

## ACCUPLACER Certificate of Test Administration (ACTA) Assessment Frequently Asked Questions

### Who has to take the ACTA assessment?

Any user with an Institution Administrator, Site Manager, Proctor, or Proctor-Reporter credential (access to the ACCUPLACER platform), must take the ACTA assessment. Test center proctors/monitors without access to the platform are expected to know all of the ACCUPLACER test administration guidelines and security protocols.

### How many versions of the ACTA assessment are there?

There are two versions of the ACTA assessment: (1) one version for Institution Administrators (IA) and Site Managers (SM) and (2) a different version for Proctors (P) and Proctor-Reporters (PR). If you have both an IA/SM and P/PR credential, you will have to take both assessments.

### How long will I have to complete the certification test?

If you are a current user, beginning on September 17, 2018, you will have 60 days to take the assessment. If you fail to do so within these 60 days, you will not have access to the platform beyond the login page and will be required to take the ACTA assessment to gain full access.

New IA/SM or P/PR credentials created after September 17, 2018, will have to take the ACTA assessment immediately in order to gain full access to the platform. After logging in, new users will be directed to the training materials and prompted to take the assessment.

### What is covered in the ACTA assessments?

The ACTA was designed to ensure that anyone who administers a test or is responsible for the training of those individuals who do, is familiar with the test administration guidelines and security protocols of the ACCUPLACER Program. The following content is covered in the assessments:

- **Account Setup (IA/SM)**
  - Account Hierarchy
  - User Roles and Permission Levels
  - User Credentials
- **Test Administration (All)**
  - Test Administration Types
  - COMPANION and Accommodated Testing
- **Security Policies (All)**
  - Proctoring Guidelines and Responsibilities
  - Prohibited Items
  - Test Violation Protocol
  - Student Identification
  - Security Features
  - Device Policies

### How is the test administered?

Access to the ACTA assessments is through your ACCUPLACER account. When you login as an IA/SM, you will receive that version of the test. When you login as a P/PR, you will receive that version of the test.

**The ACTA is self-proctored and does not require any test units.**

The ACTA assessment is not under the Administer Test menu. On the platform's left navigation panel, you will find a *Certificate of Test Administration* menu option. Click this menu to begin testing.

**Can user credentials be shared?**

No. Sharing usernames and passwords is not permitted and is a violation of ACCUPLACER's policies. Each user must have a unique login and password, which not only secures ACCUPLACER's tests, but also secures your data as only authorized individuals at your campus will have access to the platform.

**If I don't pass the test on my first try, what is the retest policy?**

You can take the test as many times as you need to until you pass. The test is **untimed** and is **open book**. You may use your training materials as you test.

**If I serve in different roles, will I be required to take both versions of the test?**

Yes. If you are an IA/SM and a P/PR at your institution, you are required to take both assessments. You will only be required to take each test once and certification will apply to other accounts you may have.

**If I manage multiple sites and have multiple credentials for each, will I have to take the test for each?**

No. Users with multiple accounts within an institution, will need to pass the certification test once for each role. 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.

**Will remote proctors be required to take the ACTA assessment?**

Yes. All users who administer ACCUPLACER will be required to take and pass the ACTA assessment, even if they are a temporary user.

**Will the certification transfer to my ATB account if I have ATB Proctor or Proctor-Reporter credentials?**

No. The certification is tied to a specific institution. If your username is associated with the ATB institution, then you would have to take the certification test for that institution.

**How will my Testing Center know I passed the ACTA assessment?**

Upon successful completion of the ACTA assessment, you will receive a certificate with your name, institution name, and the date of expiration. You can print the certificate at this time or print later. Additionally, IAs can run a report to see which users have passed their assessment(s).

**How long is my certification valid?**

Each ACTA certificate is valid for one-full calendar year, starting from the day you pass the test. An annual renewal is required. The renewal test is a shorter version of the initial test(s).

**How were the questions for the ACTA assessment developed?**

ACTA assessment questions were developed by the ACCUPLACER Program and Operations teams and reviewed by the College Board's Assessment Design and Development team. Questions do not fall out of the scope of content in the 2018 ACCUPLACER Program Manual, COMPANION Manual, or the ACTA training materials. Each of these resources is available to users to prepare for in advance of taking the ACTA assessment.