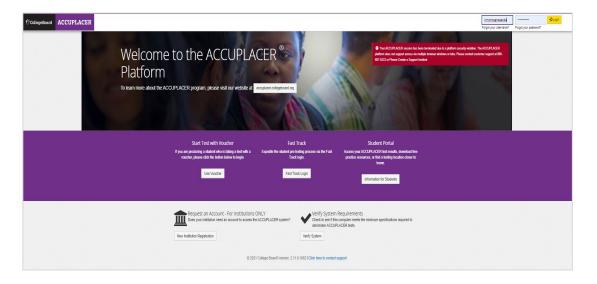
After distributing vouchers to all students, seat them and put them at ease by introducing yourself and the purpose of the assessment. Read aloud to the students the directions printed in red below. All other instructions in italic are for the Proctor and should not be read aloud.

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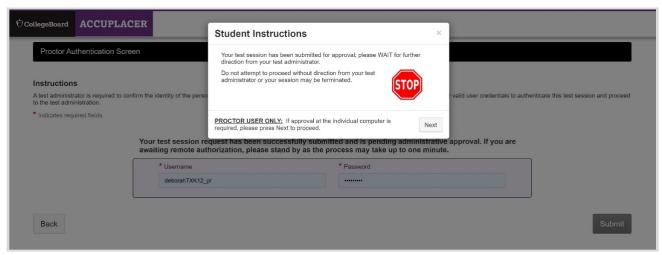
During the test administration, you should not have anything on your work station except scratch paper and a pencil. All cell phones must be turned off. Dictionaries and calculators are not permitted. If you have brought any such materials with you, please place them under your chair.

Please go to www.accuplacer.org. Click on **Use Voucher.**

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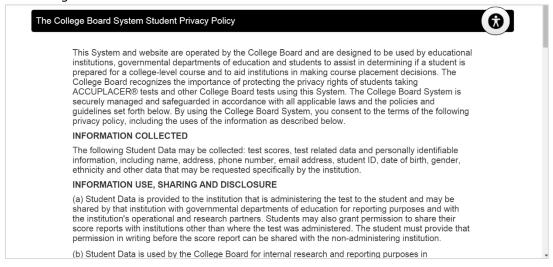

A test voucher is required to launch ACCUPLACER tests from this page. With the test voucher you were provided, please enter the information exactly as it appears on the voucher. You will also be required to enter your birth date to validate your identity. After you have entered your information, click on Submit and WAIT until your test is displayed on your screen. Please be patient this may take up to one minute.

"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:

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.