

## COLLEGE NOW SCHEDULING APPOINTMENT TO TAKE ACCUPLACER TESTS

In order to schedule a testing appointment, student must know:

- JCCC username and password
- JCCC student ID number
- Desired JCCC course name(s)

Go to JCCC's College Now Testing Information webpage, <https://www.jccc.edu/admissions/early-college/high-school-concurrent-enrollment/high-school-testing.html>:

1. Scroll down and click on **Schedule Accuplacer Test:**
2. For **regular daytime appointments**, Monday through Friday, use the calendar that first appears on the screen.
3. For **evening and Saturday appointments:**
  - On left-hand side, under **Filter by**
    - Keep the **Onsite and Online** box the same
    - Click on arrow beside **Audience**
    - Click on **College Now** – specific **evening and Saturday** College now testing appointments will appear in the calendar on the screen (these appointments are specific to College Now high school students only).
    - Unclick **College Now** to view **regular daytime** appointments in the calendar.
4. Proceed with **scheduling your testing appointment:**
  - Appointment confirmations and all other correspondence from Testing Services will be sent to the JCCC student email address.
  - Due to social distancing requirements, a limited number of seats are available during each scheduled test session.
  - By making an appointment, student is committing to attend. Students are not allowed to schedule multiple appointments as backup options and may only sign up for one appointment time.
  - Review the dates and times offered on the calendar.
  - Tests are scheduled for specific 2- and 3-hour time slots. A 3-hour time slot is recommended if student is wishing to take Calculus; a 2-hour time slot is usually adequate for all other courses.
  - Click on desired date and time on the calendar.
  - Read the information regarding placement testing, verify the selected appointment date and time, and click on **Begin Registration**.
  - The JCCC Single Sign-on prompt appears; enter JCCC username and password.
  - Complete the required information (i.e., JCCC student ID number, etc.).
  - Click on **Register** to complete the scheduling process.

Questions? Contact **Testing Services** by email, [testingservices@jccc.edu](mailto:testingservices@jccc.edu), and by phone, 913-469-4439, Monday through Friday 8 a.m. to 5 p.m.