ACCUPLACER® CollegeBoard

ACCUPLACER® User's Guide

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Contents

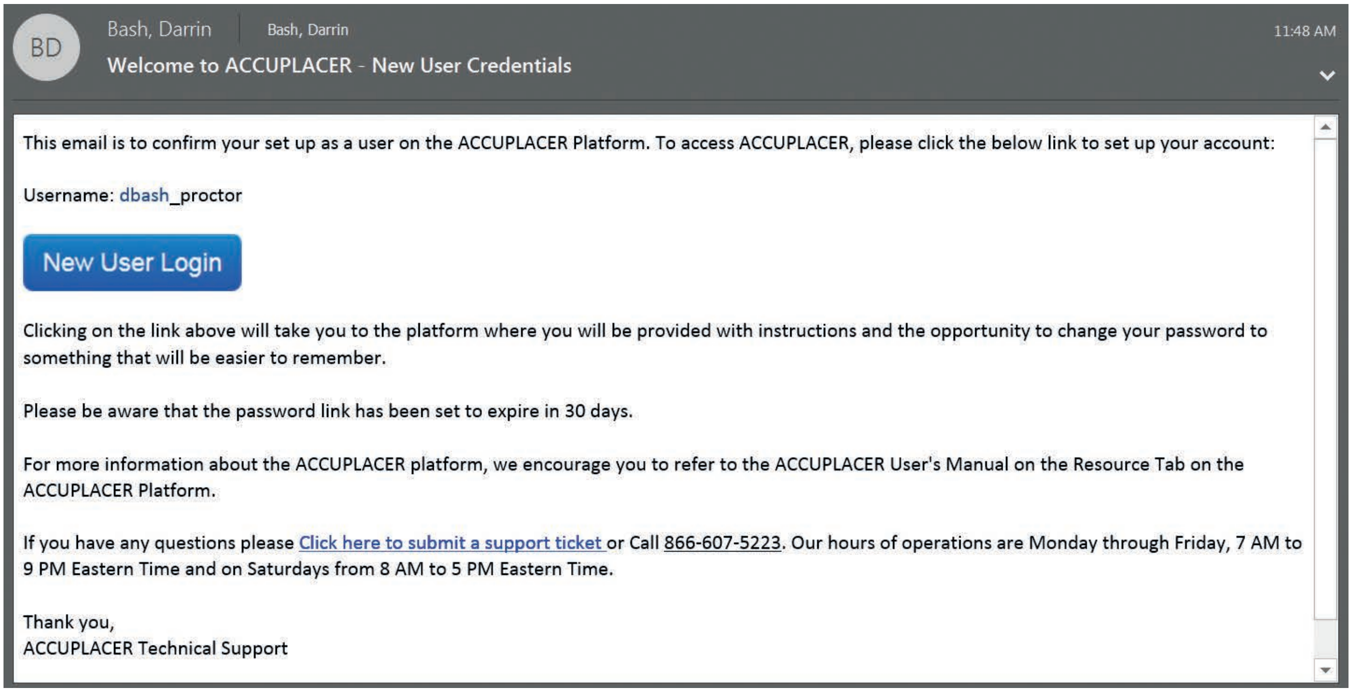
Overview of ACCUPLACER

ACCUPLACER® is a suite of tests that quickly, accurately, and efficiently assesses reading, writing, math, and computer skills. Tests in the ACCUPLACER system are delivered online and help determine if students are prepared for college-level courses or if they need personalized remediation.

ACCUPLACER diagnostic tests pinpoint students' academic strengths and weaknesses so targeted study can be prescribed.

Log in to ACCUPLACER

When you're set up as a new user, you'll receive an email like the one below. Click on the **New User Login** button.


BD Bash, Darrin | Bash, Darrin 11:48 AM

Welcome to ACCUPLACER - New User Credentials

This email is to confirm your set up as a user on the ACCUPLACER Platform. To access ACCUPLACER, please click the below link to set up your account:

Username: dbash_proctor

New User Login

Clicking on the link above will take you to the platform where you will be provided with instructions and the opportunity to change your password to something that will be easier to remember.

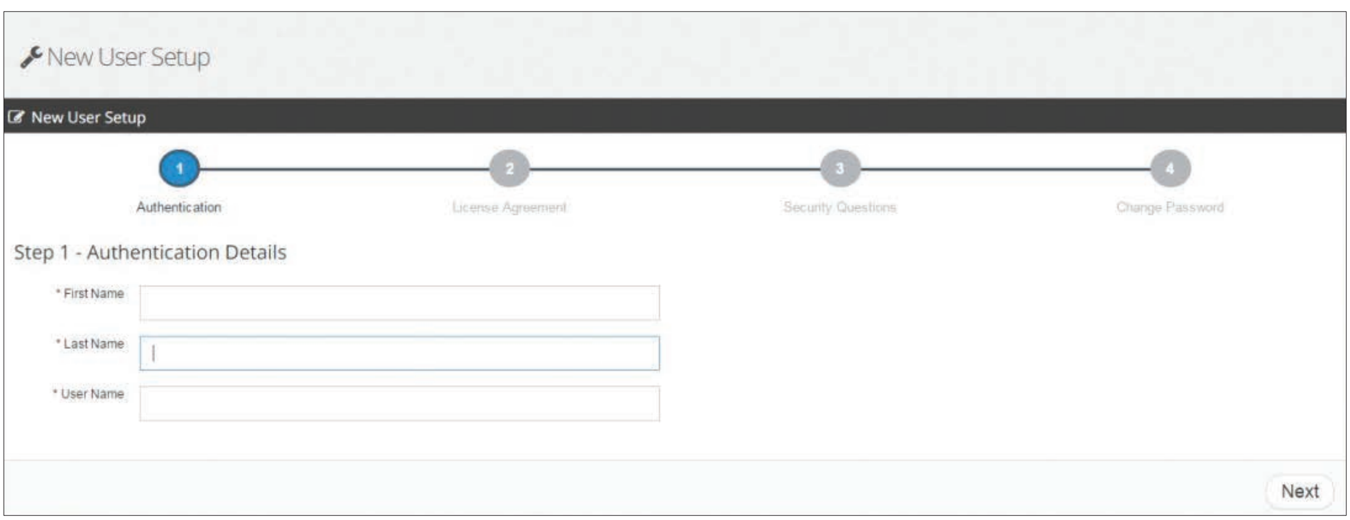
Please be aware that the password link has been set to expire in 30 days.

For more information about the ACCUPLACER platform, we encourage you to refer to the ACCUPLACER User's Manual on the Resource Tab on the ACCUPLACER Platform.

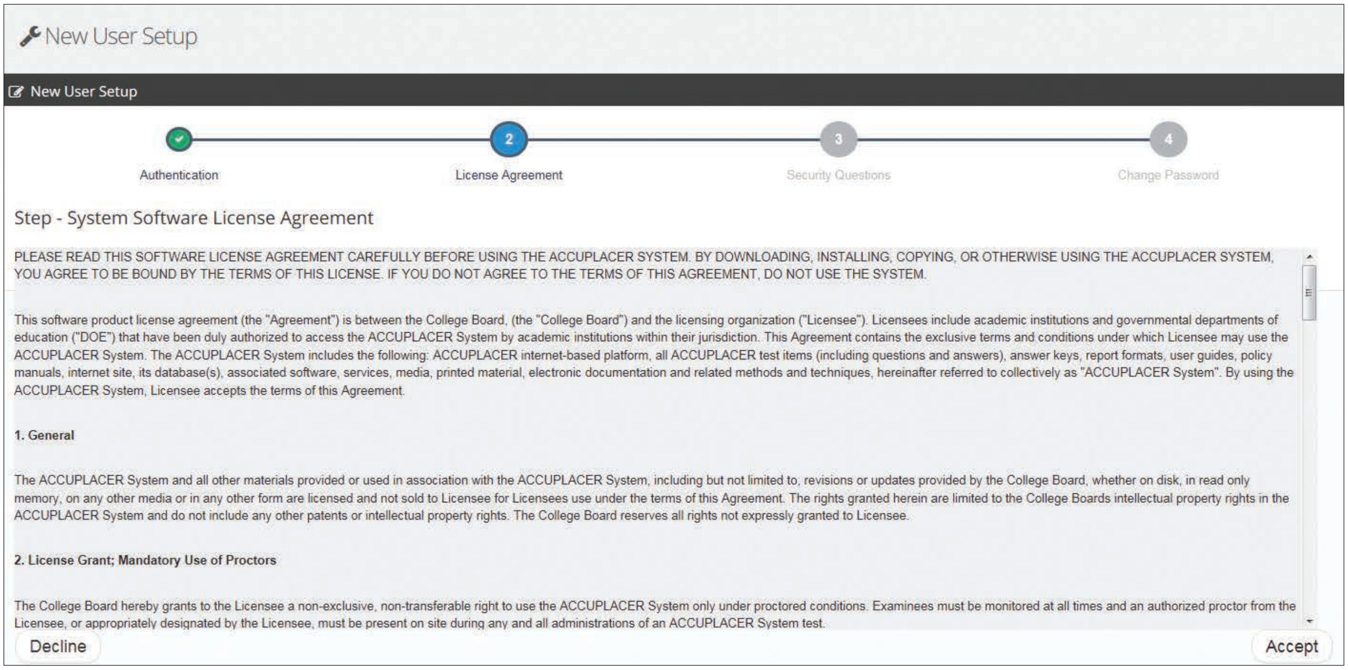
If you have any questions please Click here to submit a support ticket or Call 866-607-5223. Our hours of operations are Monday through Friday, 7 AM to 9 PM Eastern Time and on Saturdays from 8 AM to 5 PM Eastern Time.

Thank you,
ACCUPLACER Technical Support

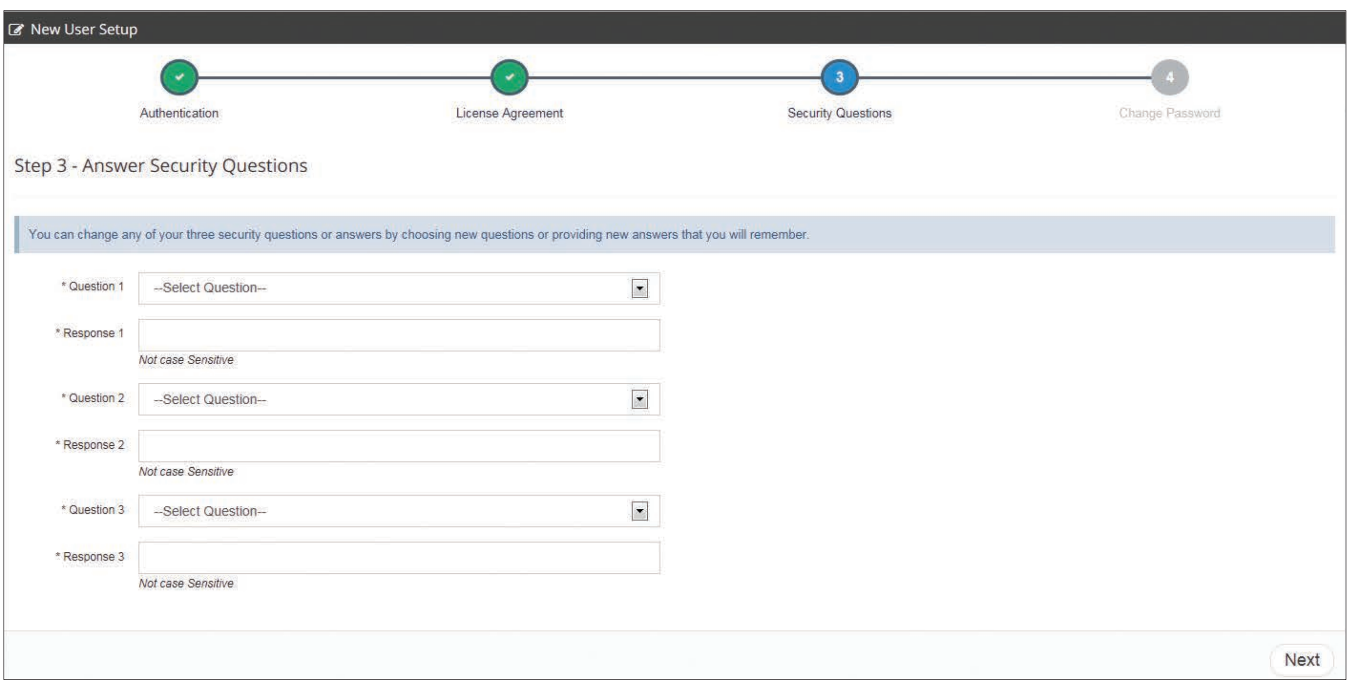
Click on the link, and the New User Setup screen will appear. The first step, **Authentication Details**, prompts you to enter your First Name, Last Name, and the Username as it appears in the email. Click **Next** to continue.



Next, review the System Software License Agreement. Read the license agreement using the scroll bar on the right to see the entire agreement. Click **Accept** to agree to the terms of the license agreement. Click **Decline** to decline the terms of the agreement. Declining the terms of the agreement will prevent you from continuing.



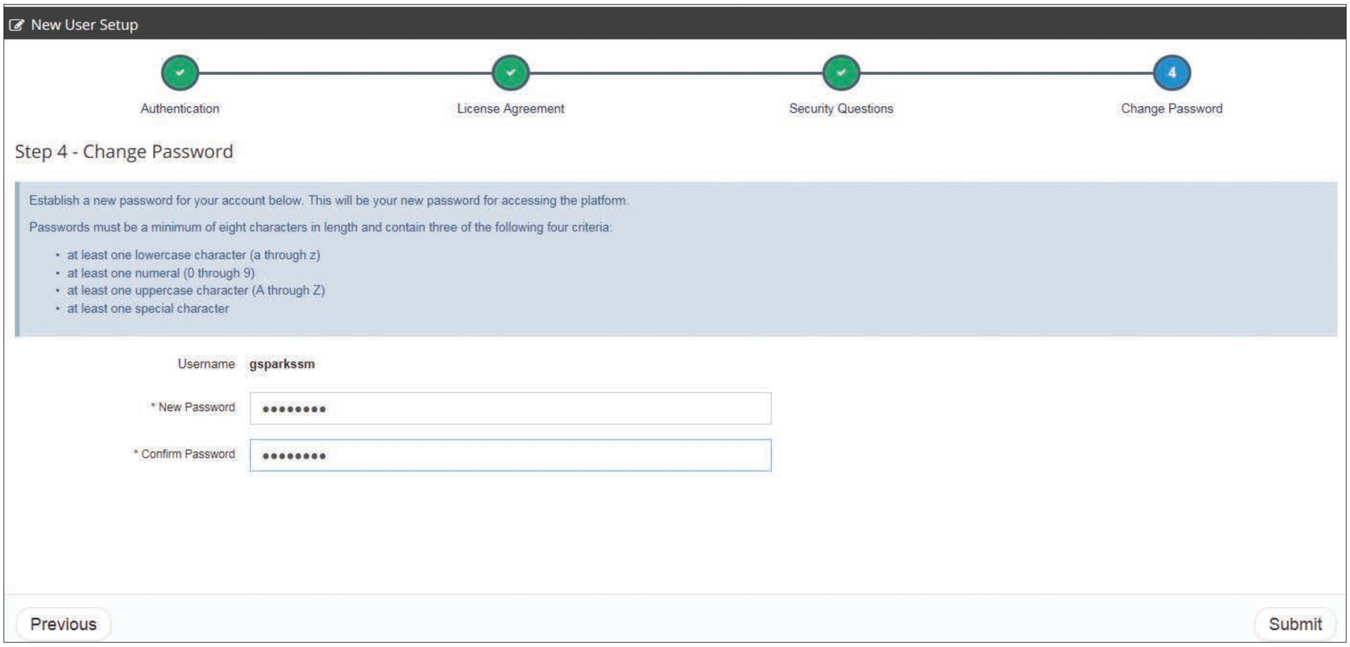
Answer Security Questions asks you to select your security questions and type your answers. Click **Next**. Answers aren't case sensitive.



Create a password for your account. Passwords must be a minimum of nine characters in length and contain three of the following four criteria:

- at least one lowercase character (a through z)
- at least one numeral (0 through 9)

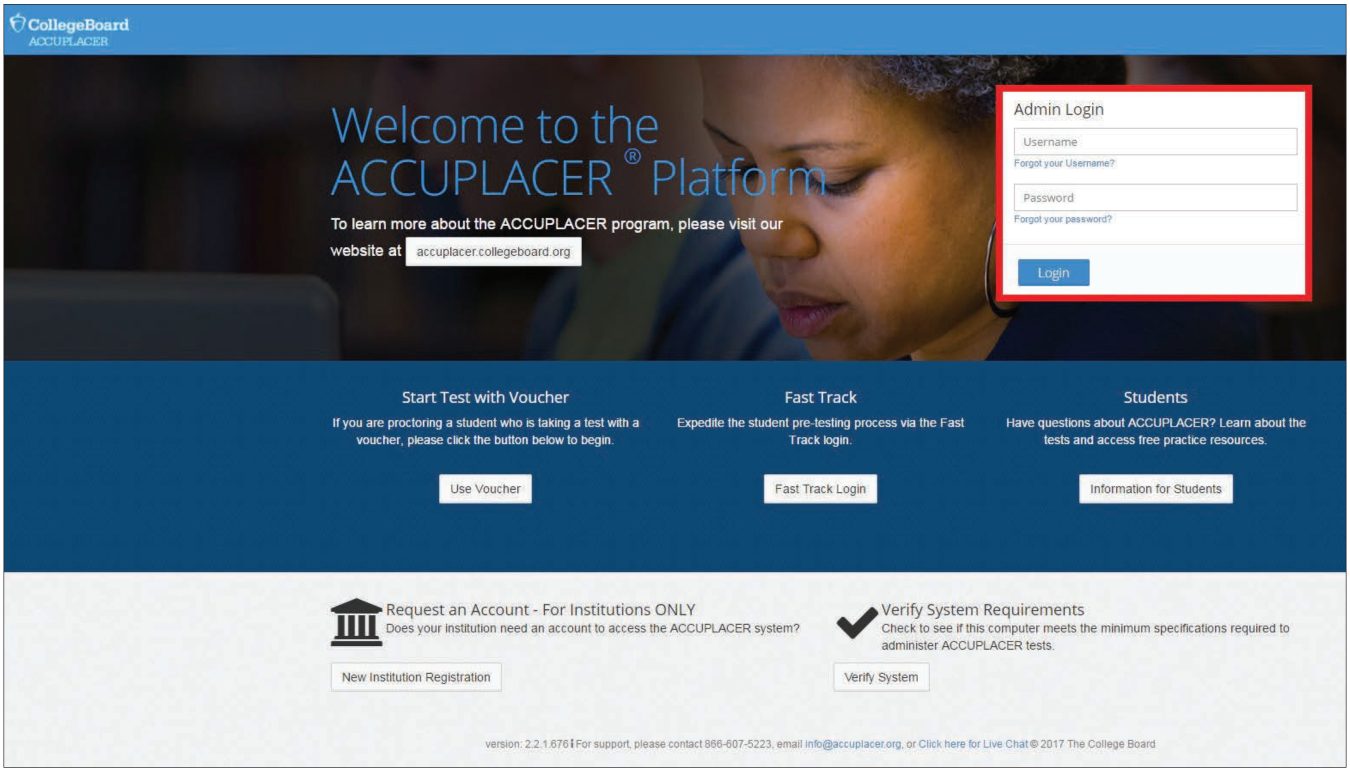
- at least one uppercase character (A through Z)
- at least one special character



Click **Submit**.

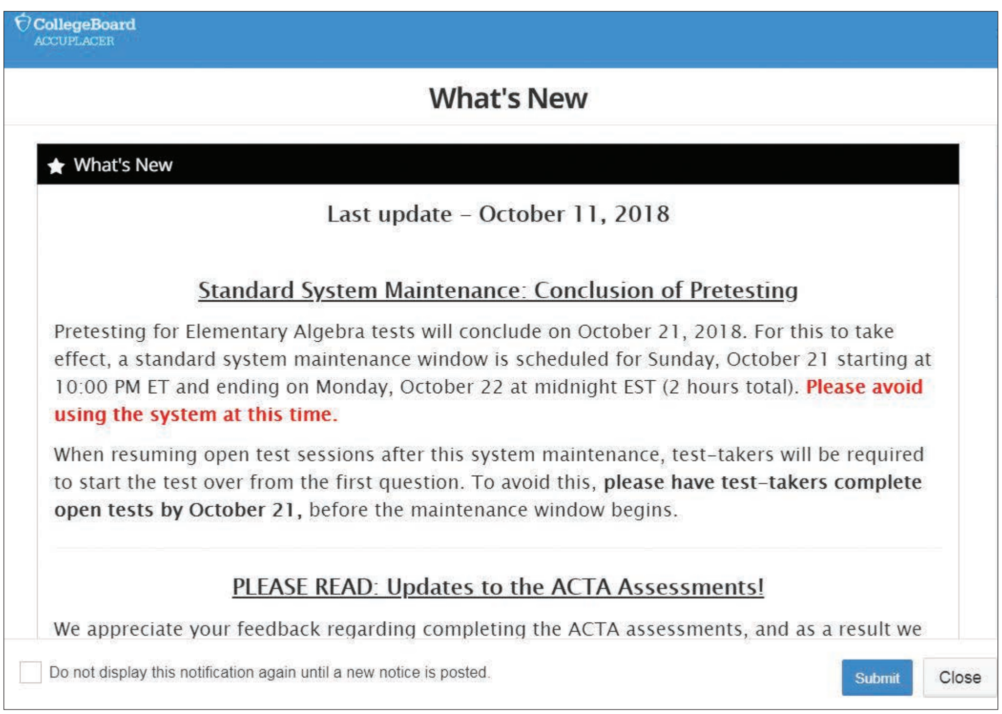
Once your login credentials have been authenticated, for all future logins, simply go to accuplacer.org and enter your Username and Password and click **Login.**

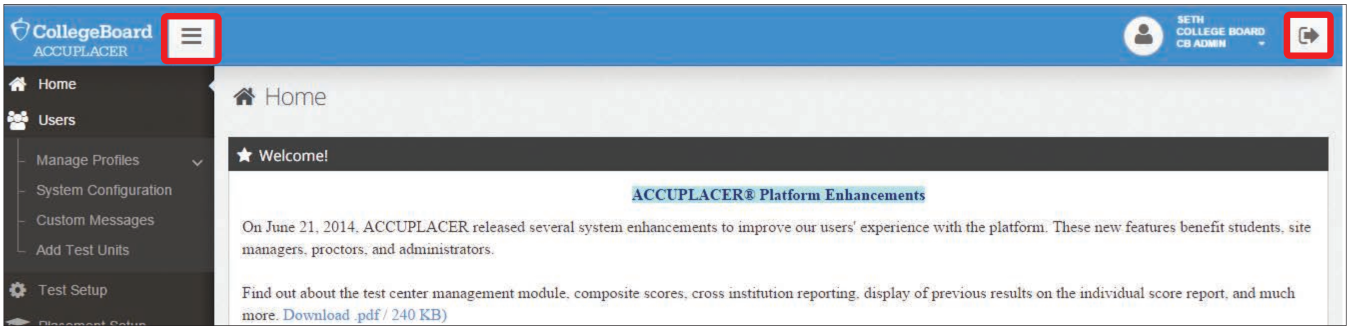
Depending on your security settings, your browser may prompt you to save your username and password when logging into the ACCUPLACER platform. To ensure test security, we strongly recommend that you not save your user credentials if prompted. While using your browser's password manager to remember your login information can be convenient, you place yourself at great risk of having your account accessed by an unauthorized user. Remember to always lock your computer when away from your desktop.



Caution: Do not log on to accuplacer.org more than once on the same computer. Having multiple tabs or browsers open on the same computer will result in the security error message **"User permission rules have been violated."**

When you log in to ACCUPLACER, you will be taken to the **What's New?** screen. Information will be displayed via a pop-up. Selecting the check box, Do not display this notification again until a new notice is posted on the pop-up window, will suppress the pop-up window from displaying every time you log in until new content is published on the page. Click **Close** and the pop-up will be closed, and the Welcome screen will display.





Two actionable icons are at the top of each screen.

 Click on this icon to sign out of ACCUPLACER.

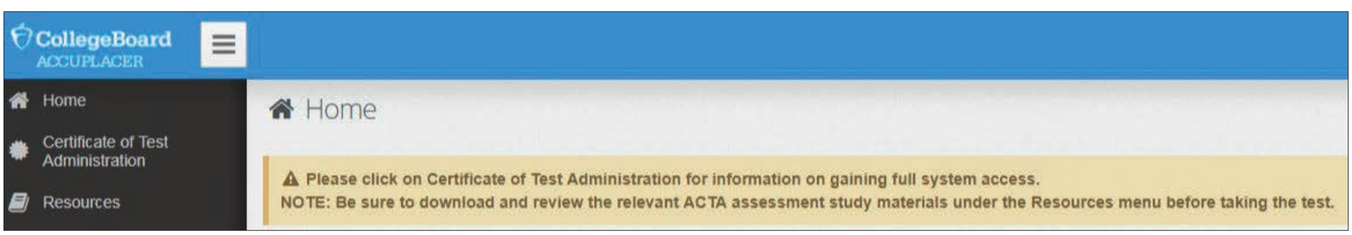
 Click on this icon to open or close the left-hand menu display.

To ensure the security of your account, you'll be locked out of your ACCUPLACER account if you try to log in with an incorrect password more than five times.

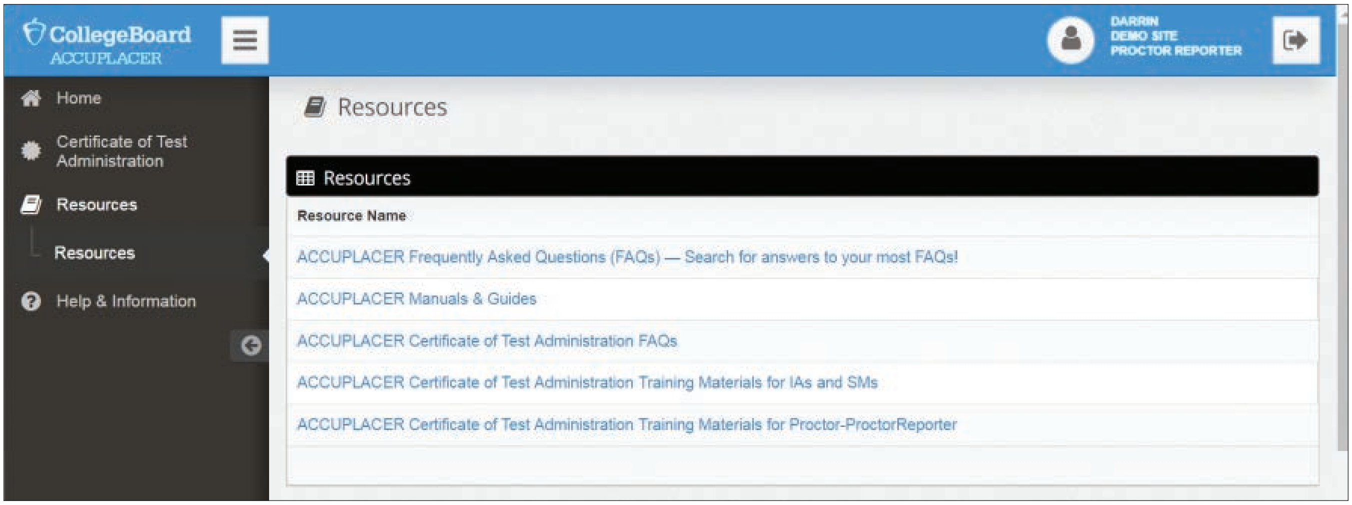
ACCUPLACER Certificate of Test Administration

For security purposes, Institution Administrator (IA), Site Manager (SM), Proctor, and Proctor-Reporter roles will be required to pass a certification test before gaining access to the ACCUPLACER platform. Existing users who have passed the certification test will be required to take the assessment annually to renew their certification and maintain access to the platform. New users and existing users who have let their certification lapse will be directed to the Certificate of Test Administration menu option to take the certification test to enable full system access. Users will continue to have restricted access until passing the certification test.

Users with multiple accounts within an institution will need to pass the certification test once for each role (Institution Administrator/Site Manager or Proctor/Proctor-Reporter). 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.



Users will have access to the Resources tab, where there will be a link to the ACCUPLACER Certification of Test Administration Training Materials.



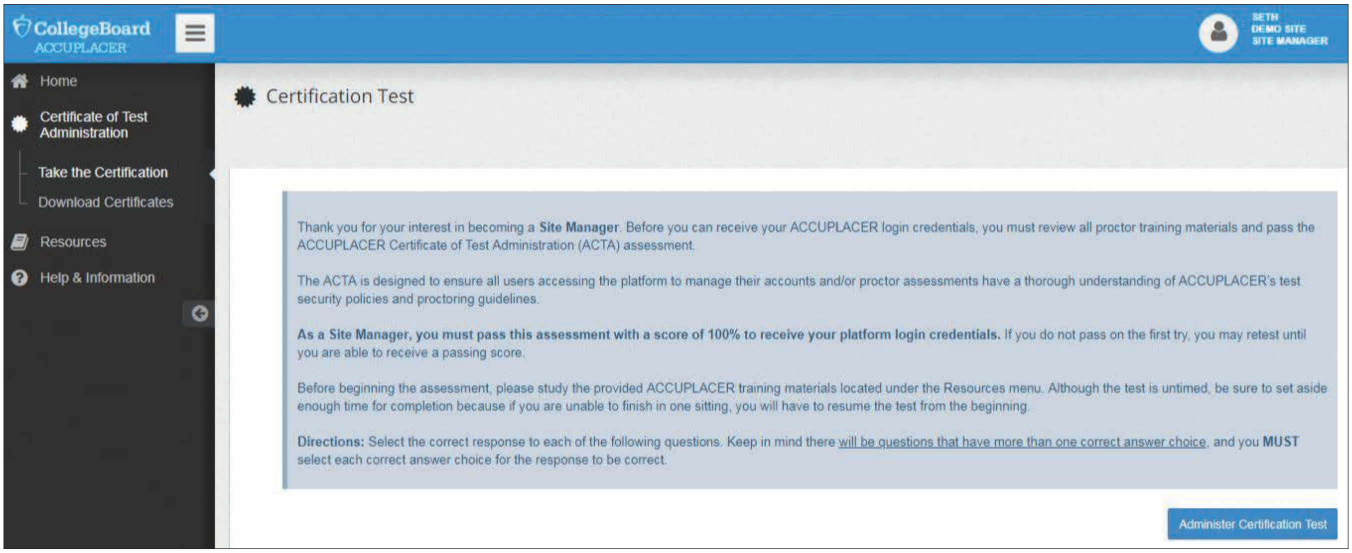
Clicking on Training Materials will launch the training material window to prepare for the certification test.

All users will continue to have access to the ACCUPLACER Training Materials and the User Certification link even after passing the certification test.

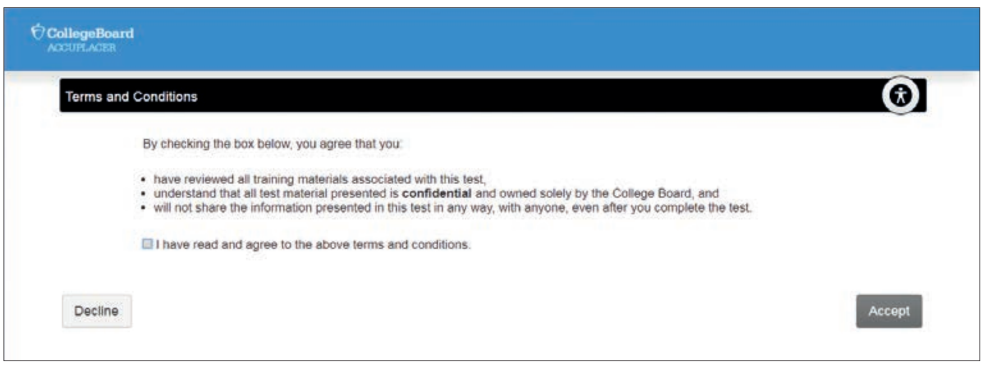
When the certification needs to be renewed, a countdown, starting at 30 days, will appear on the home page, notifying the user that they need to renew their certification. Once the countdown ends, user permissions will be revoked until the user passes the certification test. Should this occur, the Resources menu will still be available, so they can revisit the training materials and take the test again. If an existing certified user fails the certification test, but is within the allotted timeline (aka countdown still has days left), their access will remain intact.

Clicking on the "Take the Certification" link will direct the user to the landing screen with welcome text and an "Administer Certification Test" button as depicted below.

Clicking on the "Administer Certification Test" button will launch the Certification Test window, locking the original screen of the user. The test window directs the user to a Terms and Conditions policy agreement.



Checking the agreement checkbox and clicking on the Accept button will take the user directly to the certification test questions.

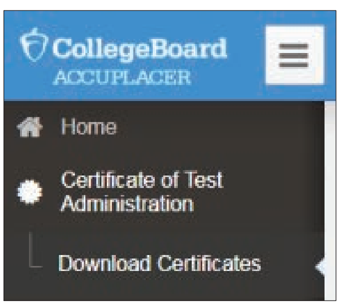


The certification test will not deduct any units from the institution/site the user belongs to. A certification test left incomplete will be considered a failed attempt and won't be saved for future resumes. On the next attempt, the user will have to start over from the first question. There is no restriction as to the number of attempts needed to pass the certification test. The certification expires one year from the date the user passed the test. A user must score 100% to pass the certification test.

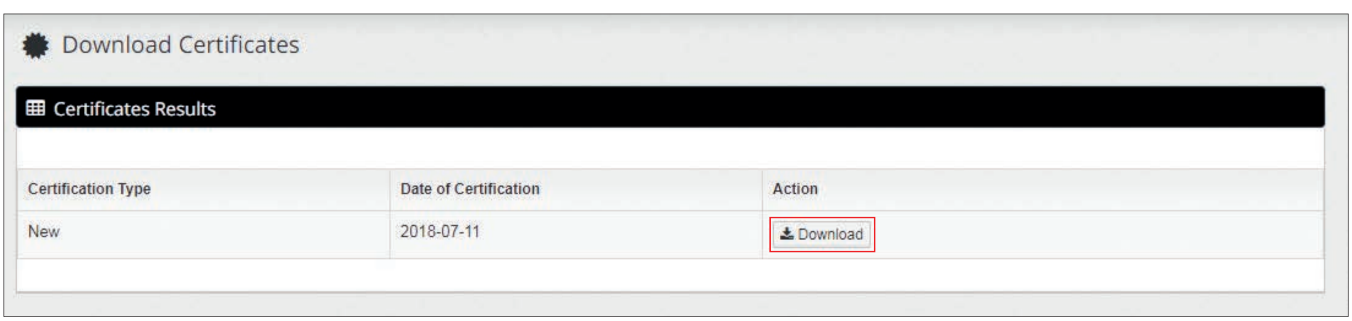
If the score is equal to 100%, a link to download the certificate will be displayed.

Downloading the Certificates

A user can download a copy of their certification at any time by clicking on the Download Certificates option under the **Certificate of Test Administration** menu.

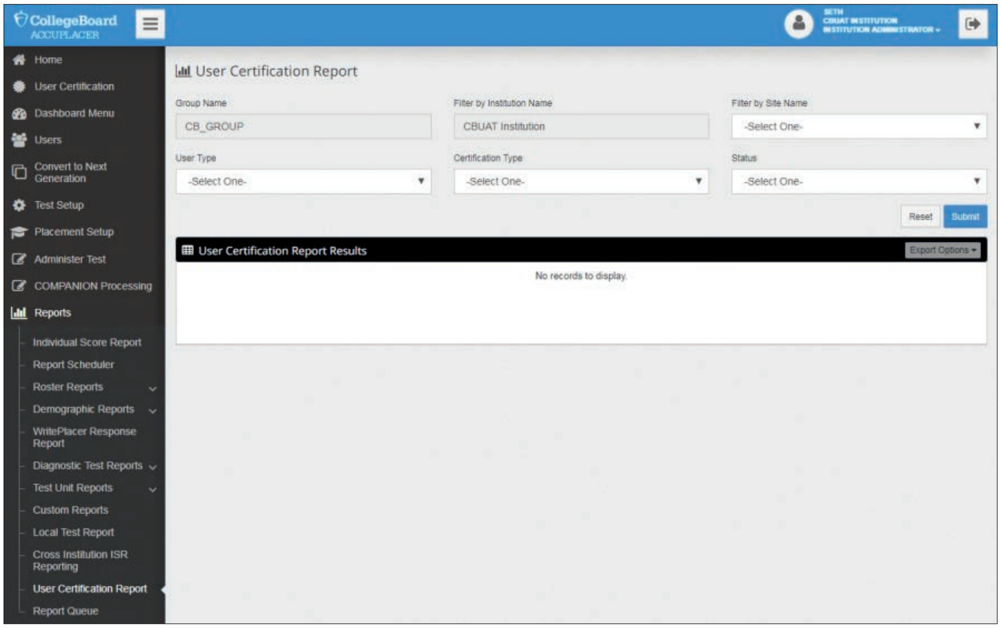


Clicking on the Download button for a row will download the respective certificate in PDF format. The screen will list current and previous certifications.

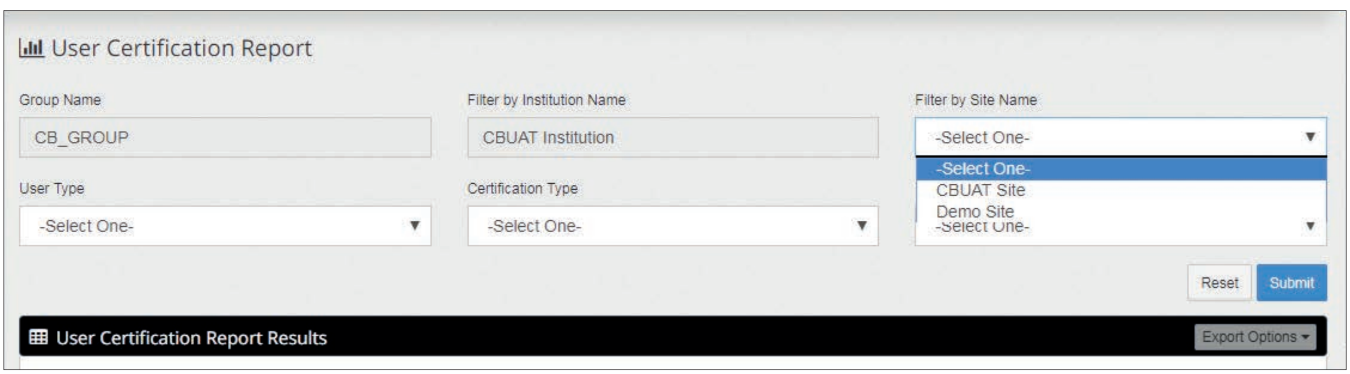


Tracking User Certifications

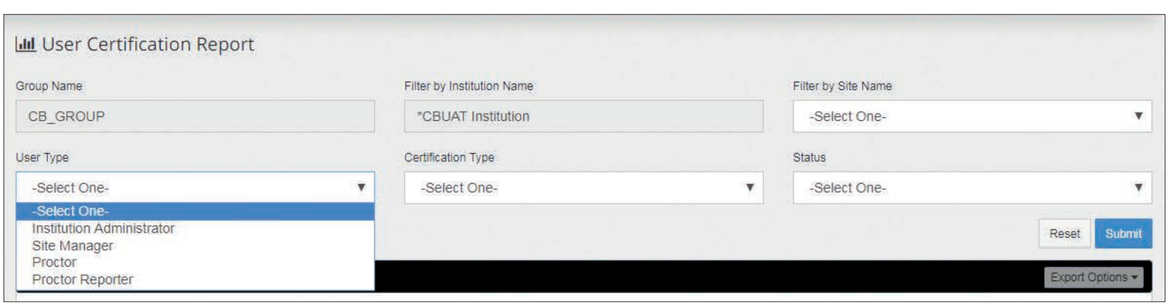
Institutional Administrators will have a new link under the Reports menu titled User Certification Report. The IA can view certification status reports for all its users. By default, the Group Name and the Institution Name will be prepopulated based on the IAs account.



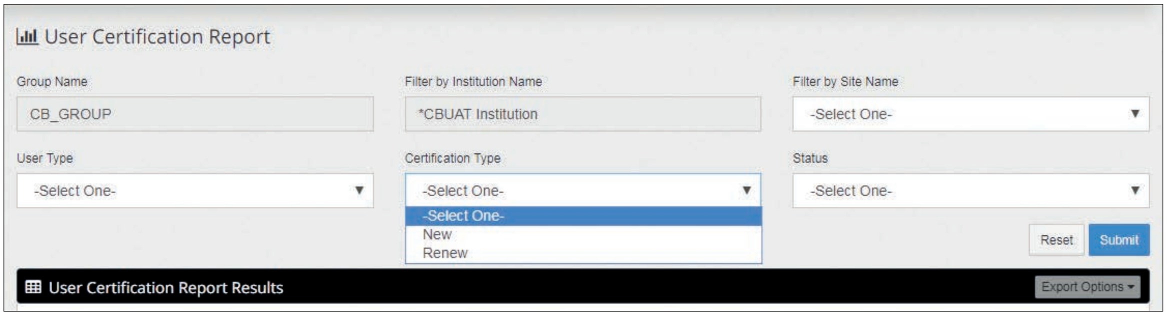
The report can be filtered by Site Name, User Type, Certification Type, and Status. Selecting a site from the Site Name drop-down will fetch the user certification reports for the SM, Proctor, and Proctor-Reporter users under that site.



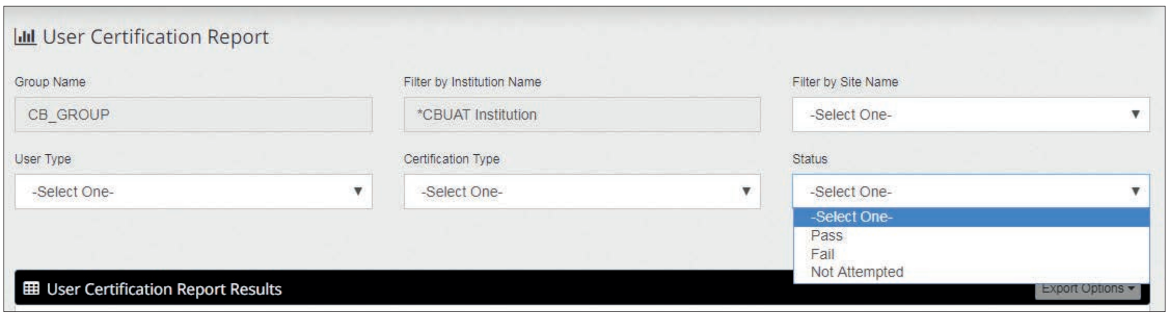
The User Type drop-down will contain the following options: Institution Administrator, Site Manager, Proctor, and Proctor-Reporter. Selecting a user type and submitting will fetch the certification results only for the selected user type.



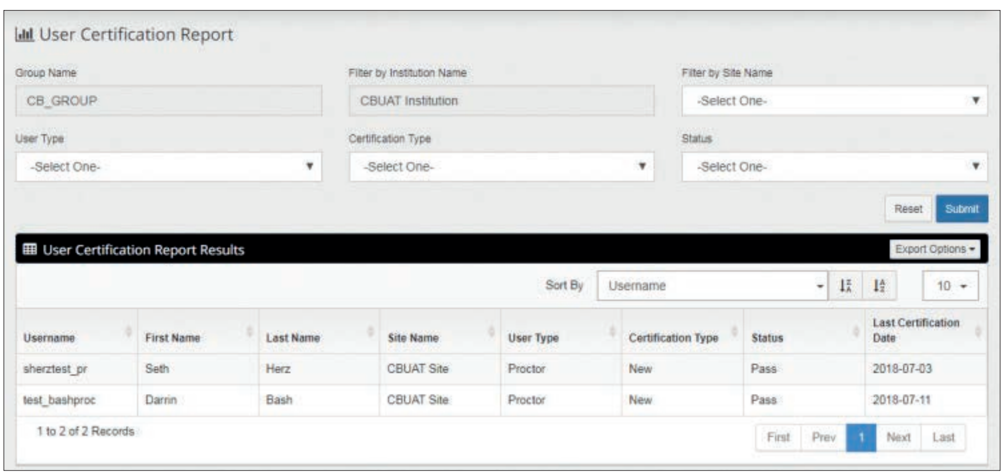
The Certification Type drop-down will contain the following options: **New** and **Renew.** Selecting a certification type and submitting will fetch the certification results only for those users with the selected certification status.



The Status drop-down will have the options: **Pass**, **Fail**, and **Not Attempted**. Selecting a Status and submitting will fetch the results for the users only with the selected status for their certification.



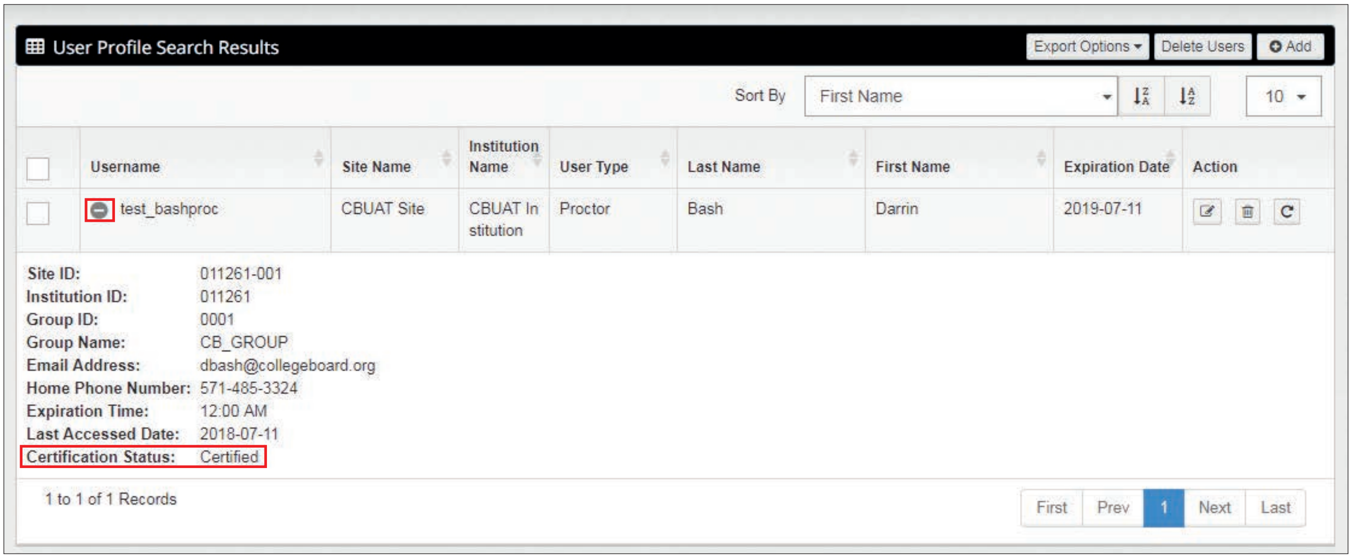
Directly clicking on the Submit button, without applying any filters, will fetch the user certification reports for all IA, SM, Proctor, and Proctor-Reporter users in that institution.



The User Certification Report Results can be exported as: Excel, CSV, Delimited Text, or XML via the Export Options drop-down menu.

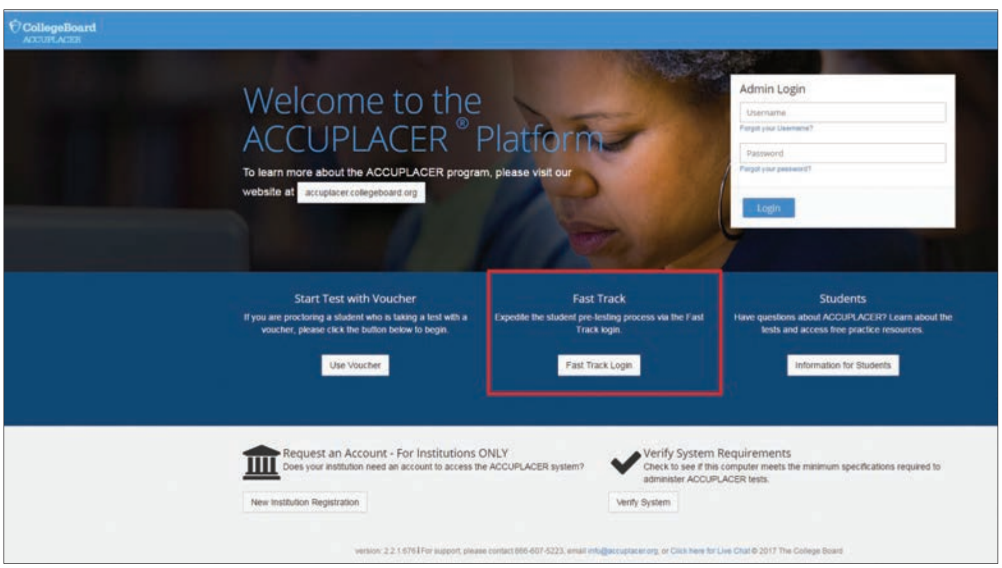
Additionally, a user's Certification Status is also visible under User Profiles. Expanding the profile details under Username will display the Certification Status. The Certification Status column will have one of the following values for a user: "Certified," "Uncertified," "Not Attempted," and "N/A." The Certification Status will be "Certified," "Uncertified," or "Not Attempted" for an Institution Administrator, Site Manager, Proctor, or Proctor-Reporter user.

The Certification Status will reflect N/A for all other users who aren't required to take the Certification Test. The Certification Status will reflect "Not Attempted" for existing or new users who haven't yet attempted the certification test. The Certification Status will reflect "Certified" for users who have attempted the certification test and passed with a score of 100%. The Certification Status will reflect "Uncertified" for users who have attempted the certification test but haven't passed.

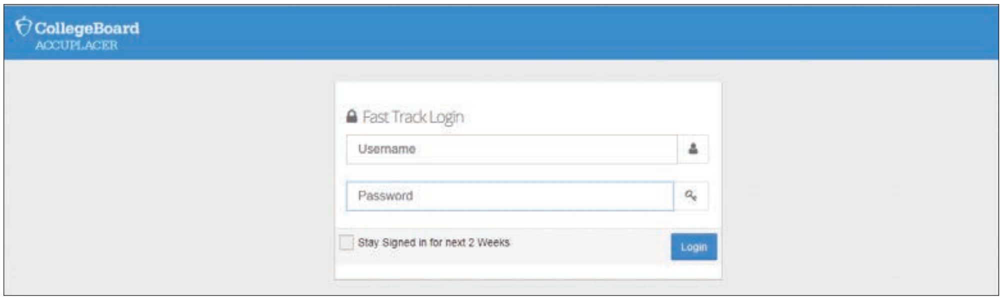


Fast Track Login

Fast Track Login is designed to expedite the testing process, allowing the Proctor/Proctor-Reporter to begin testing without having to log in to all of the computers on the day of testing.



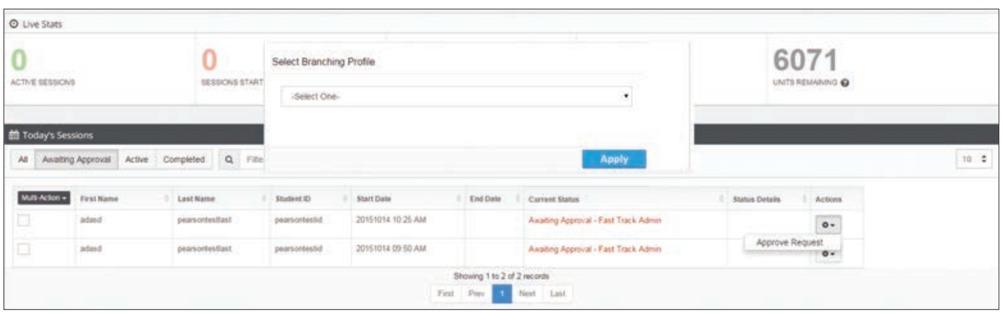
When a Proctor/Proctor Reporter clicks on **Fast Track Login**, the page shown below will display.



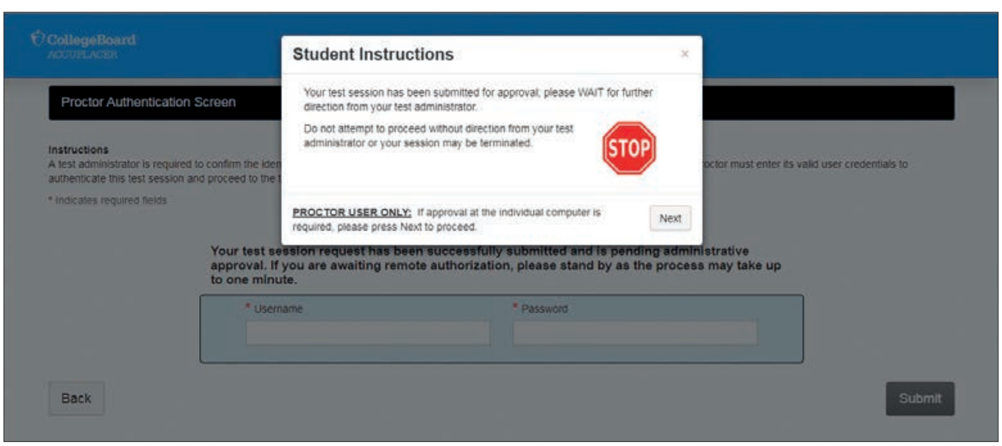
In the top box, enter your username; and in the bottom box, enter your password. Check the Stay Signed in for next 2 Weeks box to save the "cookie" to that specific machine. This cookie will remain on the test machine until the user clears the browser cookies or the two-week timeframe has passed. By storing this cookie on the machine, the Proctor/ Proctor-Reporter will no longer have to sign in to each terminal every testing day.

The Proctor/Proctor-Reporter should then establish a bookmark (accuplacer.org). After a successful login, the student will see the College Board System Student Privacy screen.

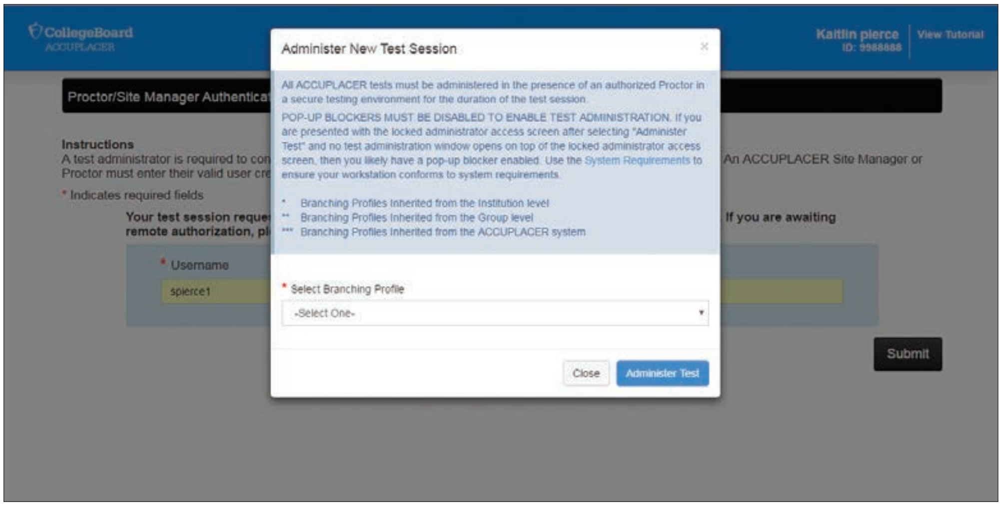
After accepting the Privacy Policy, Student Information screens 1 and 2 are displayed. Once a student accepts the privacy policy and validates their personal information, the branching profile selection and test session launch will be available (under the Awaiting Approval tab) to an authorized user of the Test Center Management Dashboard.



Until the approval is done, the student will see a "Student Instructions" pop-up screen.



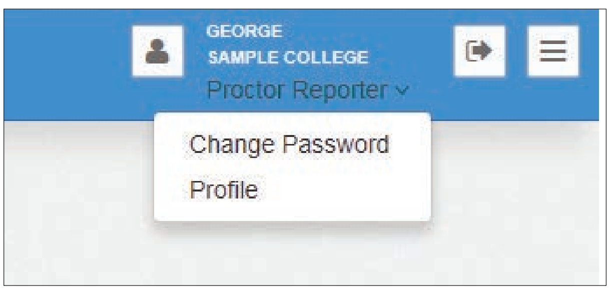
The test session can still be approved from the student test screen and, if done here, a screen will appear to choose the branching profile.



Once the test session is authorized, the student will be taken to the **Welcome Page**, **Directions for Answering Question**, and can then begin the test. For more specific implementation guidance, please refer to the YouTube Video within the Resources link of the ACCUPLACER platform.

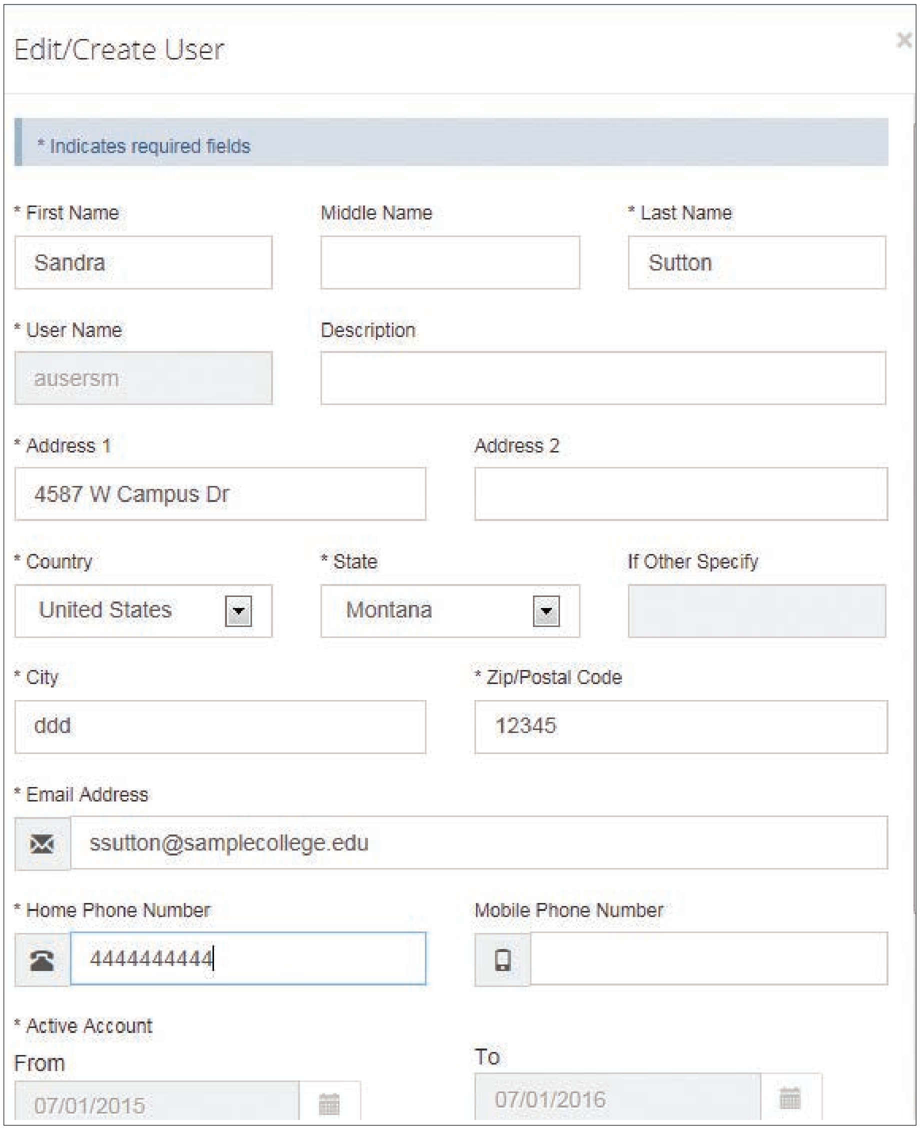
Account Password

All users can change their passwords and edit their profiles by clicking on the drop-down menu next to the user's role shown at the top of each screen.

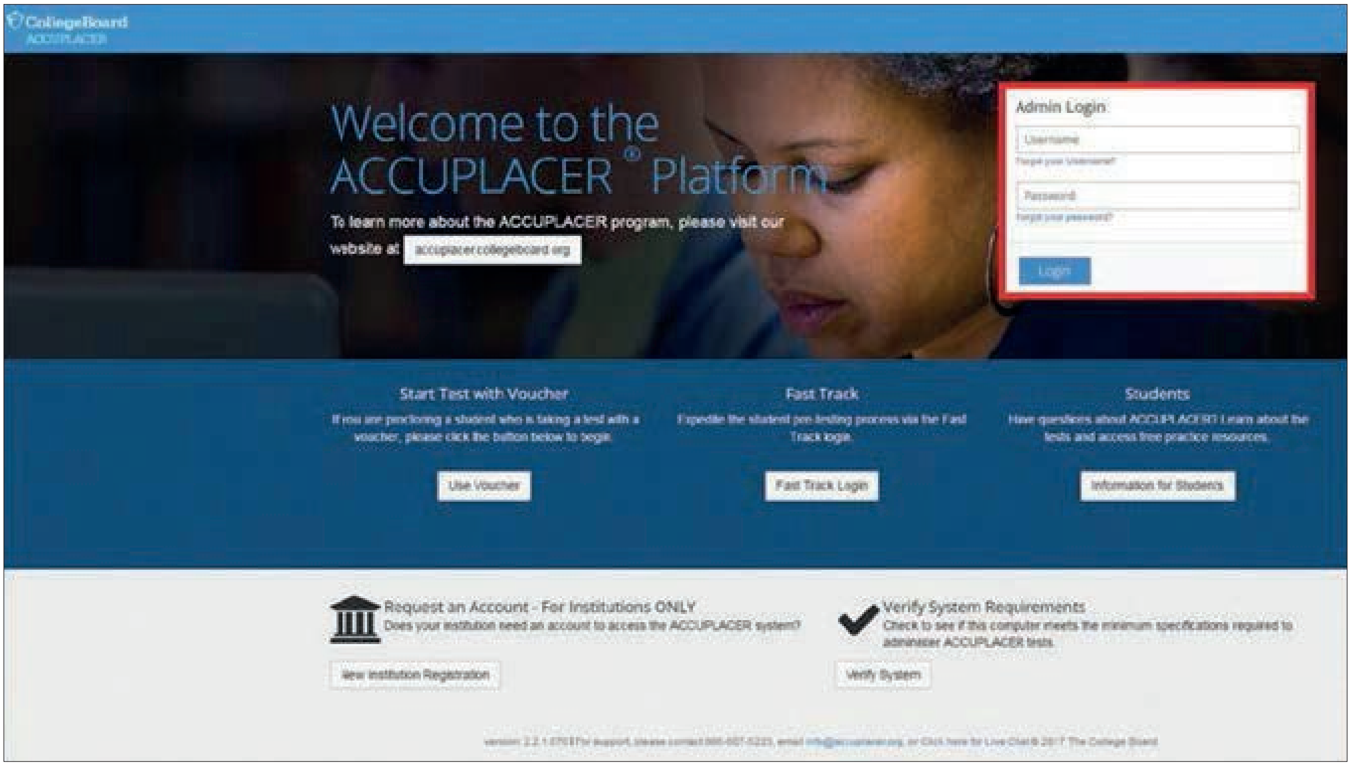


If you click on **Change Password**, you will need to enter your current password and new password in the text boxes provided and click **Save**.

If you click **Profile**, the screen below will display. Make your changes and click **Save**. The **User Type** can't be edited by any user type. Proctors and reporters of all types are *unable* to update **Active Account From** and **Active Account To** dates or the **Username** fields. Site Managers and Institution Administrators can edit both **Username** and account activation dates.

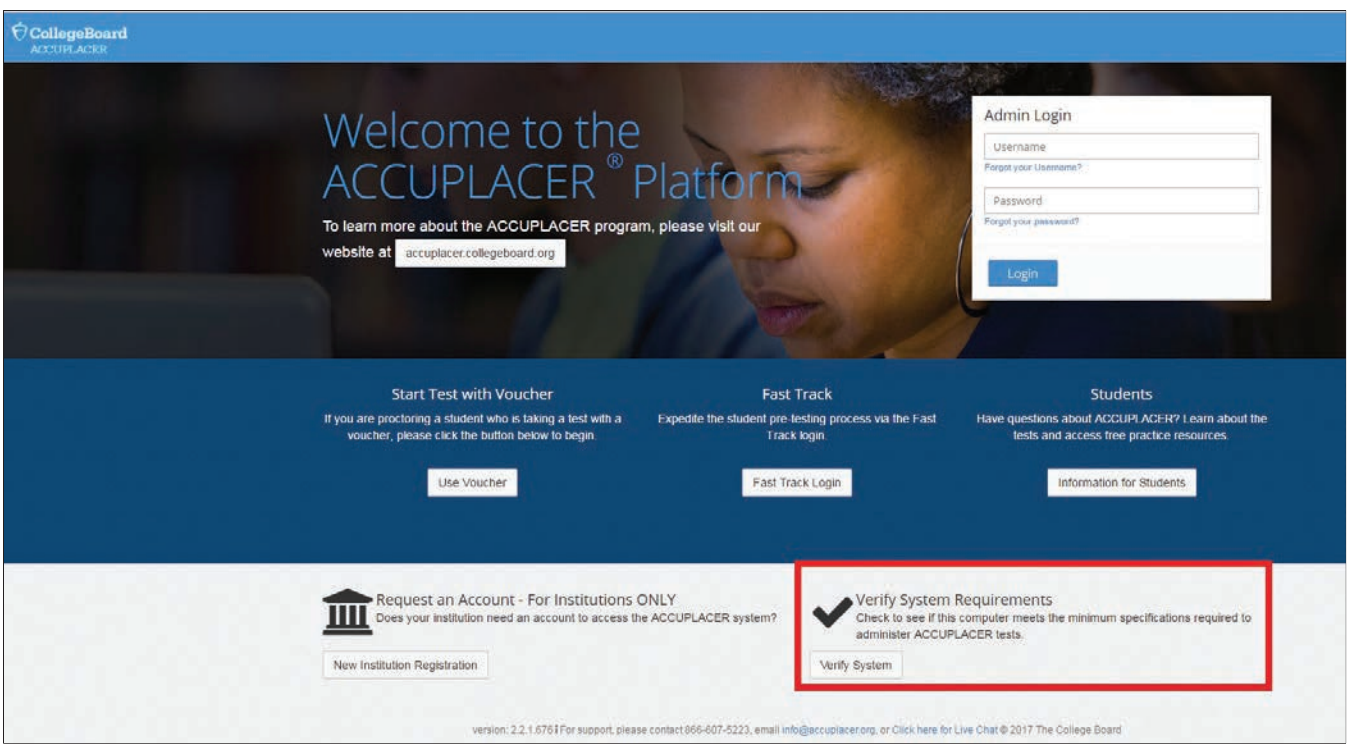


If you forget your Username or Password, you can change either from the home screen.

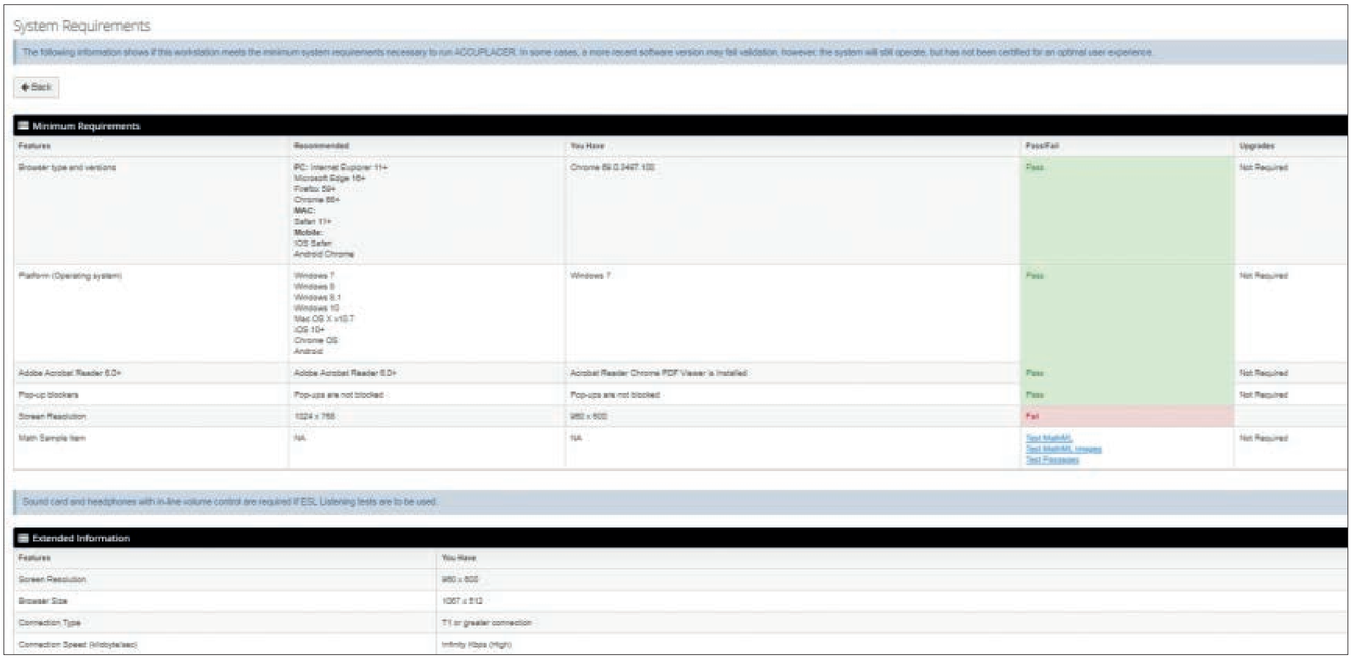


System Requirements and Features

To see if your computer meets the minimum specifications required to administer ACCUPLACER tests, go to the ACCUPLACER homepage at accuplacer.org and scroll down until you see the **Verify System** button.



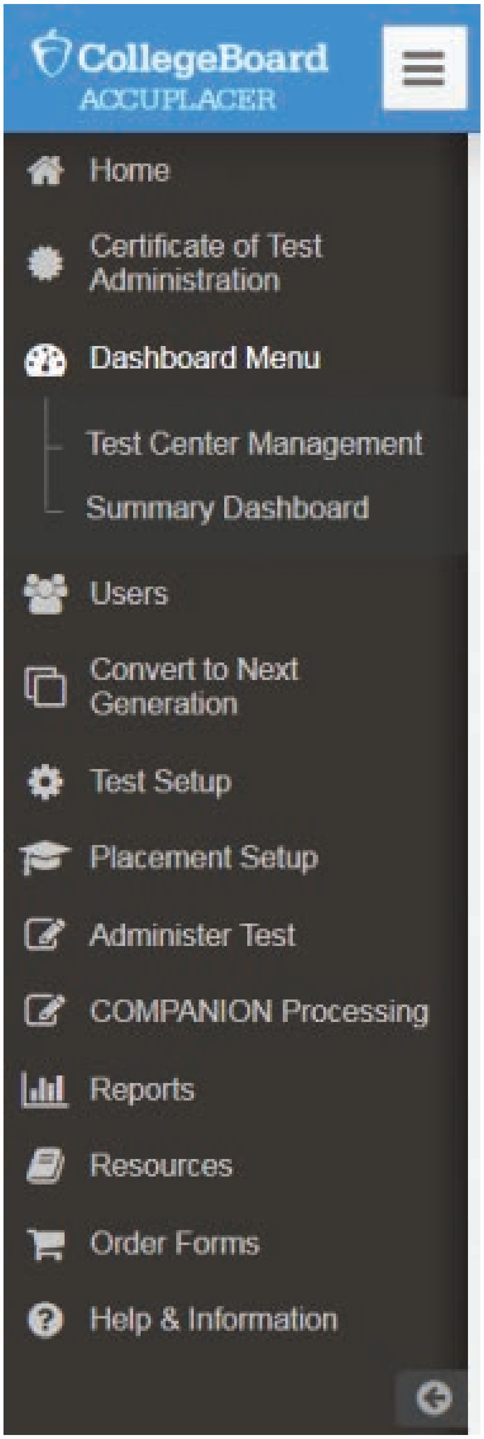
Results of the check will display along with any upgrade recommendations.



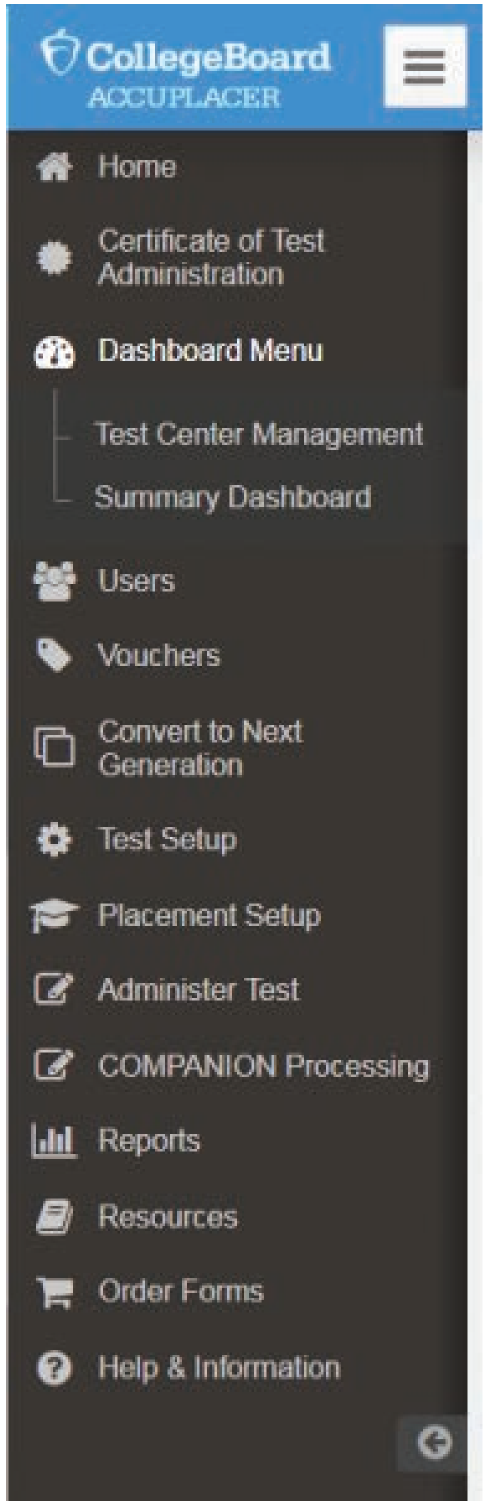
Dashboard Menu

If you are logged in as an Institution Administrator, you have the same access to the Test Center Management Dashboard and the Summary Dashboard as a Site Manager. Shown below are the different menus for an Institution Administrator and a Site Manager.

Institution Administrator



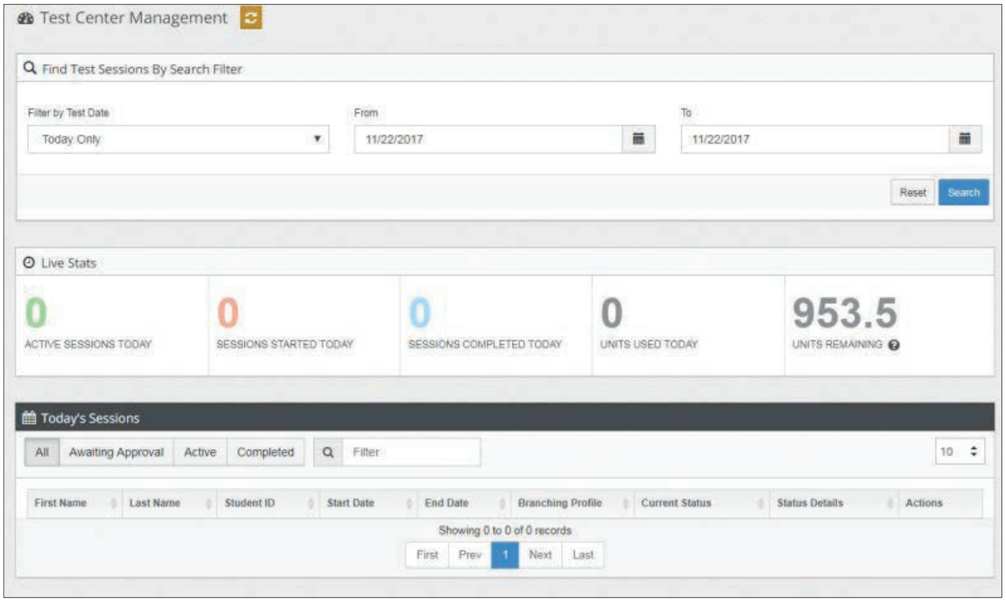
Site Manager



Test Center Management

By clicking on **Test Center Management** under the **Dashboard** menu, the Test Center Management screen will appear. This feature is available to Institution Administrators, Site Managers, Proctors, and Proctor-Reporters.

Institution Administrator access will allow them to review works being done by Proctors, Proctor-Reporters, and Site Managers at various sites. The IA will be able to select a site from their institution and then review the Site Manager, Proctor, or Proctor-Reporter workloads (e.g., active sessions, sessions started today, sessions completed).



At the top of the Test Center Management page, live statistics are displayed for the current day. Fields include:

- **Active Sessions Today**
- **Sessions Started Today**
- **Sessions Completed Today**
- **Units Used Today**
- **Units Remaining**—If auto allocation is turned on for the institution, the number displayed will be the sum of the site's units AND the institution's units. Otherwise, the number displayed will be the site's units only.

The next section, **Today's Sessions**, shows all testing activity at the user's site, with the following fields:

- **First Name**
- **Last Name**
- **Student ID**
- **Start Date**
- **End Date**
- **Branching Profile**
- **Current Status**

- **Status Details**—For Active Test Sessions, the name of the test that the student is taking and the question number are listed. If the student isn't taking a test, the status is left blank.
- **Action Button**—When the Action Button is clicked, a drop-down will appear with the available actions for that test session. Depending on the status of the test session, the available actions will vary.
    - **View/Print ISR**: This action will open a new window with the student's Individual Score Report (ISR). The test session's associated test setting will determine what is displayed on the ISR. The ISR can only be viewed or printed. The user can't rebuild course placements from this screen. This action is only available for those sessions in the Completed status.
    - **Email ISR**: This action will open a pop-up, which asks for an email address and confirmation that the user has the student's permission to email their ISR. Upon submitting the form, an email will be sent with a link to the student's ISR. This action is only available for those sessions in the Completed Status.
    - **Invalidate Test Session**: This action will prevent a student from being able to continue their test and will not deliver valid scores. On the student's next action, they will be presented with a message saying that the test session has been stopped and they will be unable to continue. This action is only available for those sessions in the Active Status.

When **Awaiting Approval** is selected, an additional column entitled Multi-Action will display that allows for batch actions of **Approve** or **Stop Test Session**.

Awaiting Approval: This status means that the test session has either just started (in the case the test was started using a voucher) or just ended (in the case Proctor approval is needed to view the ISR), and the student is waiting at the Proctor approval page. To differentiate, the status column will either show "Awaiting Approval—Starting" or "Awaiting Approval—Completed."

- **Completed**: Student has completed the test session
- **Force**: Student has used the "Save and Finish Later" functionality to save the test session. Test sessions with this status will have no actions available.

When **Active** is selected, only the Active Test sessions will be listed.

When **Completed** is selected, only the Completed Test sessions will be listed.

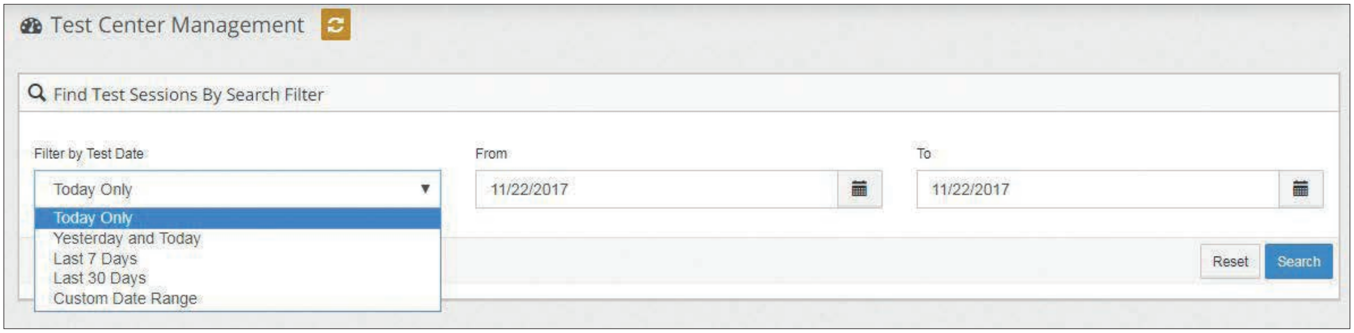
When text is entered into the search box, all daily test activity will be searched and any row with matching data will be displayed.

You can access historical data by utilizing the **Filter by Test Date** dropdown under the **Find Test Sessions by Search Filter**. Sessions Started, Sessions Completed, and Units Used will display based on your selected date range criteria. Four years of historical data are available for review.

The date range choices are:

- Today Only—DEFAULT
- Yesterday and Today
- Last 7 Days
- Last 30 Days

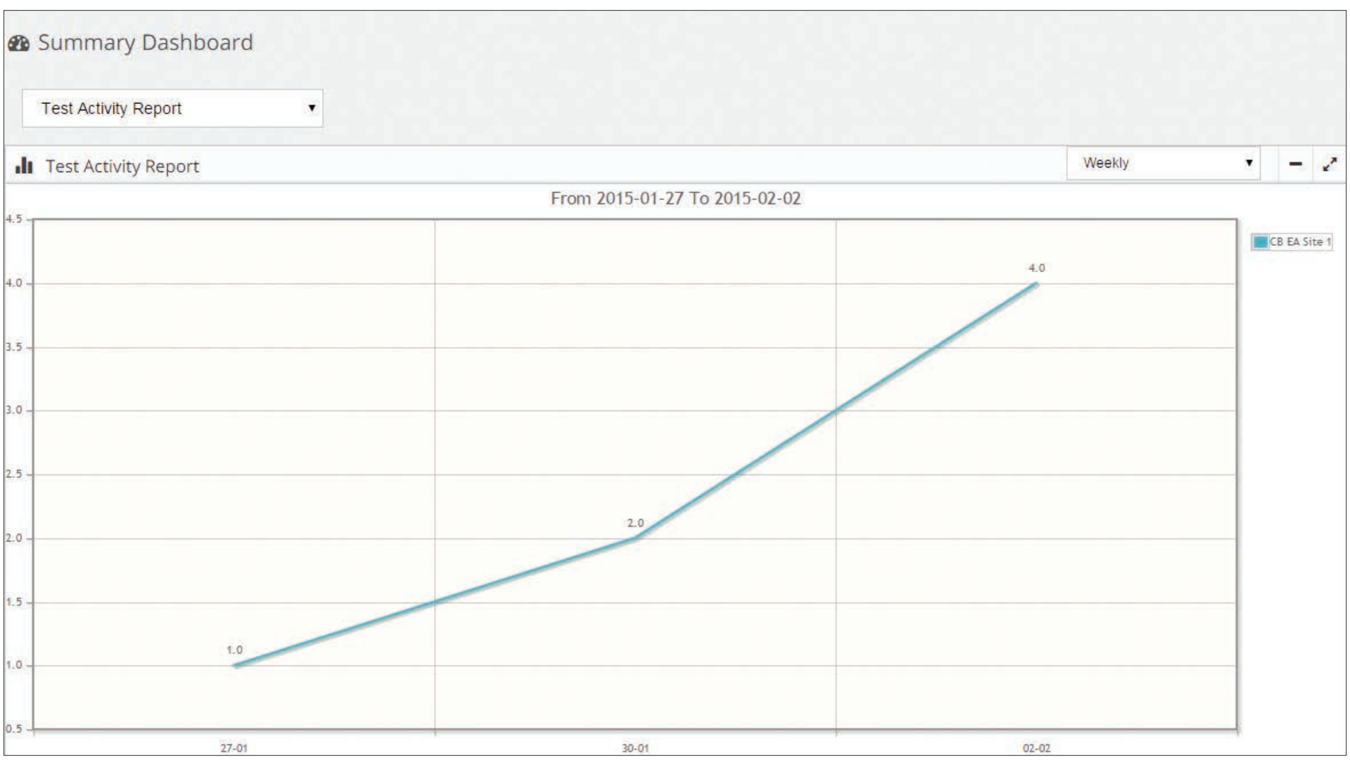
- Custom Date Range—Click the **Calendar** icon and select the dates you want entered into the **From** and **To** field. You can enter the dates manually using the format MM/DD/YYYY, or you can click on the **Calendar** icon. **Note**: Improper date formatting will trigger an error message.



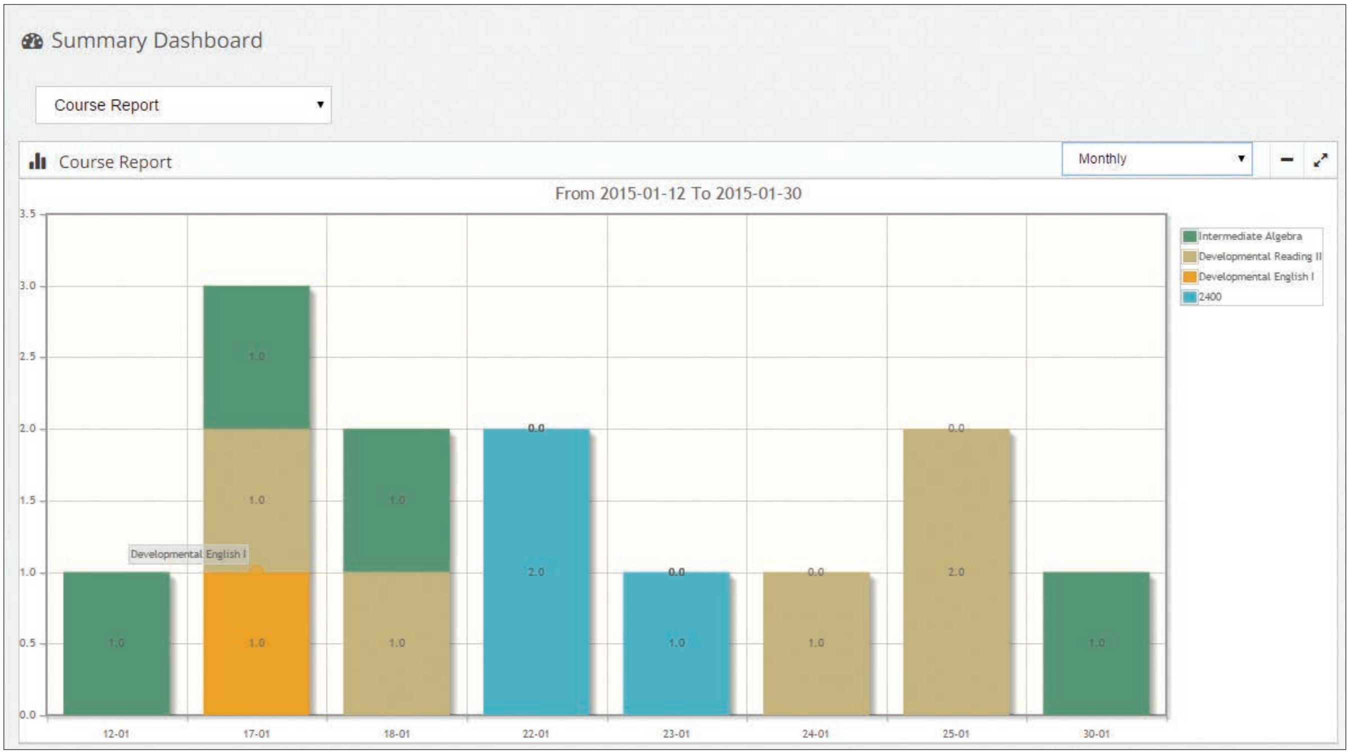
Summary Dashboard

By clicking **Summary Dashboard**, under the **Dashboard Menu**, you can create graphs of Test Activity and Course Placement Activity. From the drop-down menu, select either Test Activity Report or Course Report. From the other drop-down menu, select Weekly or Monthly.

Shown below is a sample Test Activity Report. For Institution Administrators, it will display multiple lines, one for each of the top 10 sites. For Site Managers, it will display one line showing testing for that site. Graph lines will be colored. In the top row, a legend will map a color to a site. The horizontal axis represents time and the vertical axis represents the number of completed tests. From the legend, the user will be able to select one site to view if desired.



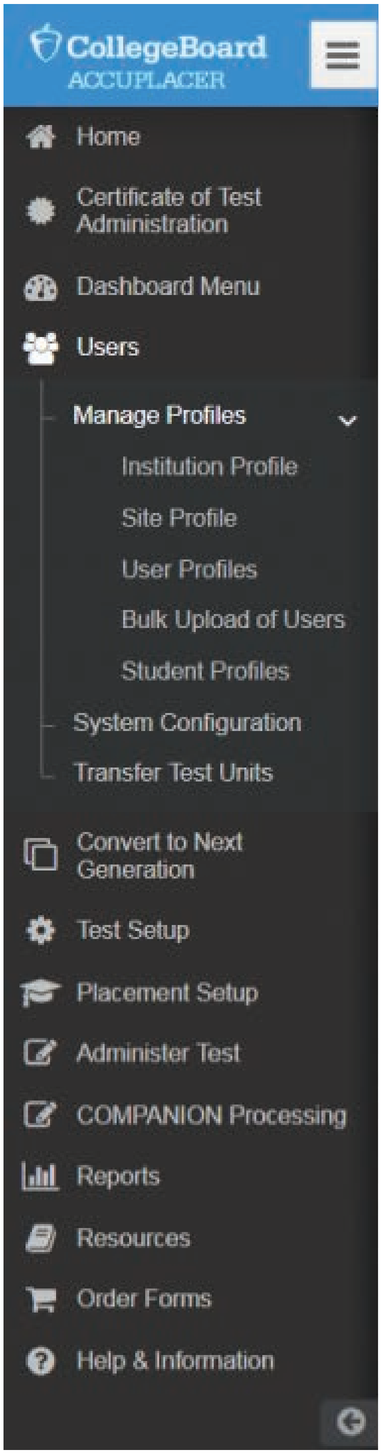
The Course Placement Activity Report, shown below, will display a bar graph for the top 10 course placements. The course names will display on the bottom. The vertical line represents the number of students who were placed into that course. For Institution Administrators, the graph will show the number of placements across all sites. For Site Managers, it will only show the graph from that site.



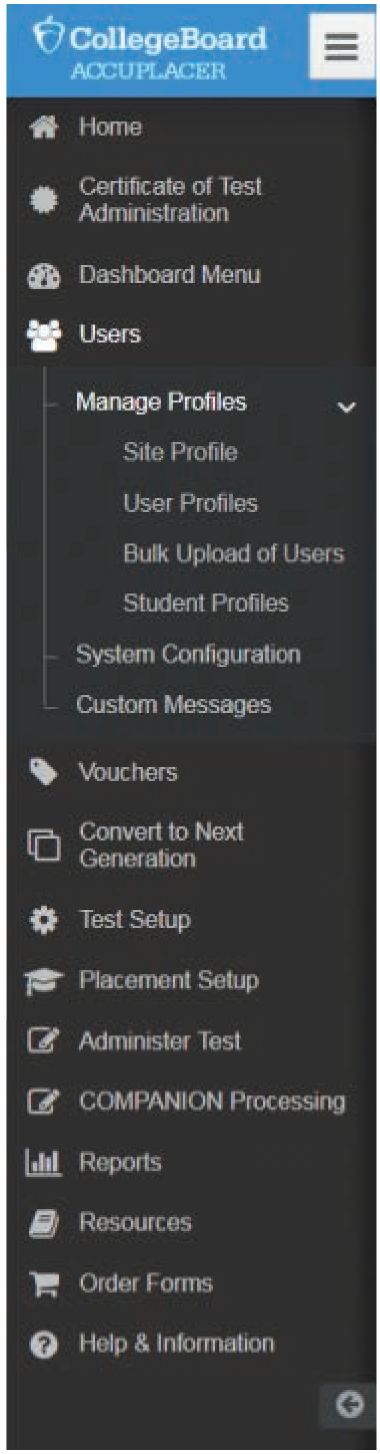
Users

There are four types of users in the ACCUPLACER System: Institution Administrator, Site Manager, Proctor, and Proctor-Reporter. Depending on your user role, you will have access to certain features of the ACCUPLACER System. Shown below are the menu options for the Institution Administrator and the Site Manager.

Institution Administrator



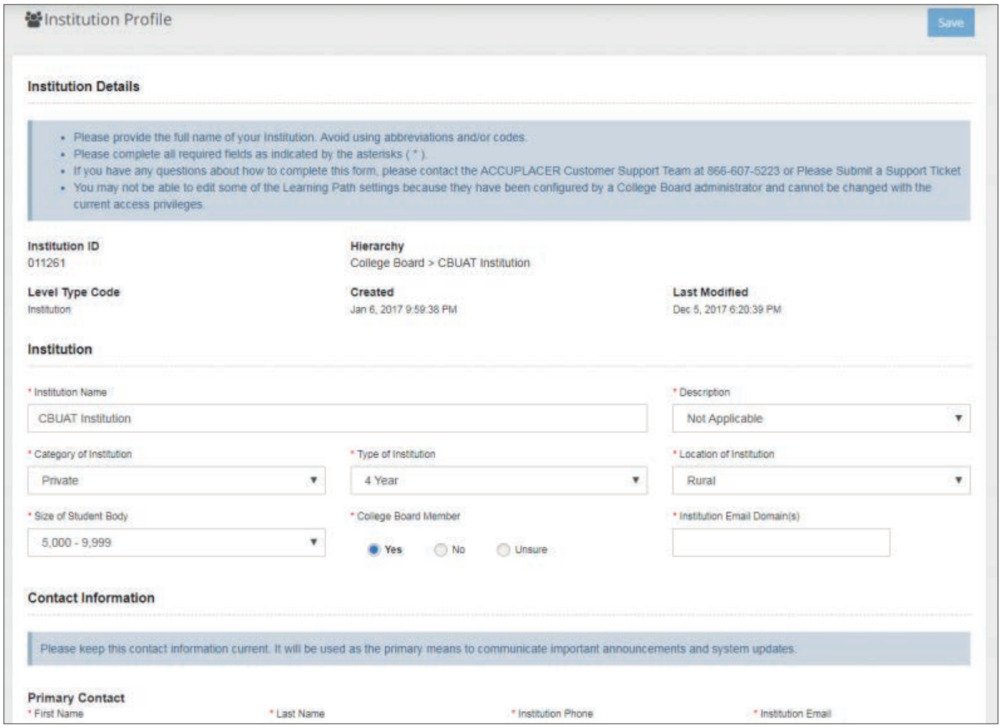
Site Manager



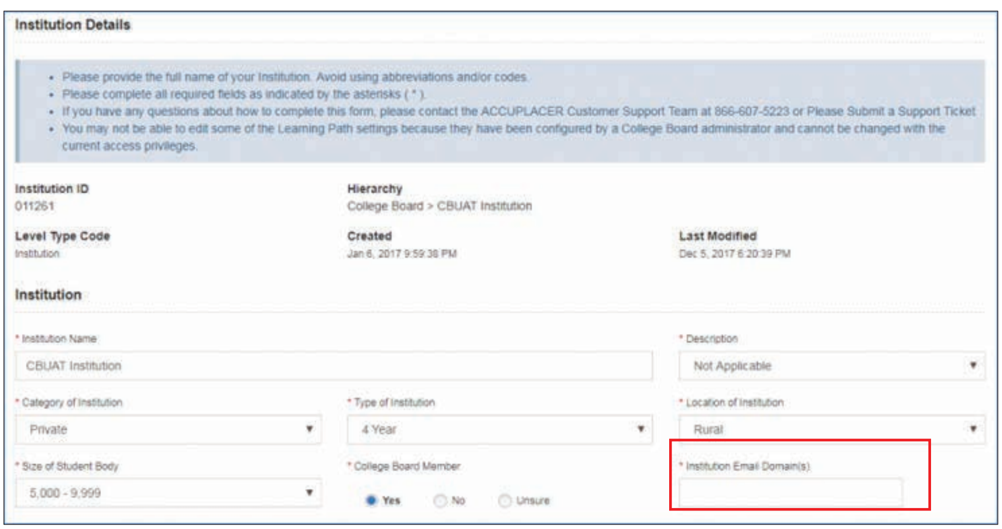
Manage Profiles

Institution Profile

If an Institution Administrator clicks on **Institution Profile** under the **Users** menu, the Institution Profile will display. Any field can be edited except for the Institution ID, Hierarchy, Level Type Code, Created and Last Modified fields. Click **Save** to save changes.



The **Institution Email Domain(s)** field is a mandatory field that allows the Institution to restrict the use of personal email addresses within ACCUPLACER for security purposes.

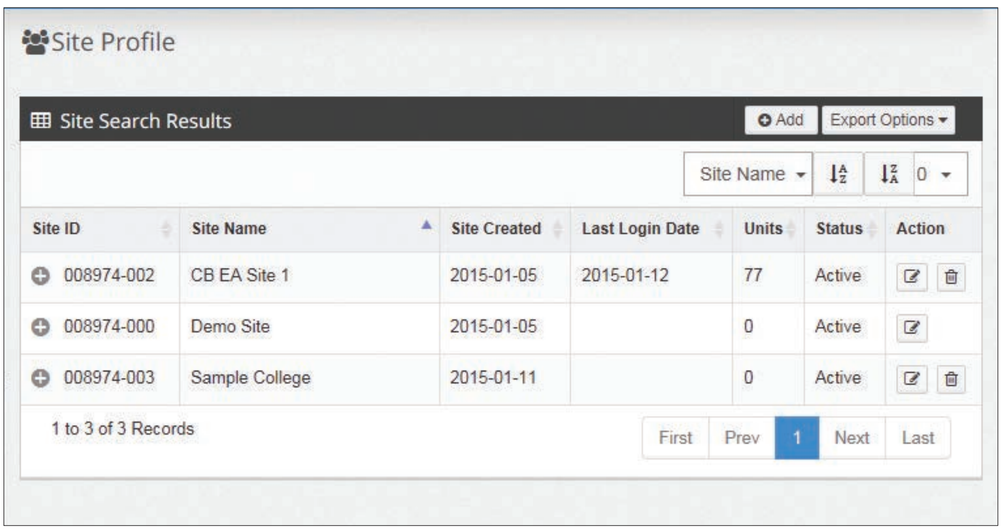


- The **Institution Email Domain(s)** field accepts more than one domain with comma separators (e.g., school.edu,school.org).
- The field will accept a maximum of 8,000 characters (including the comma separators).
- When creating a new user, the email address specified must match at least one of the email domains declared for its institution (e.g., proctorname@school.edu)

If an **Institution Profile** hasn't been updated in a 12-month period, upon logging in to ACCUPLACER, an Institution Administrator will automatically be prompted to review and confirm/update the institution details. Click **Save** to save changes or acknowledge that the current institution details are accurate.

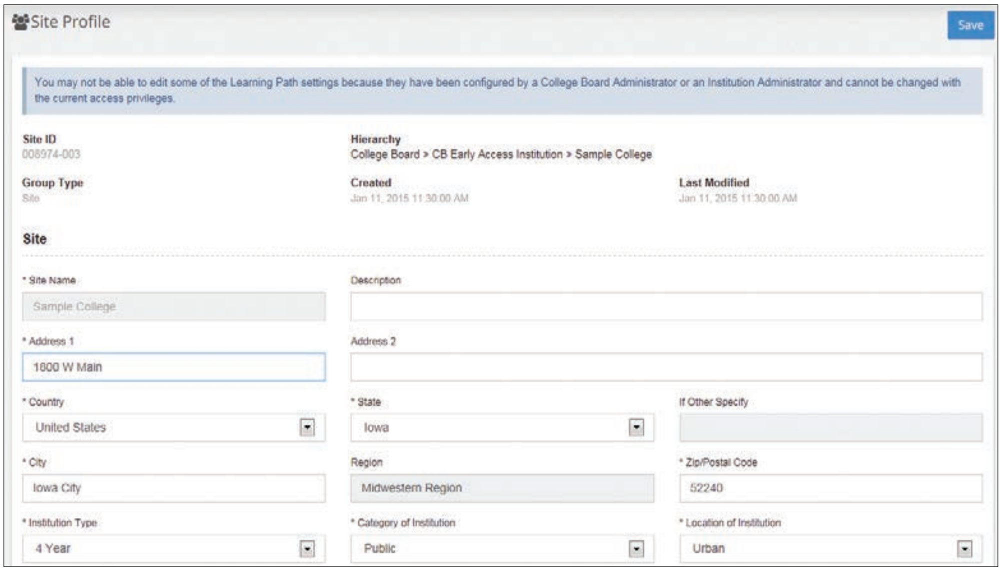
Site Profile

A site is a location affiliated with your institution that proctors tests. If you are logged in as an Institution Administrator and click on **Site Profile** under **Manage Profiles** of the **Users** menu, a list of existing sites will display. Under the **Units** column, the number of test units assigned to that site is shown. To edit a site, click on the **pencil** icon. To delete a site, click the **trashcan** icon. If you click on the **Export Options** button, you can export a list of all sites in one of the format options available from the drop-down menu: Delimited Text, CSV, Excel, or XML.



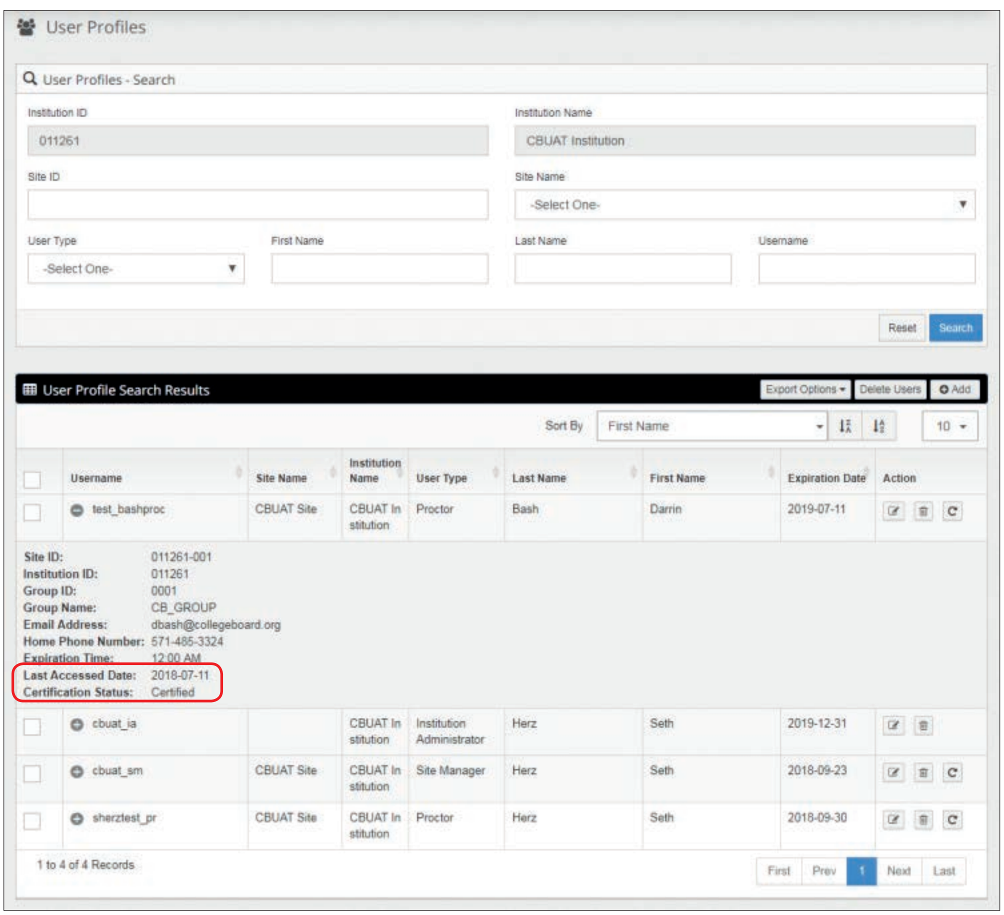
The results of the testing site search now return the date the site was last accessed/used (Last Login Date). This column is available at the Institutional Administrator and College Board Administrator level. This column identifies the last login date to the site for the SM level and below.

If you are logged in as a Site Manager, your site's profile will display.



User Profiles

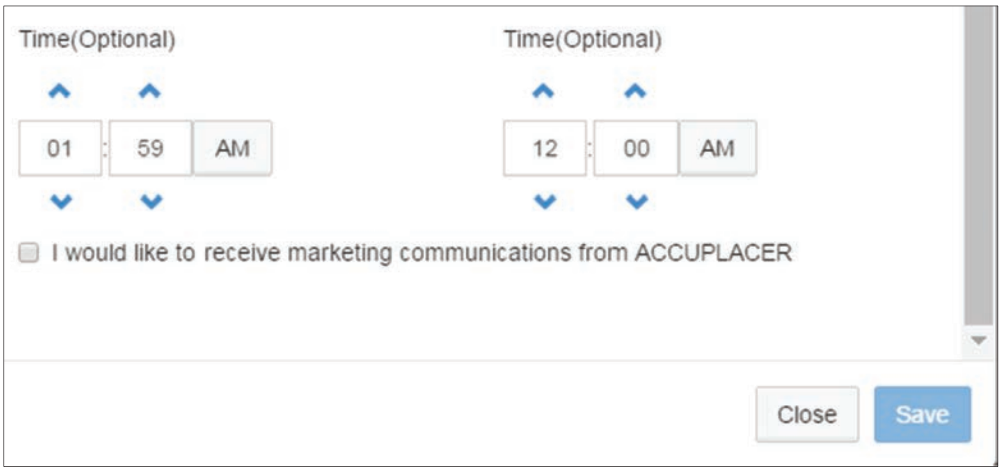
If you click on **User Profiles** and then click on the **Search** button, a list of all users who have been added to the site will appear. If you are logged in as an Institution Administrator, all users from all sites will appear on the list. Also shown is a column designated as **Site Name** that displays the site the user has been assigned to. If you are logged in as a Site Manager, only the users assigned to that site will display, and there is no **Site Name** column. You can also see the last time a user accessed the system and their certification status by clicking on the plus sign next to the Username.



If you click on the Export Options button, you can export a list of all users in one of the format options available from the drop-down menu: Delimited Text, CSV, Excel, or XML If you are logged in as an Institution Administrator, all users from all sites will display. If you are logged in as a Site Manager, only users associated with that site will be included.

Under the Action column there are three icons: Edit, Delete, and Reset Password.

Edit: If you click on the Edit icon, the User's profile will appear, and you can make changes. This is also where you can reset the expiration date of the user's login credentials. When a user logs in to the platform for the first time, they will be prompted to indicate their preference to receive marketing communications from ACCUPLACER.
To opt in to receive marketing communications, check the box and hit Save.



Delete: If you click on the Delete icon, the user will be deleted. If you would like to delete multiple users at the same time, select the checkboxes next to each Username that you wish to delete, and click the **Delete Users** button.

Reset Password: If you click on the **Reset Password** icon, an email will be sent to the user providing a link to the Security Questions page, where the user will be asked to answer the security questions they established when their account was created. Once the responses to the security questions have been validated, the user will be prompted to change their password.

Click on the **Add** button to add a new user.

Provide all required (*) information and click **Save**.

To create an Institution Administrator, Institution Reporter, Institution WritePlacer® Reporter, or Institution Score Reporter, select your user type from the **User Type** drop-down menu but don't select a Site.

To create a Site Manager, Site Reporter, Site WritePlacer Reporter, Site Score Reporter, Proctor, or Proctor-Reporter, select a site and then select your user type from the **User Type** drop-down menu.

If the **Use Default Address** box is checked, the ACCUPLACER application will auto populate any new Site Manager, Site Reporter, Site WritePlacer Reporter, Site Score Reporter, Proctor, or Proctor-Reporter users with the site address from their mapped site.

As an Institution Administrator, when the **Use Default Address** box is checked, the institution's address will automatically populate when creating an Institution Reporter, Institution, WritePlacer Reporter, or Institution Score Reporter user.

When creating a new user, the email address specified must match at least one of the email domains declared for its institution that is set on the **Institutional Profile** page within the **Institutional Email Domain(s)** field.

The **Active Account To** date can't be greater than one year from the **Active Account From** date.

A confirmation message will appear confirming that the user's account was created successfully. The new user will receive an email like the one you received when first creating your account. Have them follow the same steps.

Contact Information Update Prompt

Every six months, users will be automatically prompted to update their contact information. Upon login, they will receive the message "Your profile has not been updated in the past 6 months. Please provide any updates and click the **Save** button."

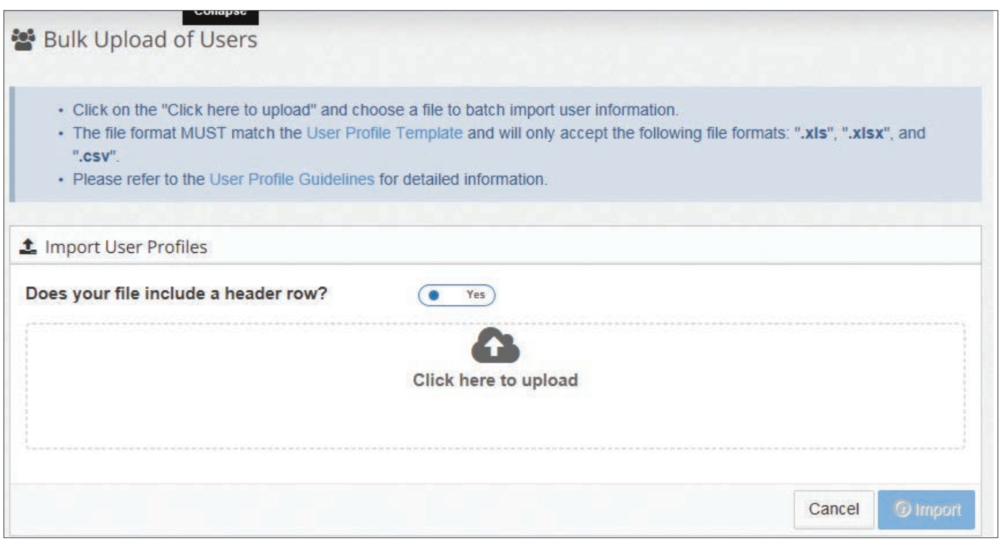
All users will be unable to update the "User Type." Proctors, Proctor-Reporters, and Site Score Reporters will not have access to update **Active Account From** and **Active Account To** date and **Username** fields. Site Managers and Institution Administrators can edit both Username and account activation dates.

Expiration Date Prompt

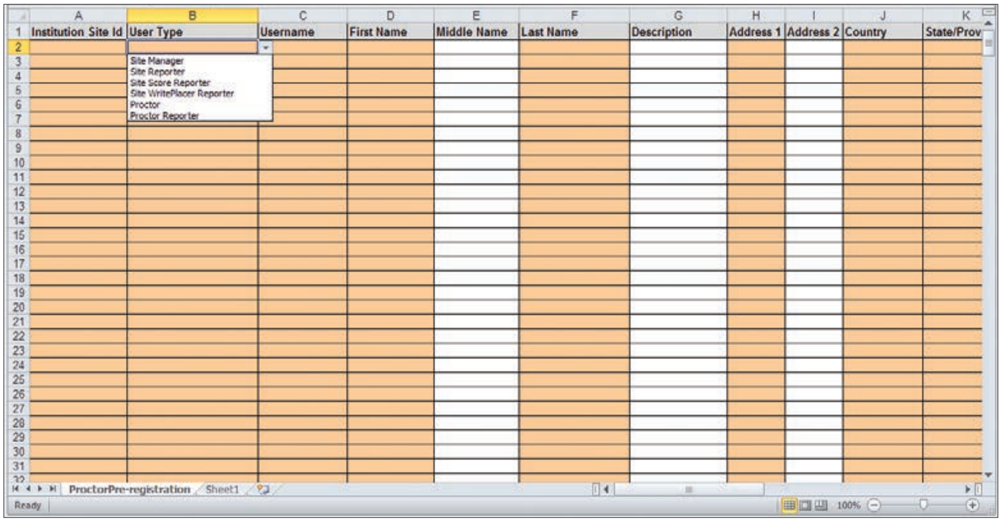
A user's account will be notified when the account is within 30 days of expiry. Additionally, users will get an email reminder 10 days in advance of account expiration. All users can update their expiration date for up to one year except for Proctor and Proctor-Reporter accounts. An Intuitional Administrator or Site Manager must update a Proctor/Proctor-Reporter expiration date.

Bulk Upload of Users

This functionality allows Institution Administrators and Site Managers to batch/bulk upload new users: Site Managers, Site Reporters, Site Score Reporter, Site WritePlacer Reporter, Proctor, and Proctor-Reporter. Click on **Bulk Upload of Users** under the **Users** menu and the screen shown below will display.



Click on the **User Profile Template** link and an Excel worksheet will display. Each column in the worksheet represents a field in the **Edit/Create User** screen. Fields highlighted in orange are required fields. Add all new users to the template referring to the **User Profile Guideline** for detailed information about the format and content of each column.



The student preregistration template provides additional validation macros for country and state combinations, as well as date of birth information. Date of birth is one column to allow users the ability to easily transfer date of birth from other systems.

Fields included are:

- Institution Site ID
- User Type
- Username
- First Name
- Middle Name
- Last Name
- Description
- Address 1
- Address 2
- Country
- State/Province
- *If Other Specify
- City
- Zip/Postal Code
- Email Address
- Home Phone Number
- Mobile Phone Number
- Active Account—From (MM/DD/YYYY)
- Active Account—To (MM/DD/YYYY)

For the **Institution Site ID** field, use your nine-digit Institution Site ID in the format of xxxxxx-xxx.

*If a country other than United States or Canada is entered in the Country column, then the column labeled **If Other** Specify must be completed.

For **Activate Dates**, use the MM/DD/YYYY format.

The **Active Account To** date can't be greater than one year from the **Active Account From** date.

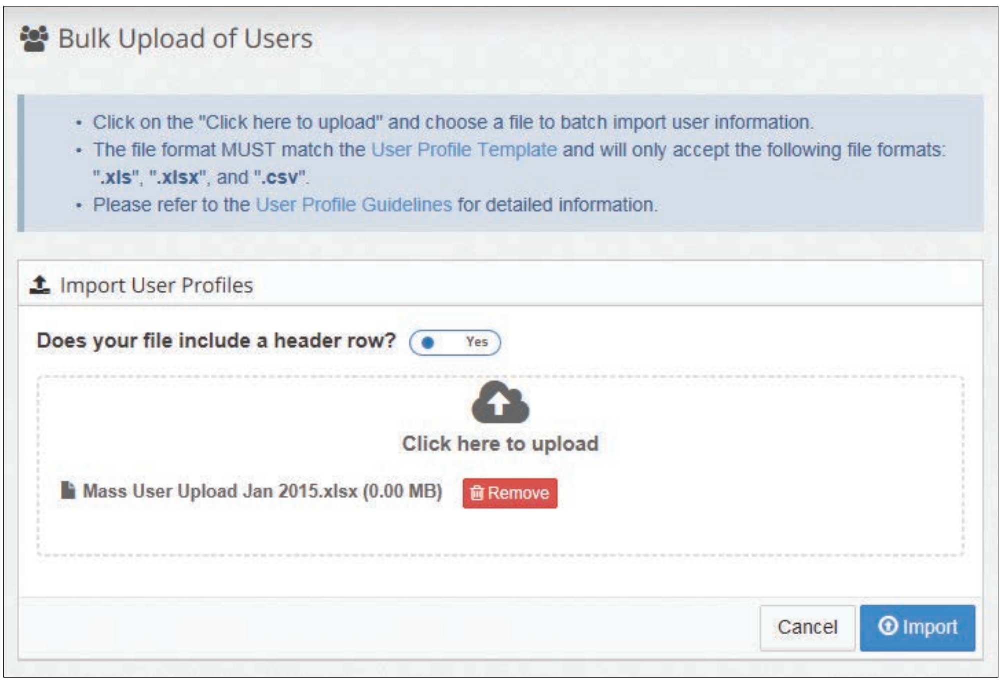
Drop-down menus are provided for User Type, Country, and State/Province.

If a user has more than one role, there must be a line for each of the roles you wish to assign to that user. In the example below, Jason Wilson is a Site Manager, Site Reporter, and Proctor-Reporter for Site 001. He is a Site Manager and Proctor for Site 002 also.

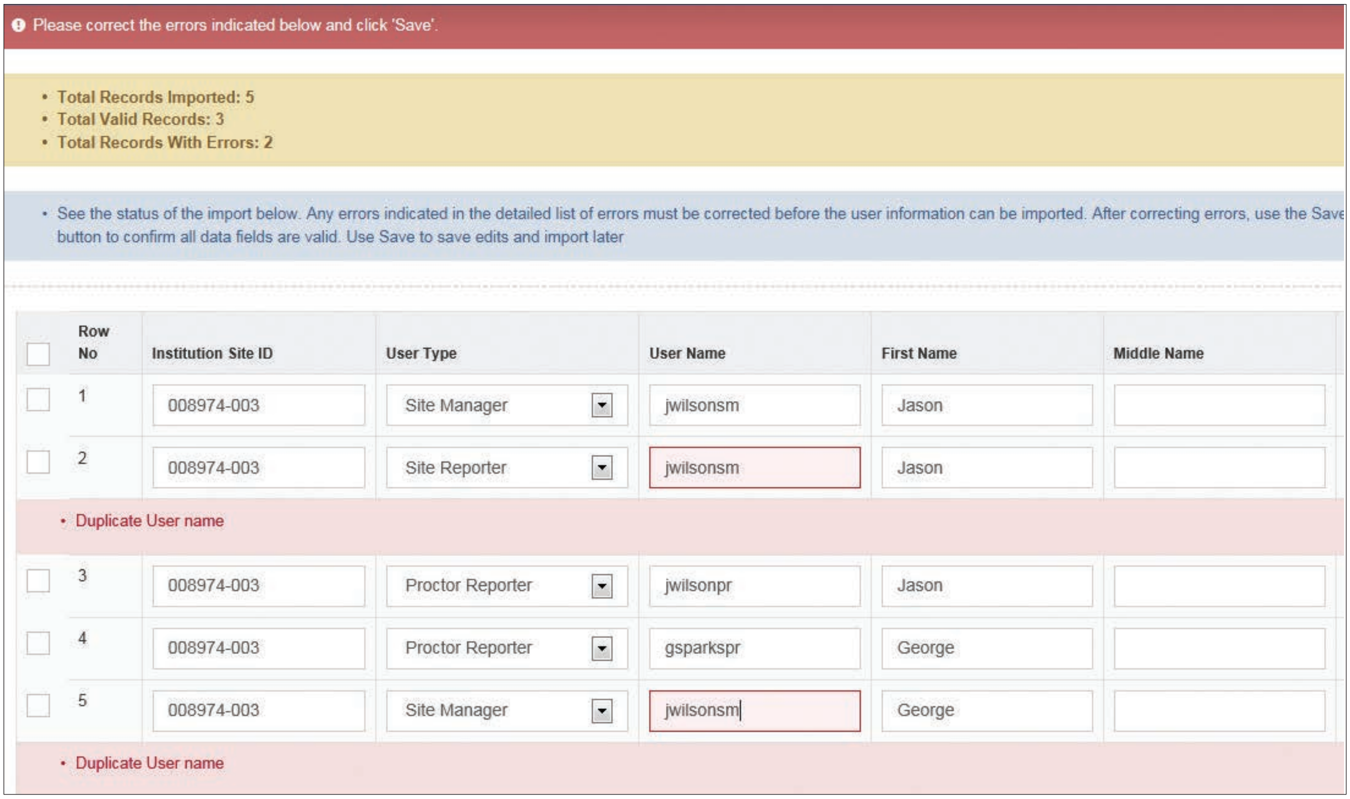
A user's email domain specified in the upload sheet must match at least one of the email domains declared for its institution set on the **Institutional Profile** page within the **Institutional Email Domain(s)** field.

Site Id	User Type	Username	First Name	Middle Name	Last Name	Description	Address 1	Address 2	Country	State	*If Other Specify	City	Zip/Postal Code	Email Address	Home Phone Number	Mobile Phone Number	Active Account From(MM/DD/YYYY):	Active Account To(MM/DD/YYYY):
000005-001	Site Manager	jwilsonsm3	Jason		Wilson		45 Carlson Blvd		United States	California		San Diego	98421	jwilson@samplecollege.edu	405-555-5551		06/04/2014	06/22/2015
000005-001	Site Reporter	jwilsonr3	Jason		Wilson		45 Carlson Blvd		United States	California		San Diego	98421	jwilson@samplecollege.edu	405-555-5551		06/04/2014	06/22/2015
000005-001	Proctor Reporter	jwilsonpr3	Jason		Wilson		45 Carlson Blvd		United States	California		San Diego	98421	jwilson@samplecollege.edu	405-555-5551		06/04/2014	06/22/2015
000005-002	Site Manager	jwilsonsm4	Jason		Wilson		45 Carlson Blvd		United States	California		San Diego	98421	jwilson@samplecollege.edu	405-555-5551		06/04/2014	06/22/2015
000005-002	Proctor	jwilsonpr4	Jason		Wilson		45 Carlson Blvd		United States	California		San Diego	98421	jwilson@samplecollege.edu	405-555-5551		06/04/2014	06/22/2015

Once the Excel worksheet has been completed and carefully reviewed, save it as an xls, xlsx, or csv file. Click on the "Click here to upload" to upload your file. Select the file that you created and click **Save.** The name of the file will appear. Click **Import** to complete the process. Click **Remove** to remove the file.



If the program detects any errors, such as a duplicate username or invalid format, the errors will be noted as shown below. Make the necessary corrections and click the **Save** icon at the end of the row. Click the **Delete** icon to remove the user.

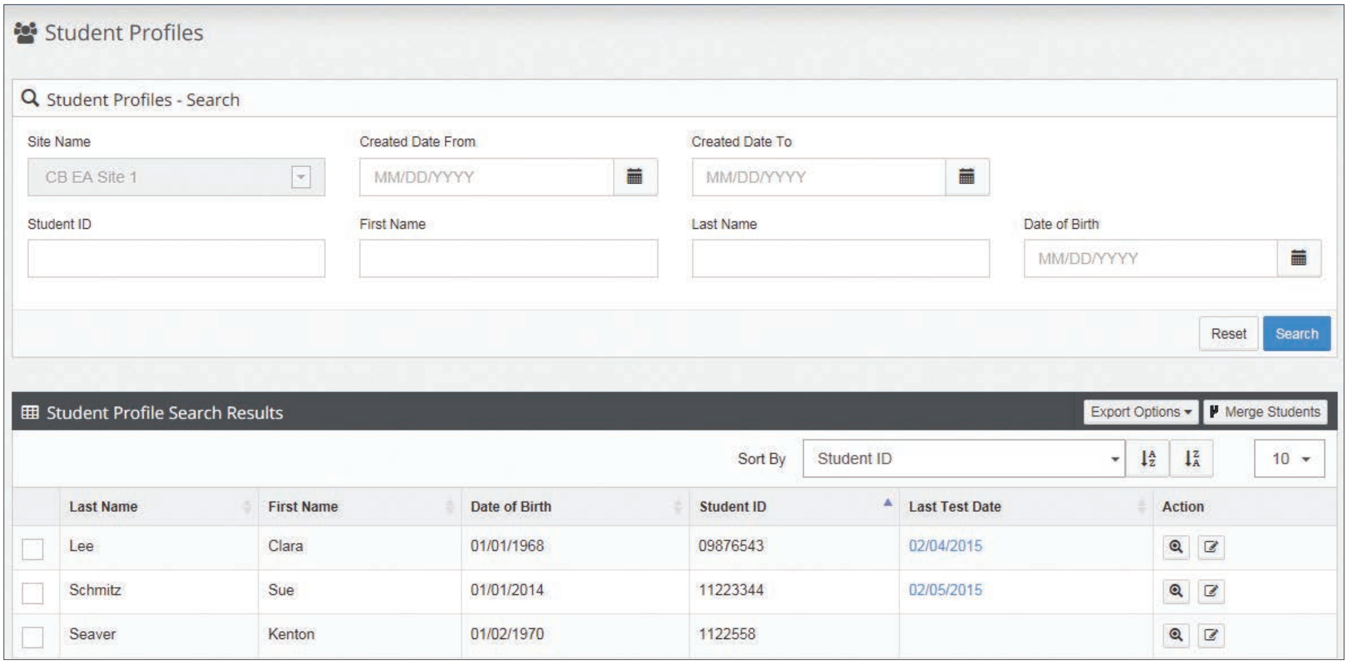


Once all errors are corrected, click **Import**. When the data have been successfully imported, an email will be sent to each user with their username and a link to complete their registration. The new users will now show on the list of users.

Student Profiles

Institution Administrator, Site Manager, and Proctors can search for a student's profile. Institution Administrators and Site Managers can edit a student profile, but a Proctor can't. Institution Administrators have access to all student profiles. Site Managers have access to the profiles of students who have tested at their site.

To view or edit a Student Profile, click on **Student Profiles** under the **Users** menu. Enter your search criteria under the **Student Profiles—Search** area and click **Search**.



A list of all students matching the search criteria will appear. Click on the **View** icon to view the student's profile. Click on the **Edit** icon to edit the profile. Make your changes and click **Save**.

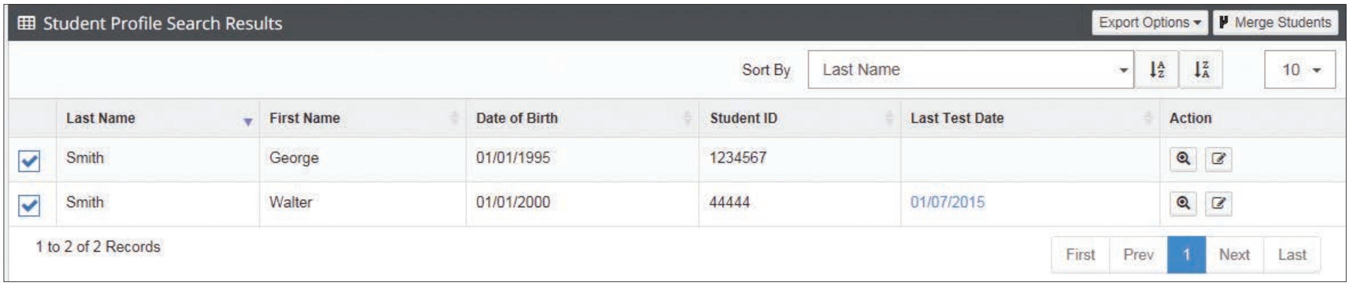
If you click on the **Export Options** button, you can export a list of all users in one of the format options available from the drop-down menu: Delimited Text, CSV, Excel, or XML.

If a student has tested more than once using two different ID numbers, you can change one ID number to match the other one by using the **Merge Student Profile** feature.

To merge two student profiles, the student's Last Name and Date of Birth must be the same. Before beginning this process, verify that they are the same. If they are not, edit each record so that the Last Name and the Date of Birth are exactly alike in both profiles.

Use caution when merging student profiles because you can't restore the original profile once it has been merged with another profile.

Check the two records you want to merge and click **Merge Students**. You can only merge two records at a time.


Student Profile Search Results Export Options Merge Students

Sort By: Last Name 10

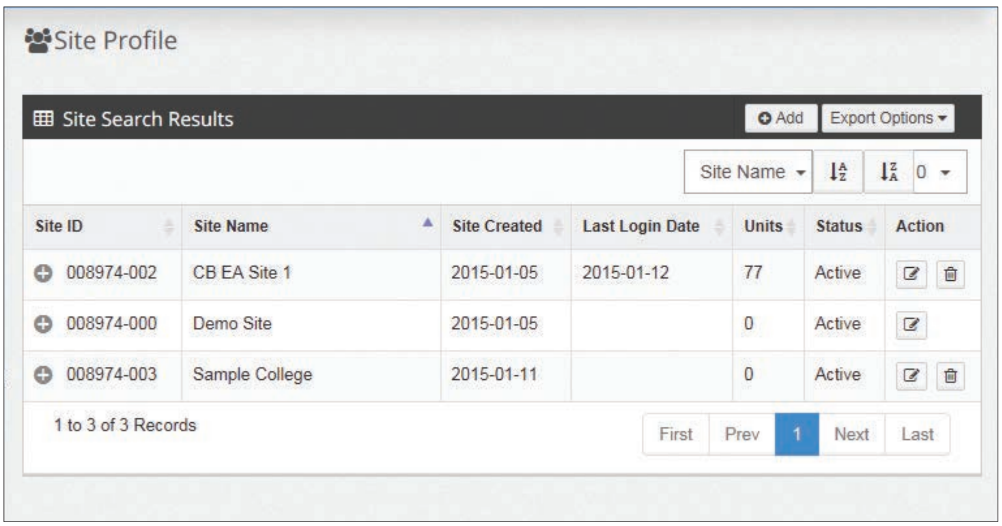
	Last Name	First Name	Date of Birth	Student ID	Last Test Date	Action
☑	Smith	George	01/01/1995	1234567		
☑	Smith	Walter	01/01/2000	44444	01/07/2015	

1 to 2 of 2 Records First Prev 1 Next Last

Once the merge has completed successfully, both student profiles will have the same Student ID number, and a confirmation message will display.

Creating a Testing Site

To create a testing site, click on **Site Profile** under the **Users** menu and a list of sites will appear. Only Institution Administrators can create Test Sites. Click on **Add** to add a new site.


Site Profile

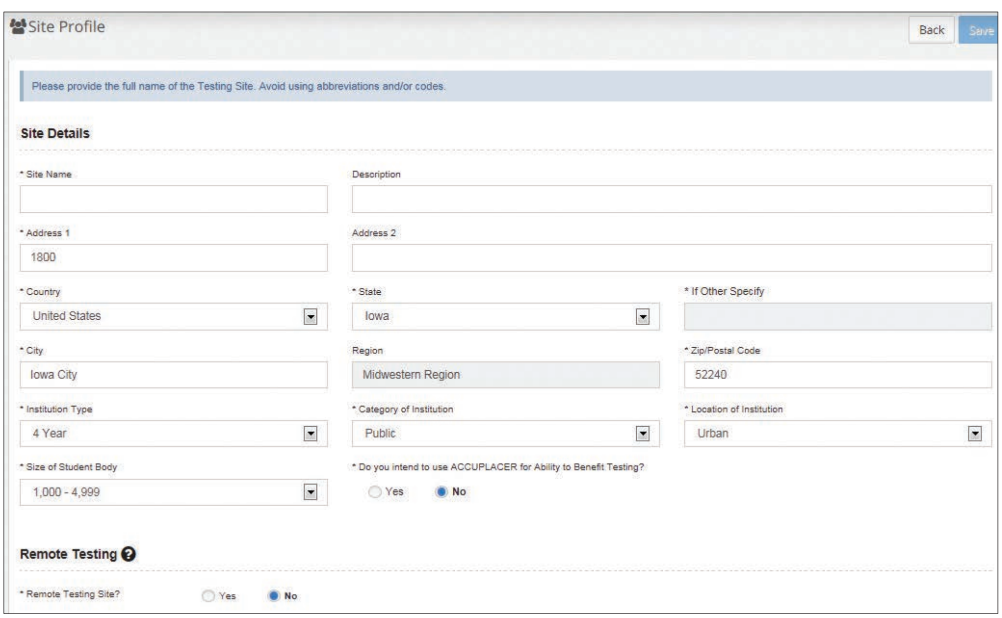
Site Search Results Add Export Options

Site Name 0

Site ID	Site Name	Site Created	Last Login Date	Units	Status	Action
008974-002	CB EA Site 1	2015-01-05	2015-01-12	77	Active	
008974-000	Demo Site	2015-01-05		0	Active	
008974-003	Sample College	2015-01-11		0	Active	

1 to 3 of 3 Records First Prev 1 Next Last

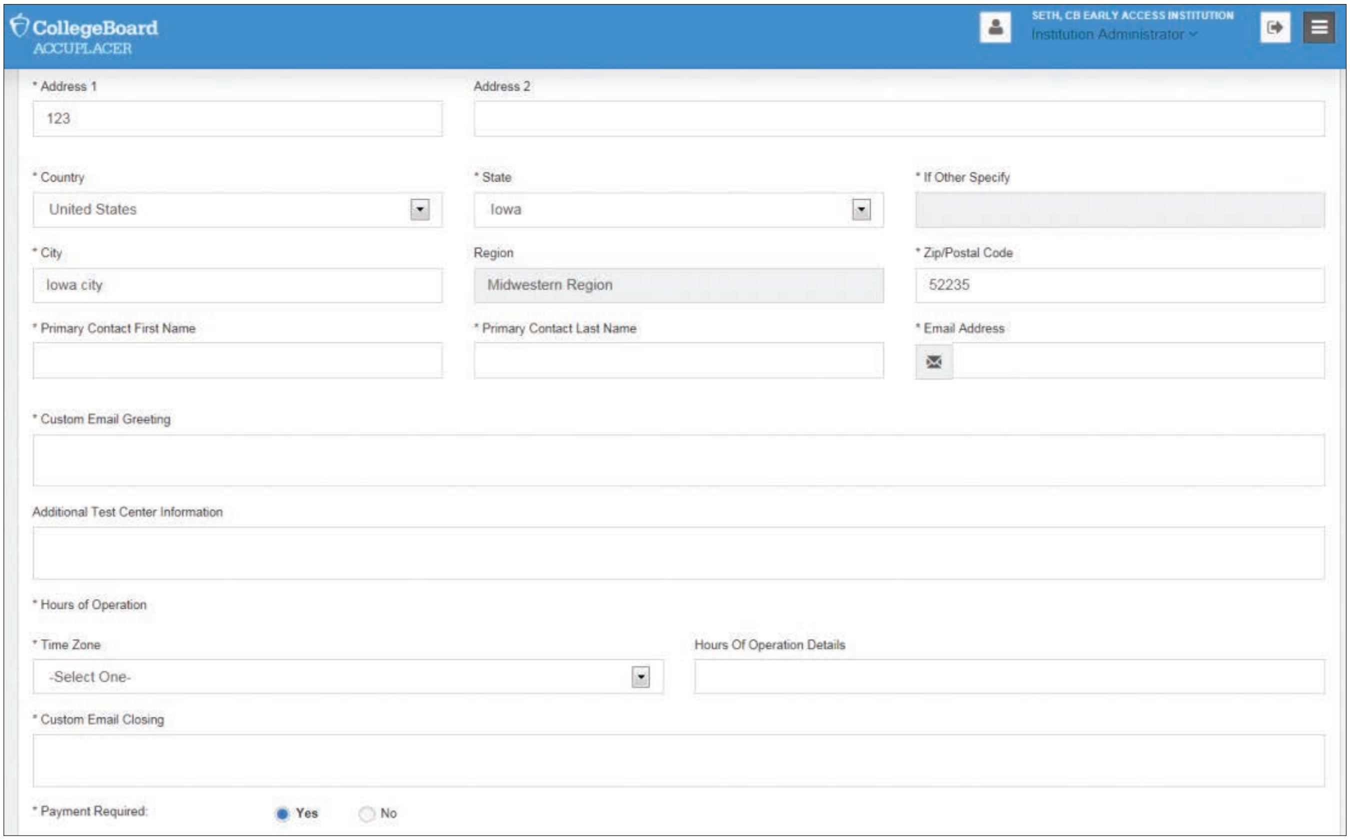
Provide all required information (*) and click **Save**.



When **Remote Testing Site** is set to "**Yes**," all fields below will display allowing you to create a Testing Site that can be used for testing students at other physical locations. Additionally, by selecting "**Yes**," you agree to your site being publicly listed for students and other sites to see. The Remote Testing Site can register students either by creating a new student record or finding the student who may already exist in the site.

Note: Site Managers can designate their site as a Remote Testing Site.

When **Remote Testing Site** is set to "**No**," all fields are suppressed.



Address Fields

The address information provided for the institution will be carried down to the Remote Testing Site address fields. The user can change the address information if necessary.

Primary Contact Information

Enter the first and last names of the primary contact person and their email address.

Custom Email Greeting

Enter a greeting that you want to appear on the Remote Test Site email that is sent to the student.

Additional Test Center Information

Enter a message to the student with any additional information about the test center. For example, directions to the test center, information about parking, etc.

Time Zone

From the drop-down menu, select the time zone where the test center is located.

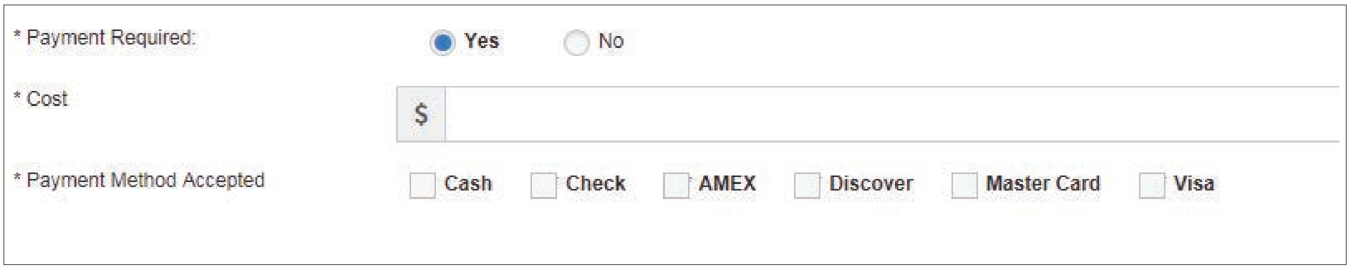
Hours of Operation Details

Enter the hours the test center is open and any other details you want students to know.

Additional Email Closing

Enter any closing message you want to appear on the Remote Test Site email.

When **Payment Required** is set to **Yes**, the fields **Cost** and **Payment Method Accepted** will be displayed. When **Payment Required** is set to **No**, the fields are suppressed.



Cost

Enter the amount your test center charges for administering the test(s).

Payment Method Accepted

Select the payment methods your test center accepts. Multiple payment methods can be selected.

When a student tests at a remote testing site using a voucher and completes the assigned Branching Profile, an email will be sent to the person who originally created the voucher. The email will notify them that a voucher they created has been used and test results are available for the completed test(s).

Demo Site

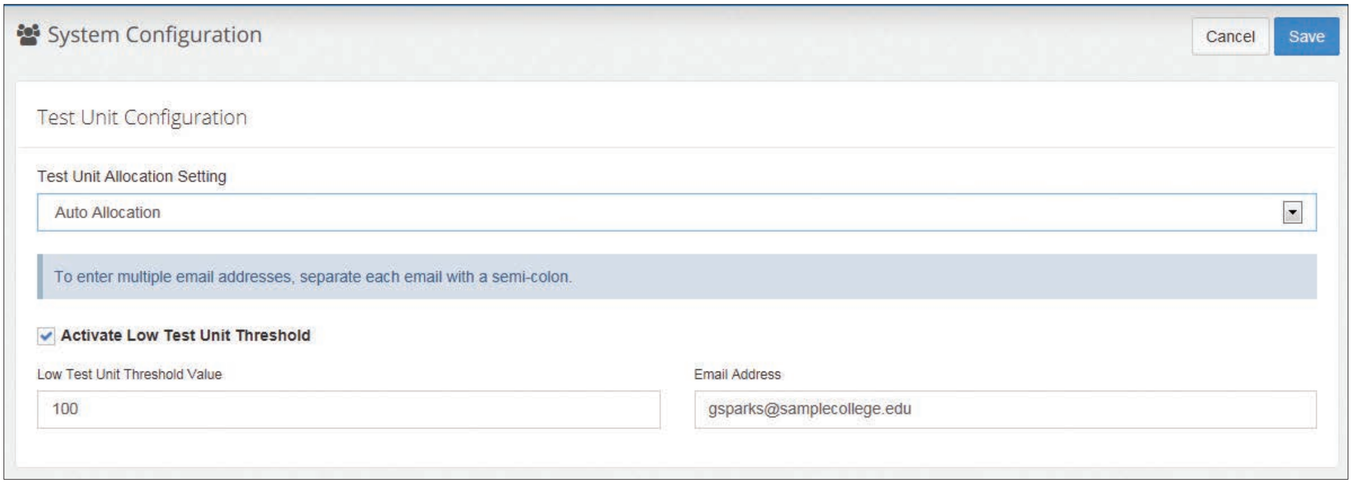
A Demo Site was created when your ACCUPLACER account was established. This site is for faculty to use when reviewing tests. Twenty-five test units are available on the Demo Site, and the Institution Administrator can transfer more units to the site as needed. Test data from this site are kept separate from actual student data. You can't change the name of the Demo Site. **Do not use this site to test students.**

To access the Demo Site, the Institution Administrator will need to create a Proctor Username for faculty members to use. Direct faculty members to log in to the ACCUPLACER Testing Site (accuplacer.org) and click on the **Administer Test** menu then **Administer New Test Session**. Branching Profiles that administer a single test are available from the Branching Profile drop-down menu. Faculty should select the Branching Profile for the test they want to review.

System Configuration

System Configuration enables you to establish various settings for your institution or site. System configurations set by the Institution Administrator filter down to all sites; the Site Manager can change some of these settings. When logged in as an Institution Administrator, the following screen will display when you click **System Configuration** under the **Users** menu.

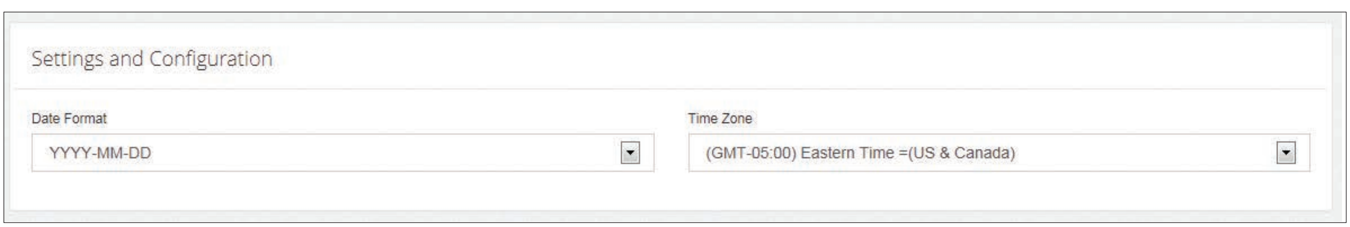
Test Unit Configuration



Test Unit Allocation Setting

- **Manual Allocation** The Institution Administrator must manually transfer the test units to the Testing Sites. If the site's test unit balance goes below zero, students won't be able to test at that site. In this case, an error message will display.
- **Auto Allocation** The test units are transferred automatically from the institution's account to a Testing Site when the test unit balance goes below zero. If the institution's test unit balance goes below zero, an error message will display.
- **Activate Low Test Units Threshold** This activates or inactivates the Low Test Unit Threshold Notification Alert email that provides a low balance warning to the email address that is configured on this screen.

Settings and Configuration



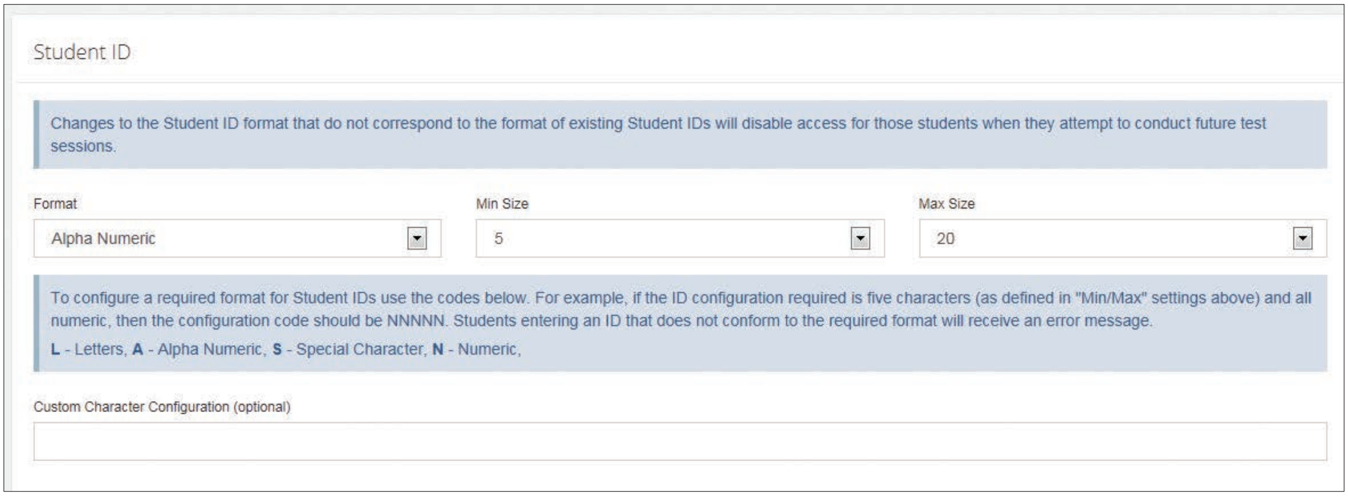
Date Format

From the drop-down menu, select the date format to be used at the site.

Time Zone

The time zone of the institution or test site is determined here; all the time values will be expressed according to the time zone setting configured here.

Student ID



IDs provided by the student during the test are validated against this format. Students who enter an ID number that does not match the specified format will receive an error message. The available drop-down menu values are as follows:

Format

- Alpha numeric (default value—no special characters)
- Letters only
- No constraints
- Numeric only
- Allow special characters as part of alphanumeric setting

Student ID Size (minimum)

Student ID size determines the minimum length of the student’s ID number. The range is from 5 to 20. The default value is 5.

Student ID Size (maximum)

Student ID size determines the maximum length of the student’s ID number. The range is from 5 to 20. The default value is 20.

Custom Character Configuration (optional)

Defines the format of a student ID by specifying what type of character is required to be in each field of the student ID.

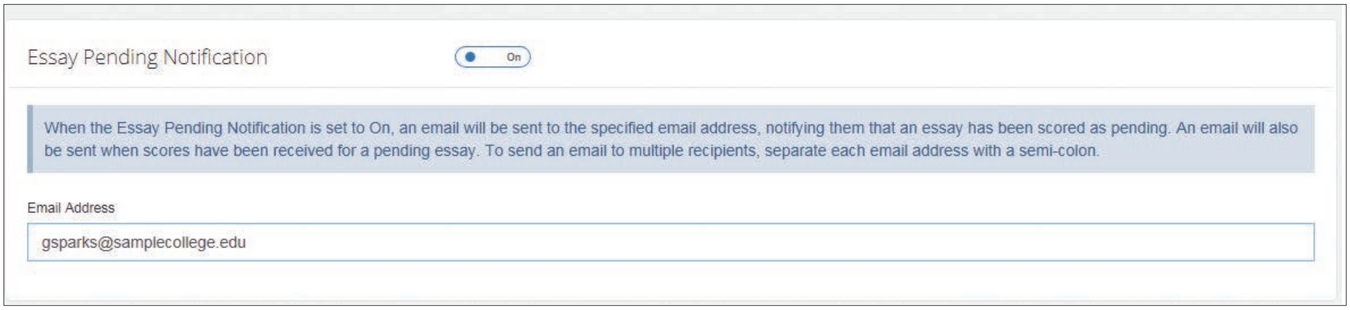
L—Alphabets

A—Alphanumeric

S—Special character

N—Numeric

Essay Pending Notification



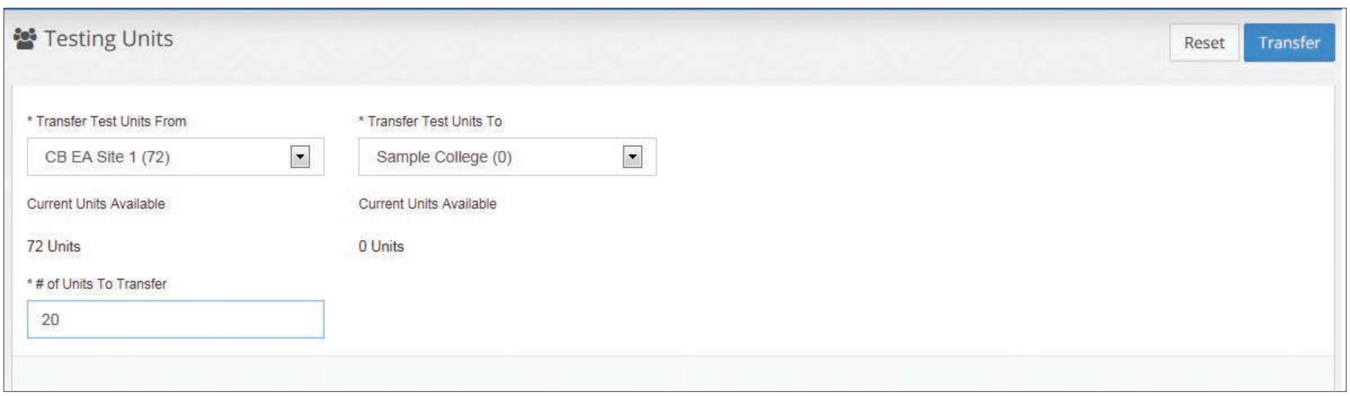
Essay Pending Notification (Site Manager Only)

If turned on, an email message will be sent to the email address shown in the Email Address box when an essay has received a score of Pending. Multiple users can be notified by adding multiple email addresses separated by a semicolon.

An email will also be sent notifying those individuals when the essay score is returned.

Transfer Test Units

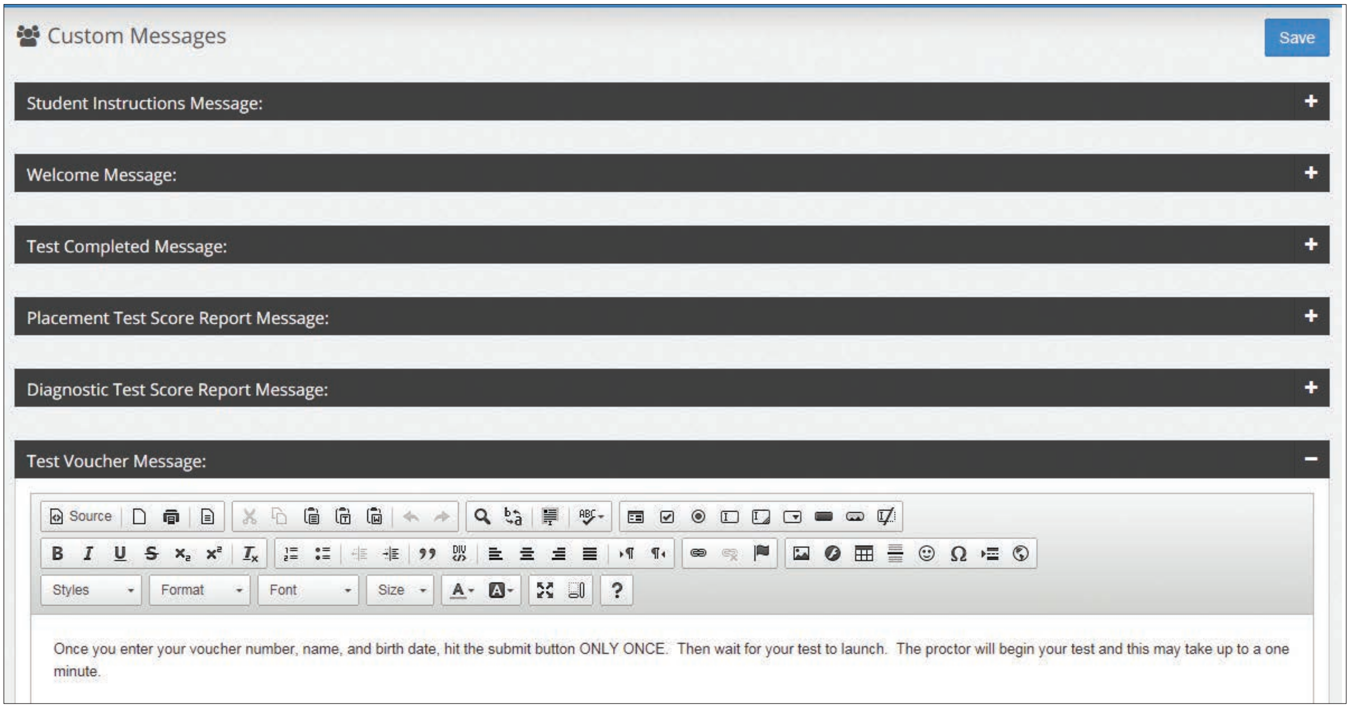
Institution Administrators can transfer test units from the Institution account to a site account or from site to site. Click **Testing Units** under the **Users** menu.



From the drop-down menus, select the institution/site from which you want to transfer units and the institution/site to which you want to transfer units. In the **# of Units To Transfer** box, enter the number of units to be transferred. Click **Transfer**. The numbers in parenthesis show the number of available units at the institution or the site.

Custom Messages

A custom message is something you can use to share information that is specific to your site or institution. Only a Site Manager can create a custom message. Six types of custom messages can be created at the site level. For these messages to appear, "Custom Message" must be set to "**Yes**" in Score Report Settings. All custom messages are limited to 4,000 characters.



Use the link below for descriptions of each of the icons available in the editor used to maintain these screens. http://docs.cksource.com/CKEditor_3.x/Users_Guide/Quick_Reference

Student Instructions Message

The message displays as a pop-up on the Student Information screen. You can provide students with additional information about completing the Student Information screen with this message.

The default Student Instructions message is "On the Student Information screen and those that follow, you will be asked to provide your personal information. Please complete all mandatory fields indicated by a red asterisk (*)."

You can edit or delete this message and/or add your own message. Click **Restore to Default** to restore the default message. Click **Preview** to see how your message will display during testing. Click **Save** to save any changes you have made.

Welcome Message

The message displays at the beginning of testing where you can give students more information about the purpose of the testing, etc.

The default message is

> **Welcome to ACCUPLACER!**
>
> **You are about to take ACCUPLACER tests. The purpose of these tests is to help determine your level of skill in one or more academic areas. The scores you receive will be used to assist in determining the most appropriate courses for you at this time.**
>
> **ACCUPLACER multiple-choice tests are adaptive, which means you must answer each question as it is presented to you before you can continue to the next question. You cannot skip a question or go back to a previous question to change your answer.**
>
> **It is very important that you do your best on these tests.**
>
> **The Proctor is not permitted to help you with any test questions. However, if you need anything else during the test, please inform the Proctor.**

You can edit or delete this message and/or add your own message. Click **Restore to Default** to restore the default message. Click **Preview** to see how your message will display during testing. Click **Save** to save any changes you have made.

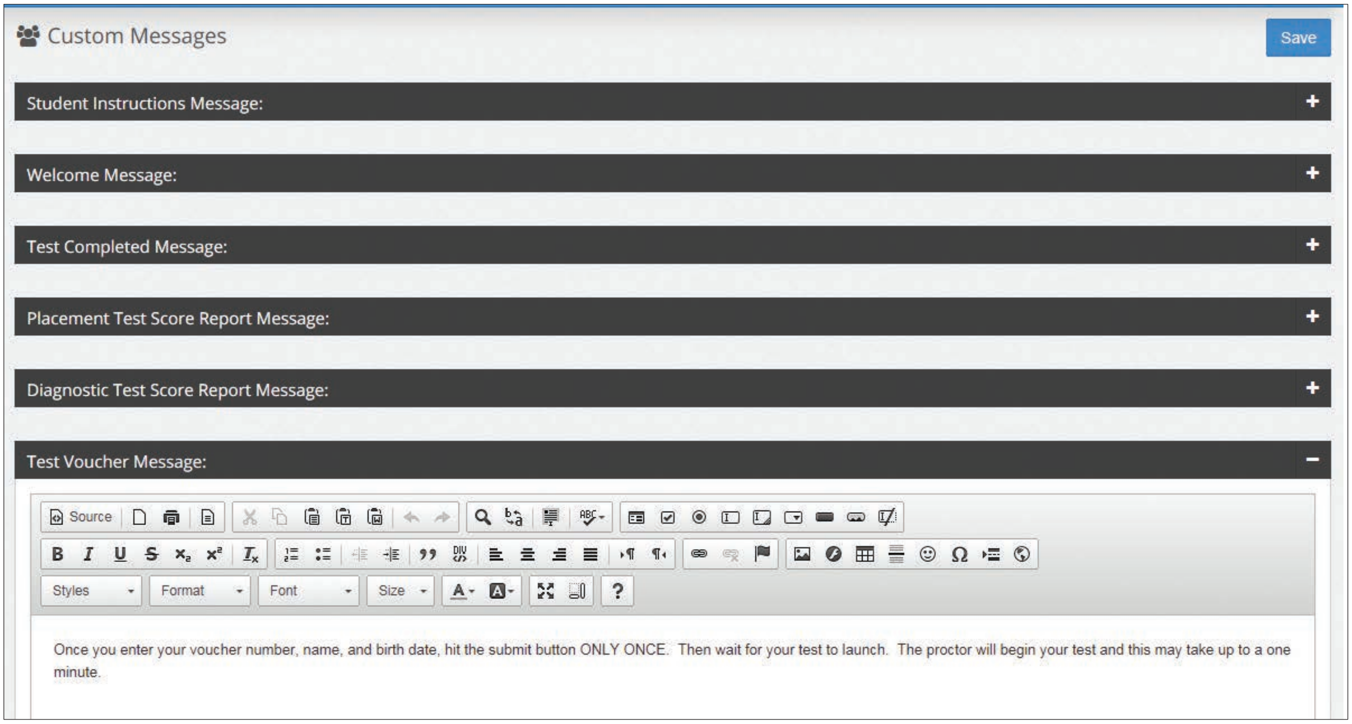
Test Completed Message displays at the end of a testing session.

Placement Test Score Report Message displays on the Individual Score Report generated at the end of a test session.

Diagnostic Score Report Message displays on the Individual Score Report generated at the end of a test session.

Test Voucher Message prints on the Student Voucher.

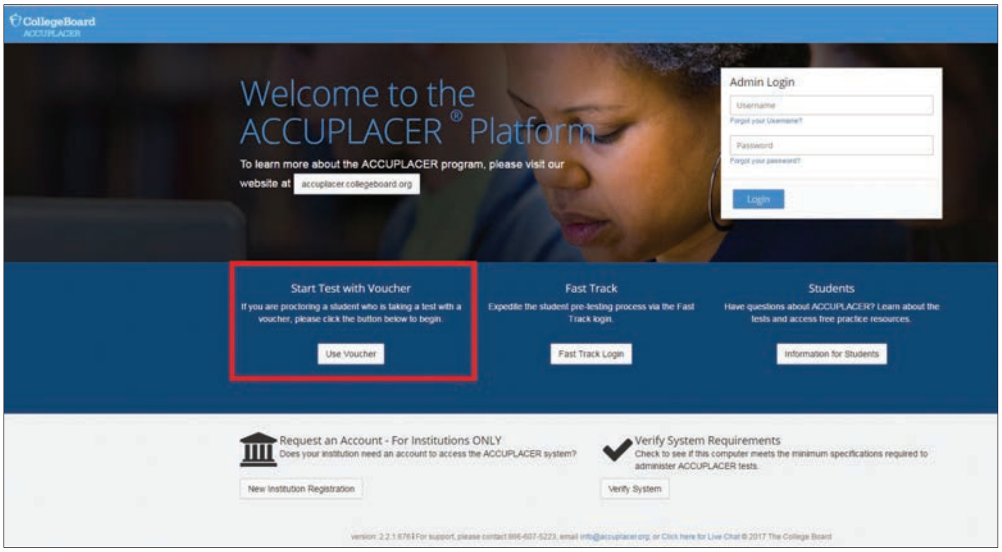
As a Site Manager, to create a custom message, click on **Custom Messages** under the **Users** menu. Click on the plus sign next to the message you want to create, and the message area will open. Type your messages in each of the boxes and click **Save**. Click **Preview** to see your Custom Message.



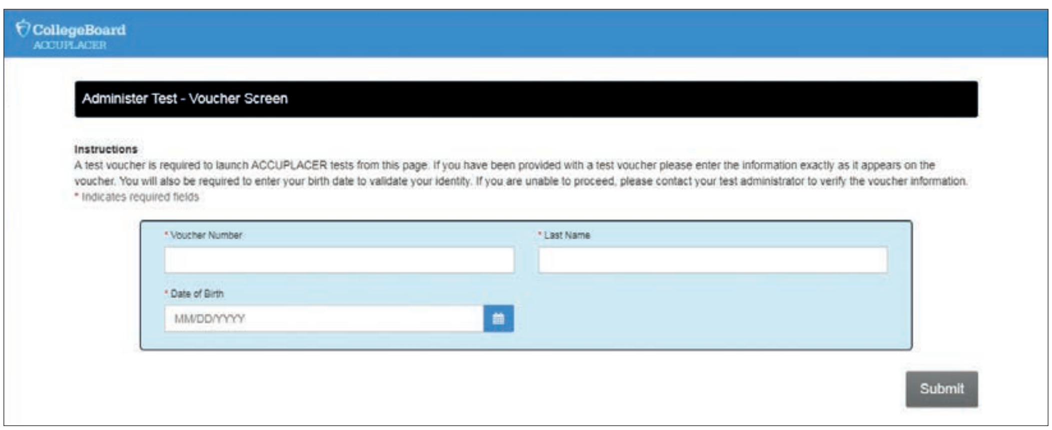
Vouchers

Starting a Test with a Voucher

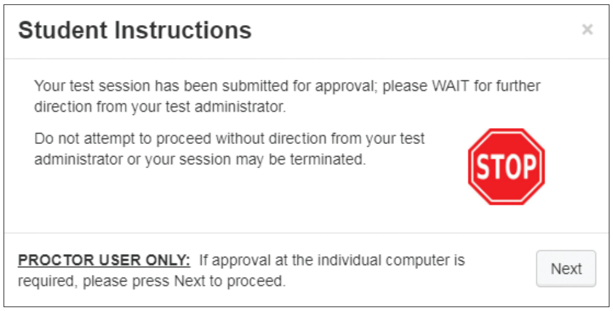
If you are proctoring a student who is taking a test with a voucher, click on the **Use Voucher** button.



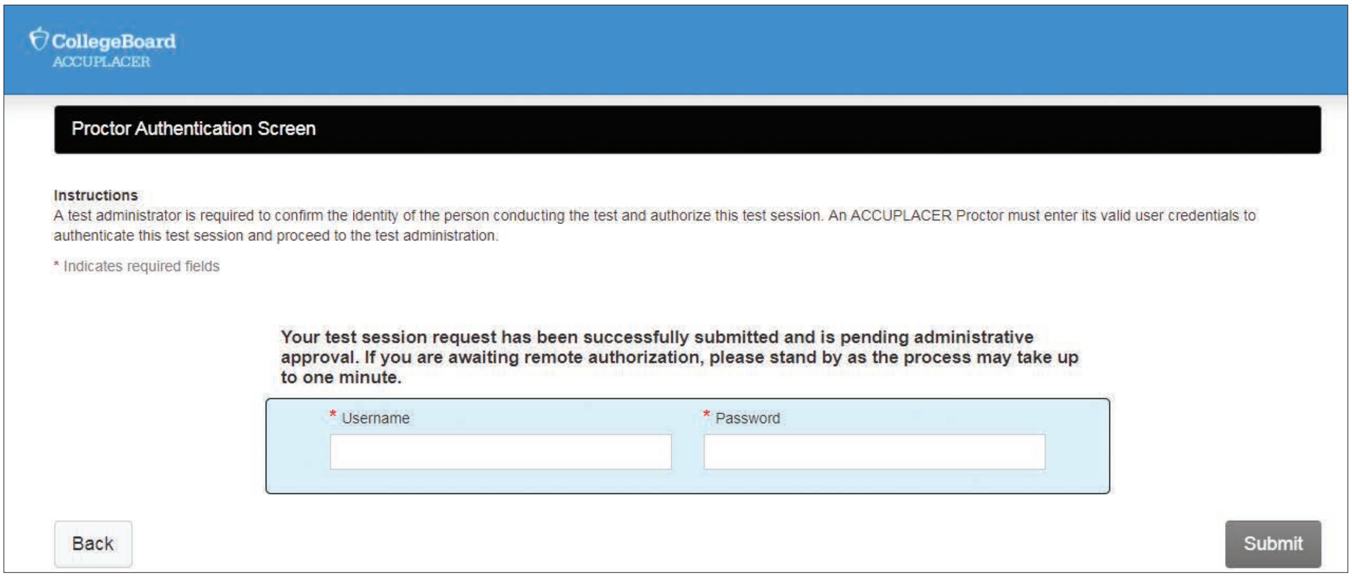
Enter the Voucher Number from the student's email, the student's last name, and their date of birth.



The Proctor must click **Next**.



Enter the required information (noted by *) and click submit. The student's test will display on the next screen.

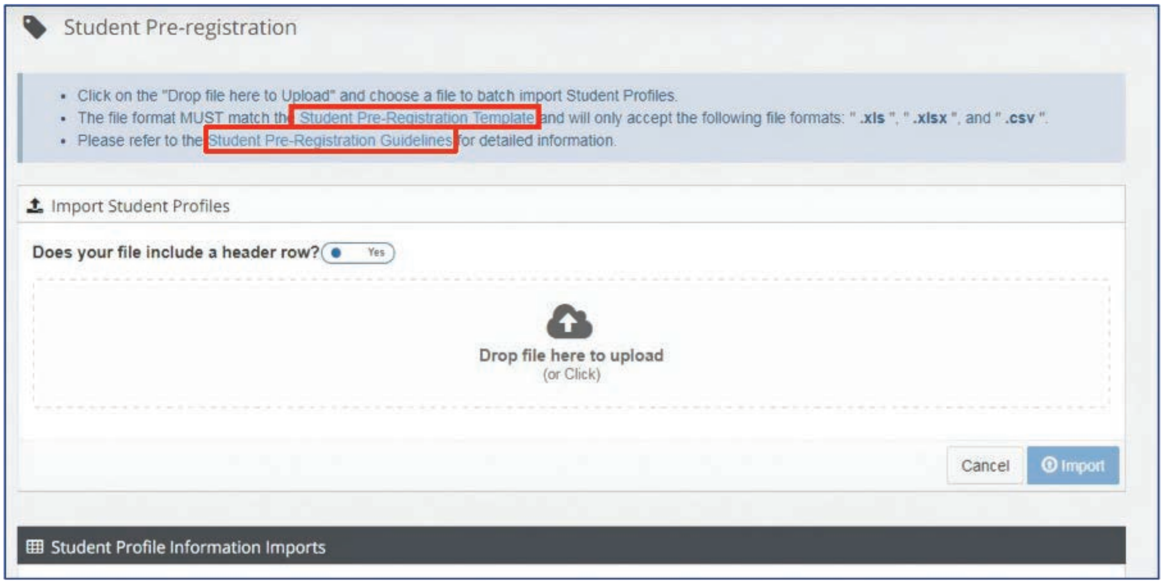


Student Pre-Registration

The ACCUPLACER Platform supports the preregistration of students who will be taking ACCUPLACER tests. This feature ensures that all relevant student information (i.e., Student ID, Last Name, Birth Date) is entered correctly, and it eliminates errors caused by "typos" or transposed characters when students self-register and it saves time on test day. You can also include user-defined fields (e.g., GPA) in the preregistration file. Simply add a column with the name of the user defined field and populate the values accordingly. To use it, the user-defined field must be defined in the application. The column header in the preregistration file must be an exact match to how the field is defined in the application. Students can supplement required fields as part of their profile information when they log in to take the test. This feature is only available to Site Managers and Proctors.

The ACCUPLACER Platform also supports the preregistration of students via an API. See the Student Pre-Registration API Developer Guide for more information.

Click on **Student Pre-Registration** under the **Vouchers** menu and the screen below will display.



Click **Student Pre-Registration Template** to download an Excel template you will use to import your Student Profile Information.

	A	B	C	D	E	F	G	H	I	J
1	Student Id	First Name	Middle Name	Last Name	Date of Birth(MM/DD/YYYY)	Address 1	Address 2	City	Country	State/Province
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										

Fields include:

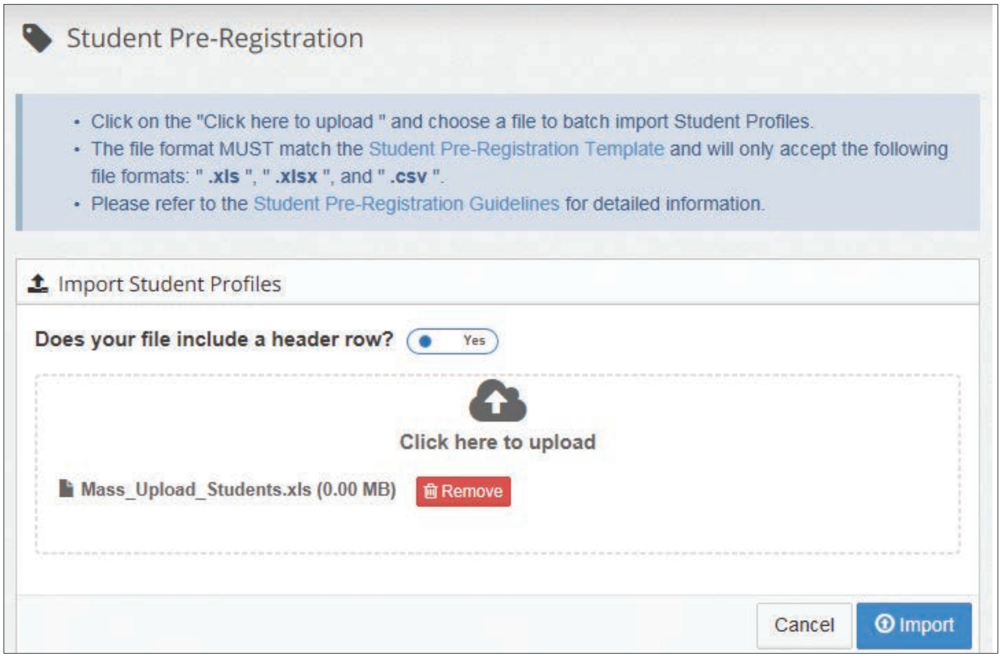
Student ID	First Name	Middle Name
Last Name	State/Province	Email Address
Date of Birth	Zip/Postal Code	Gender
Address 1	Home Phone Number	Self-Description
Address 2	Mobile Phone Number	
City Country	Branching Profile	

Enter student data on the template. You can include up to 2000 records in the spreadsheet. Refer to the Student Preregistration Guidelines link for information concerning codes that should be used in you import file. Student ID, First Name, Last Name, and Date of Birth are required fields and are highlighted in orange. Drop-down menus are provided for Gender and Self-Description.

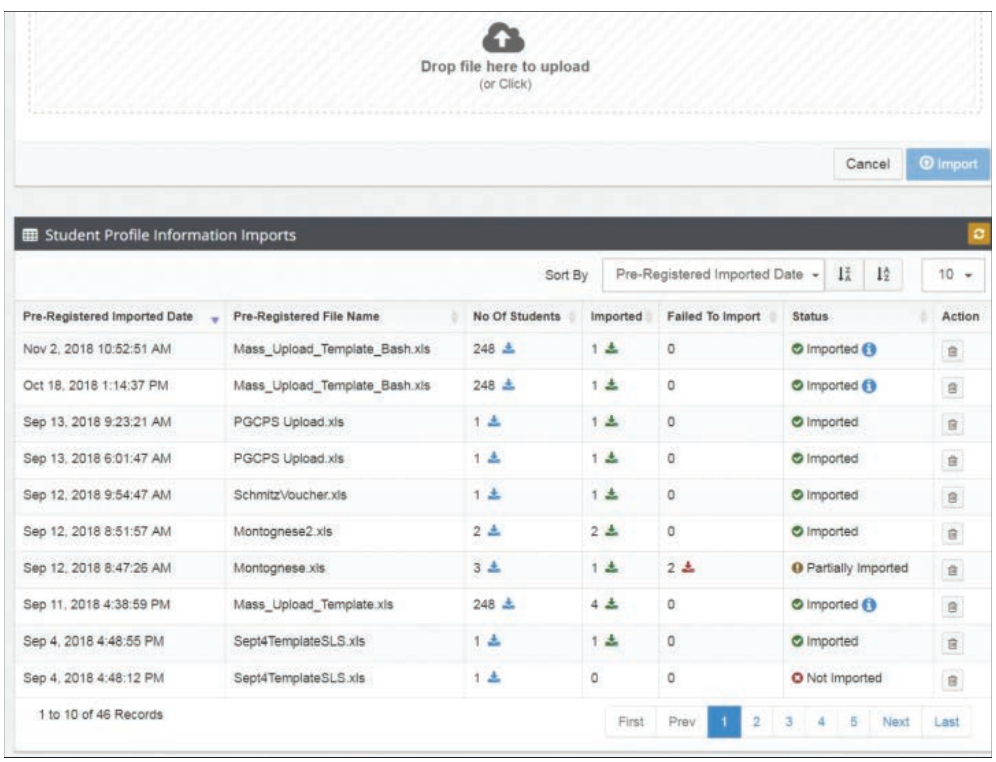
This spreadsheet contains all of the fields on the Student Information screen. Any entry on this spreadsheet is shown on the Student Information screen when a student begins testing. At the beginning of testing, students can edit these fields, except for Student ID, Last Name, and Date of Birth.

If choosing to populate the Branching Profile column, the Branching Profile must be the same for all students listed on the upload file. The platform won't let you upload a file that contains multiple Branching Profiles. A combination of blank and a single Branching Profile within a preregistration file is permitted. A file where none of the students are associated with a Branching Profile is also permitted.

Once the Excel worksheet has been completed and carefully reviewed, save it as an xls, xlsx, or csv file. Click on the "**Click here to upload**" and select your file. Click **Import**.



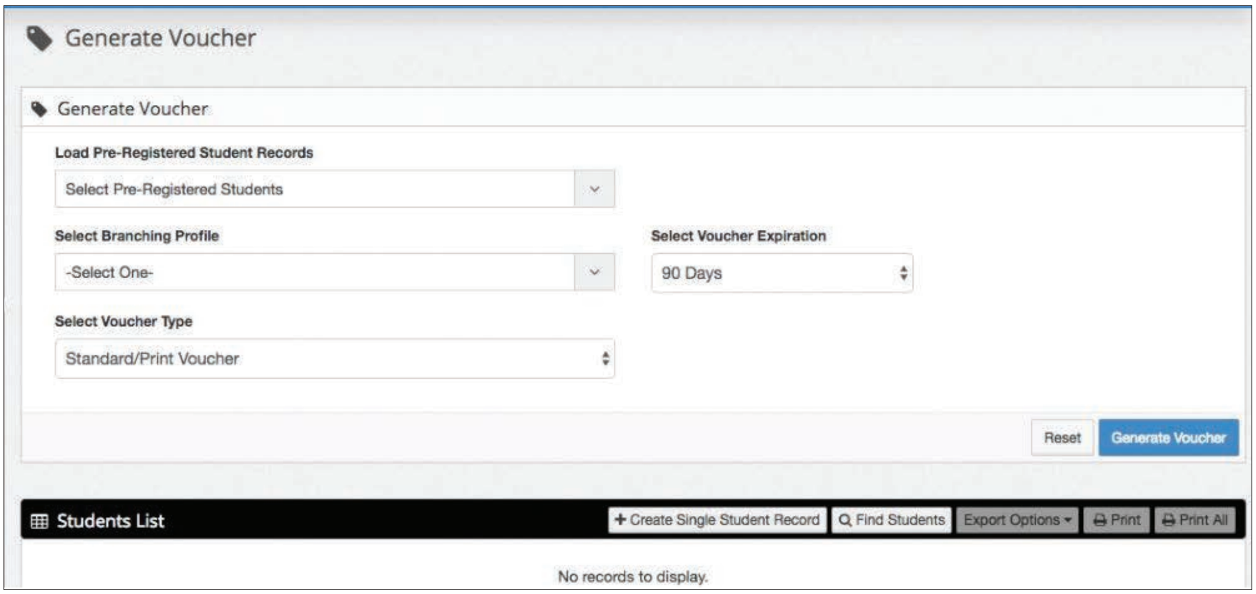
The name of the imported file is now included on the list of **Student Profile Information Imports.**



The No of Students column will tell you how many records were in the file. The Imported column displays the count of students that were successfully imported with an option to download. The Failed To Import column will display the number of records that were unable to be imported. Should an import fail on certain records, you can download the failed records only and correct them. The last column of the file details the error that was encountered. You can then either combine the corrected records back into the original file and upload or upload them as a separate file. The Status column will display either Import In Progress, Imported (all records imported successfully), Partially Imported (some records failed import), or Failed to Import (all record failed import). The Action column will allow you to delete the file from the list. If a file is deleted from the student preregistration page, it will also be deleted from the Voucher generation page and will not be displayed to the user.

Generate Vouchers

Once you have successfully imported your students, you can generate a voucher that they will take to the test site. Click on **Generate Voucher** under the **Vouchers** menu and the screen shown below will display.

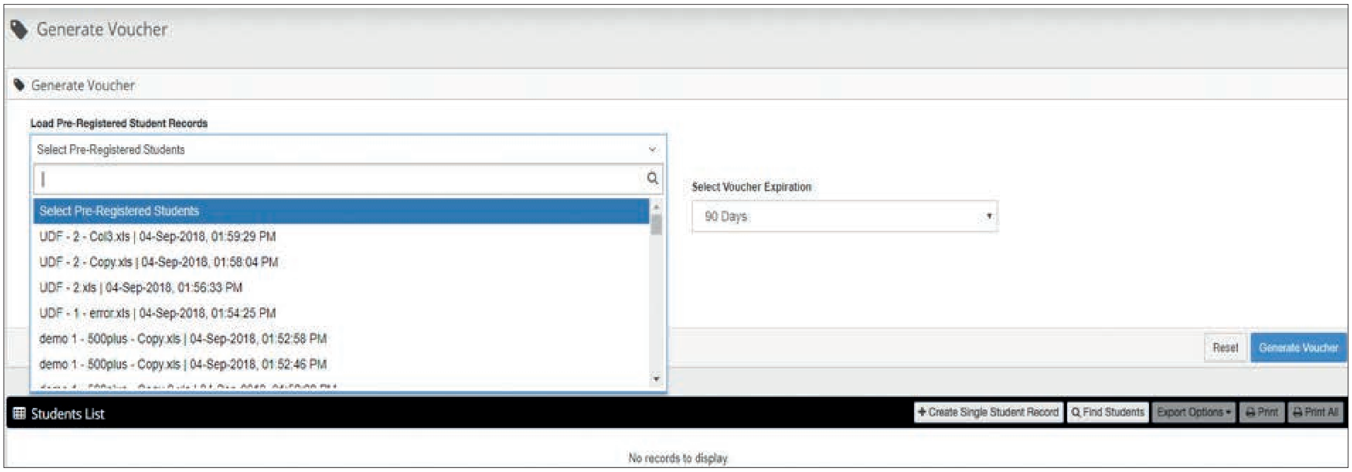


Initially, the Student List grid will be empty with no records to display. There are multiple components that contribute to the voucher creation process; (1) Preregistration files that contain student information as discussed in the previous section; (2) Branching Profiles; (3) Voucher Expiration; (4) Voucher Type; and (5) Remote site, should a remote or virtual voucher type be selected.

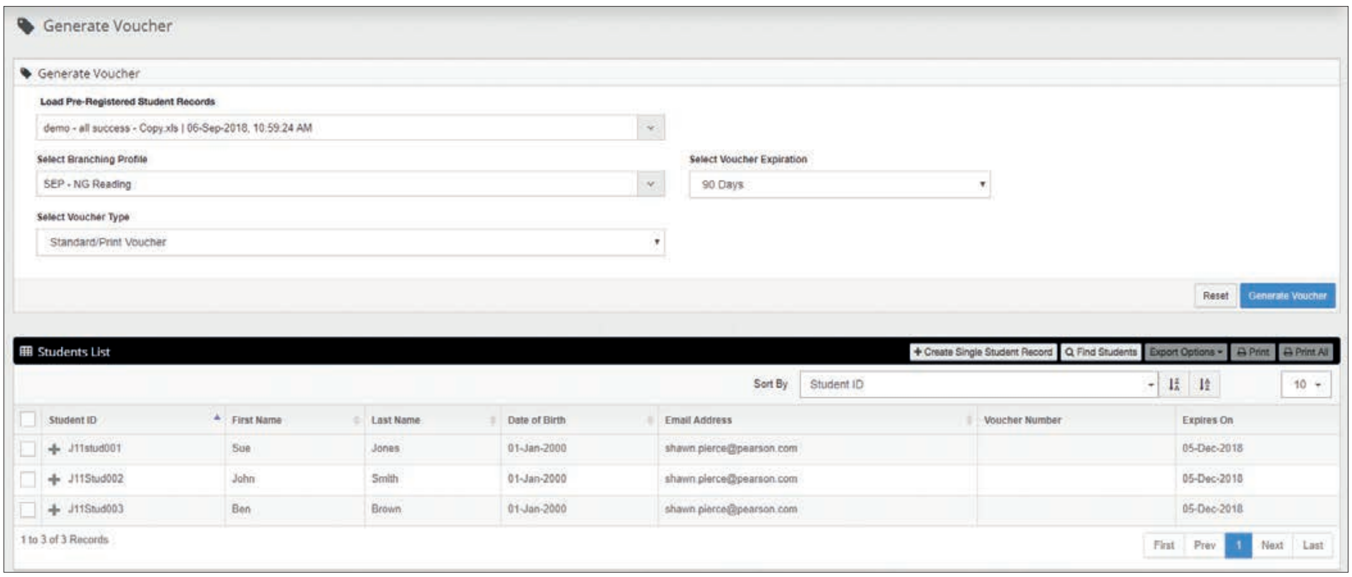
The Load Pre-Registered Students Records drop-down lists all the active files in the Student Pre-registration listing screen. If you begin typing the pre-registered file name, the list will pre-populate for that selection. If you need to create a voucher for a single student, you can add them "on the fly" by using the Create Single Student Record button.

Only the student pre-registration files uploaded post the deployment of this feature, will be displayed in the "Load Pre-Registered Students Records" drop-down. This is to ensure that no files with multiple Branching Profile names are available for selection.

The files that are removed/deleted on the Student Preregistration screen, will no longer be available for selection in the “Load Pre-Registered Students Records” drop-down.

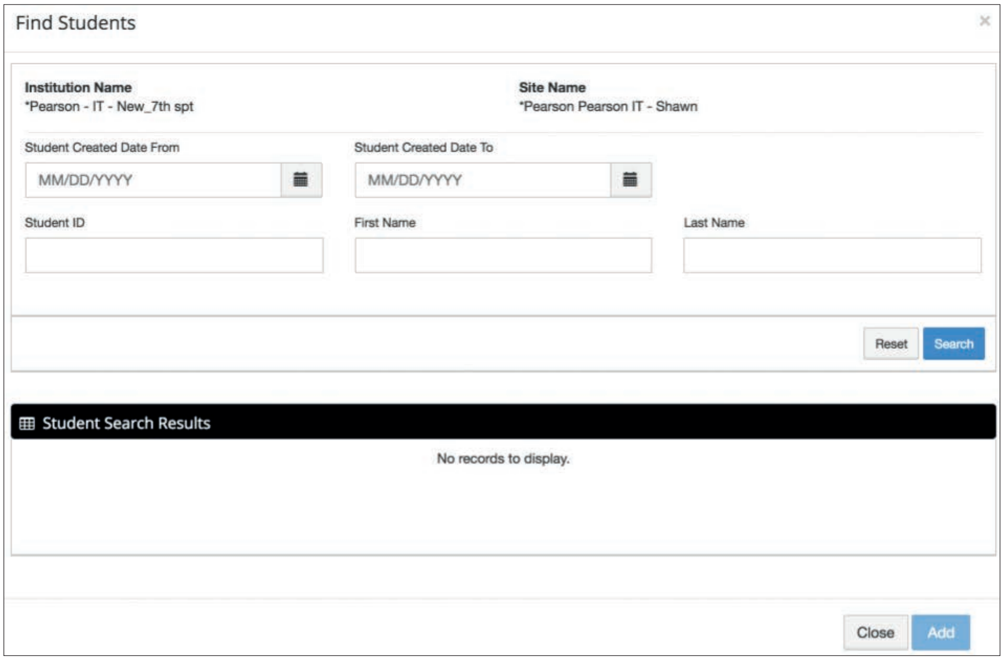


Selecting a file will add all the students in the preregistered file to display in the Students List grid.



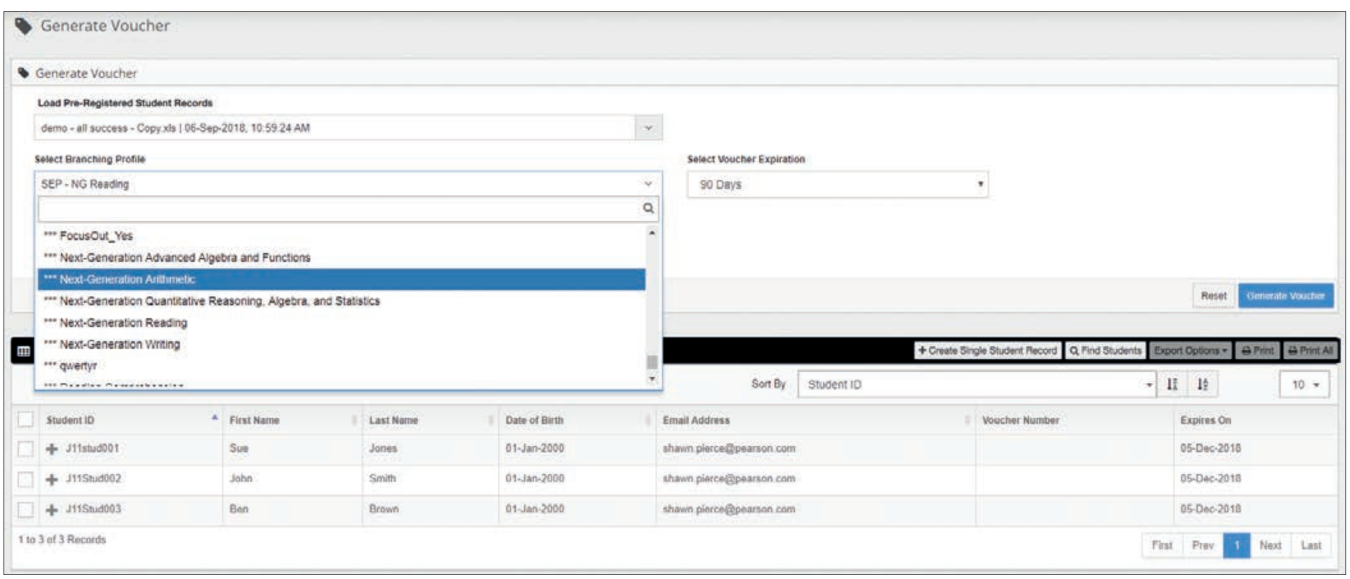
To remove a student from the list, select the checkbox next to that student and click the **Remove Students** button.

If you click the **Find Students** button, the screen shown below will display. You can now search for another student that is already in the system to manually add them to the voucher generation process.

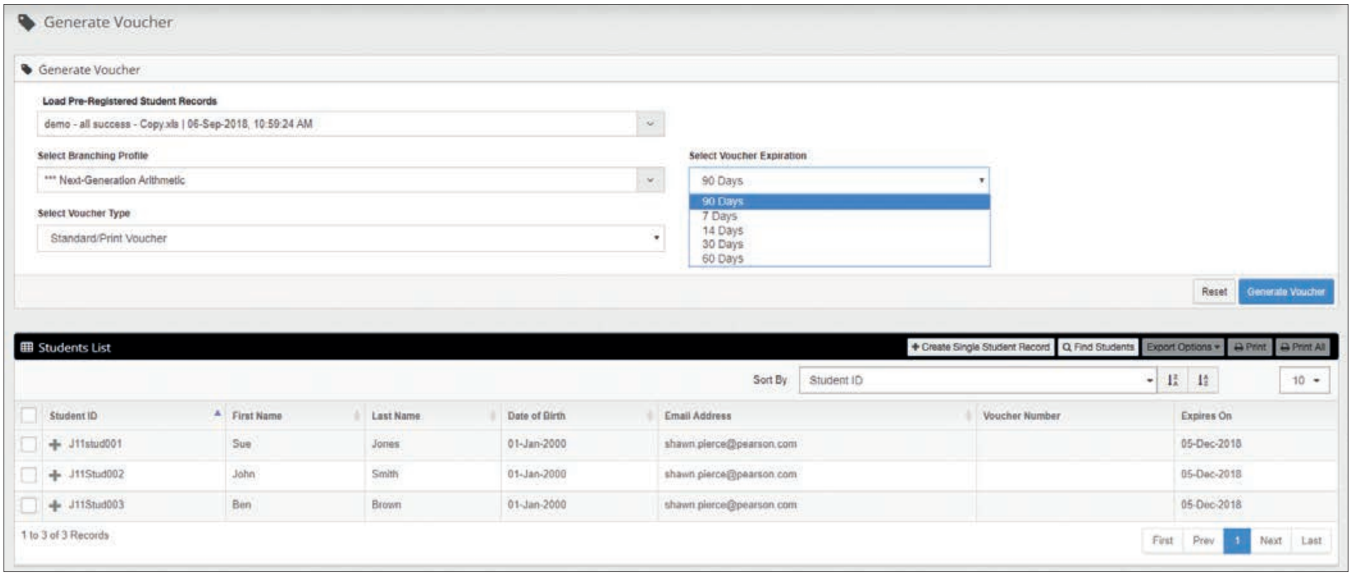


From the **Select Branching Profile** drop-down menu, select a Branching Profile to apply to all students if necessary. For preregistered students, the Branching Profile column will be populated with the Branching Profile if one was specified in the preregistration file. For a file where none of the students are mapped to a Branching Profile, the Branching Profile column will be blank for each student.

Selecting a Branching Profile from the drop-down will directly assign the selected Branching Profile to all students in the grid. Every student in the grid must be mapped to a single Branching Profile. NOTE: If a file contains records with both a Branching Profile and records with no Branching Profile listed, the Branching Profile listed will be applied to **all** records.

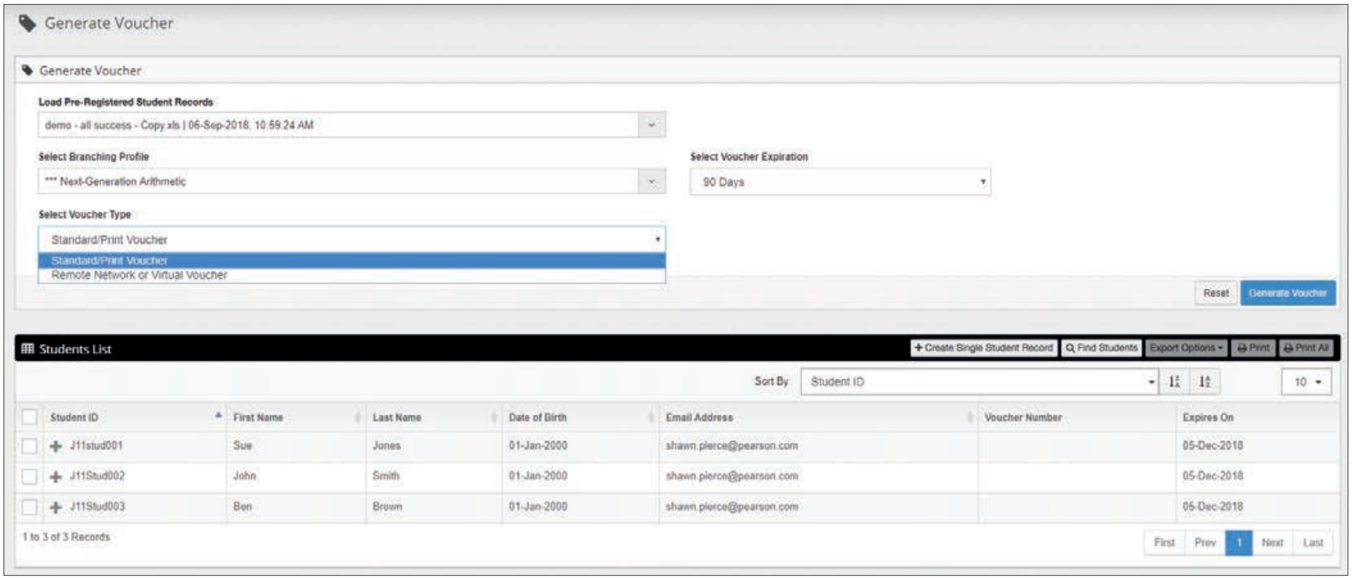


From the **Select Voucher Expiration** drop-down menu, select the number of days you want the voucher to be valid.

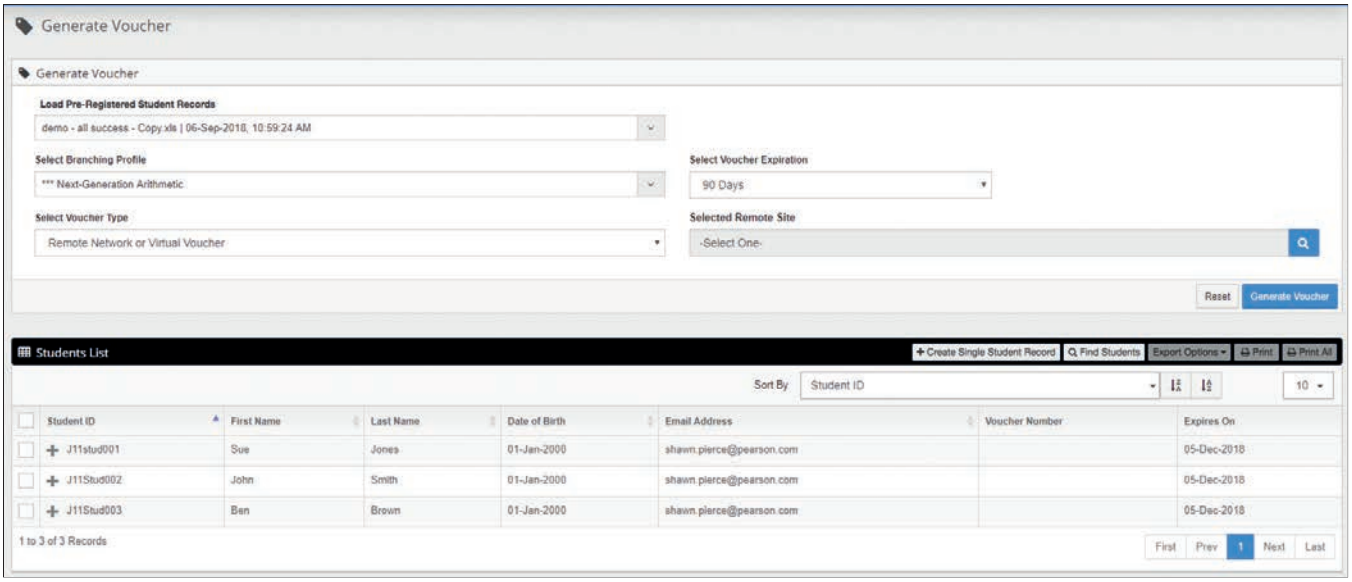


With the selection of any value from the drop-down, the Expires On column date refreshes based on the selected period.

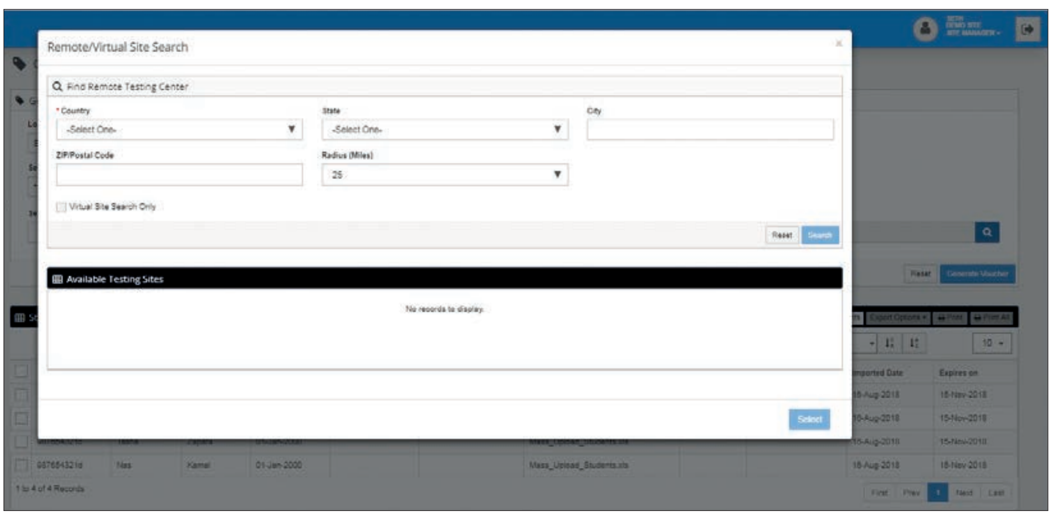
From the **Select Voucher Type** drop-down menu, select the type of voucher you wish to create (Standard/Print Voucher or Remote Network or Virtual Voucher).



Selecting the “Remote Network or Virtual Voucher” option will cause the Selected Remote Site textbox to be visible, so you can search for the desired remote test center.

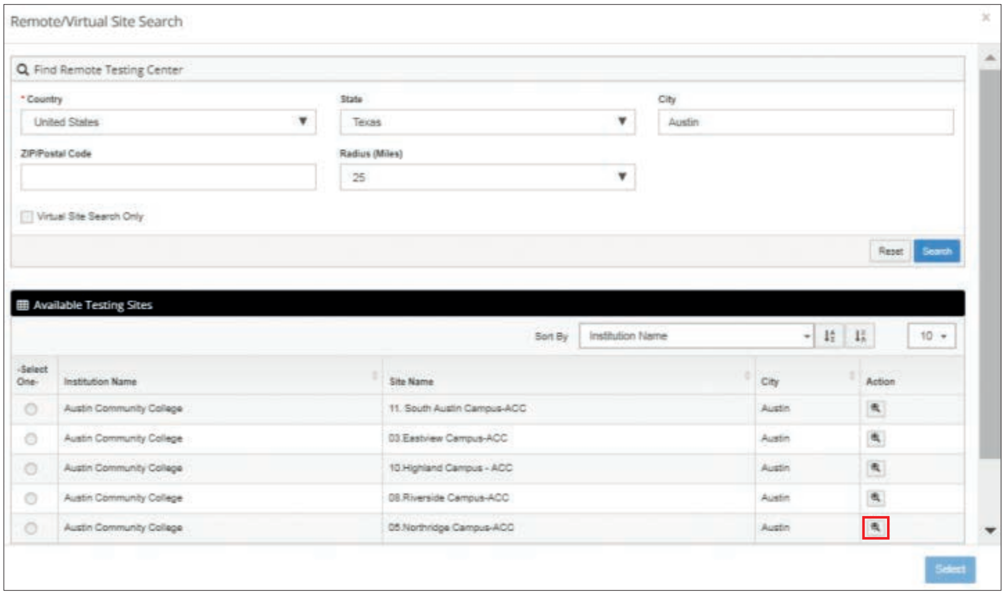


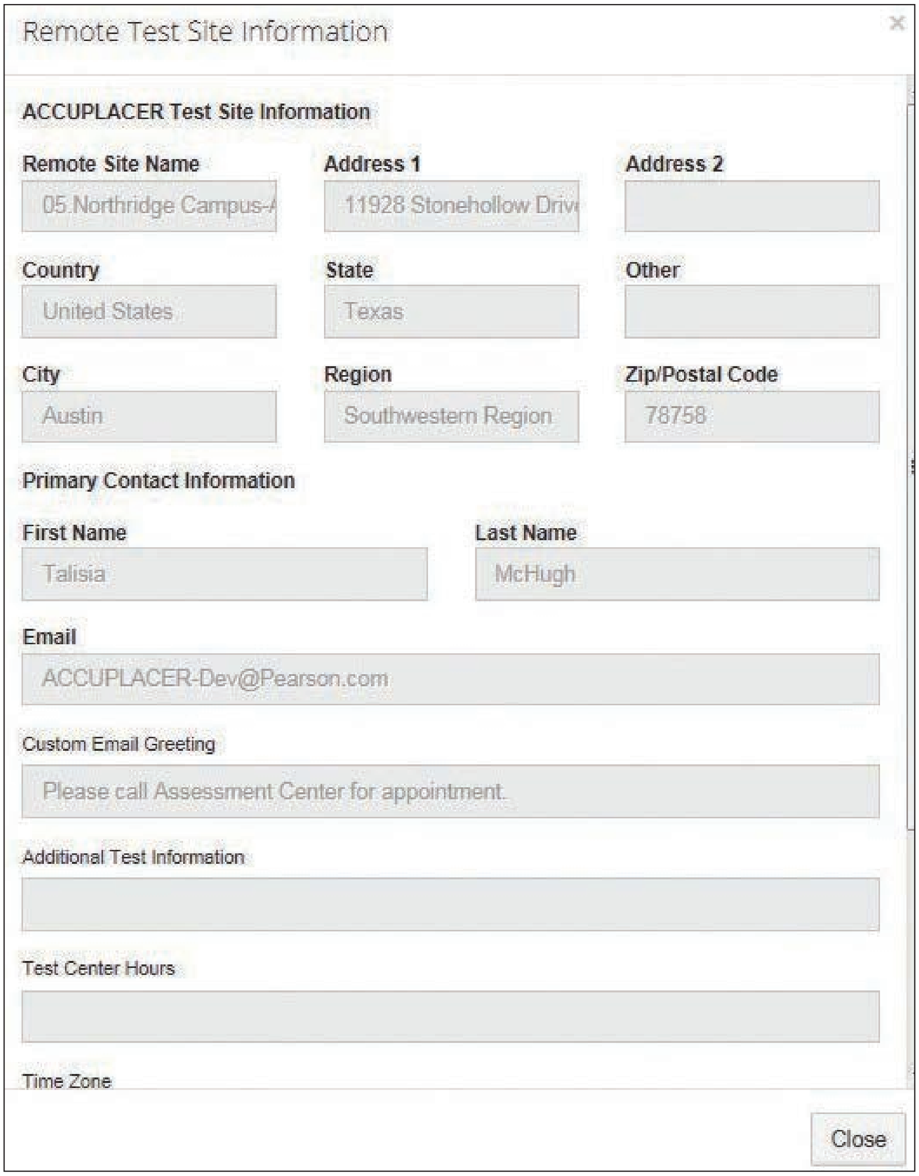
Clicking on the Search icon (magnifying glass) will bring up the Remote Network/Virtual Voucher Site Search pop-up window, allowing you to choose a Remote Network Site/ Virtual Site for remote voucher creation.



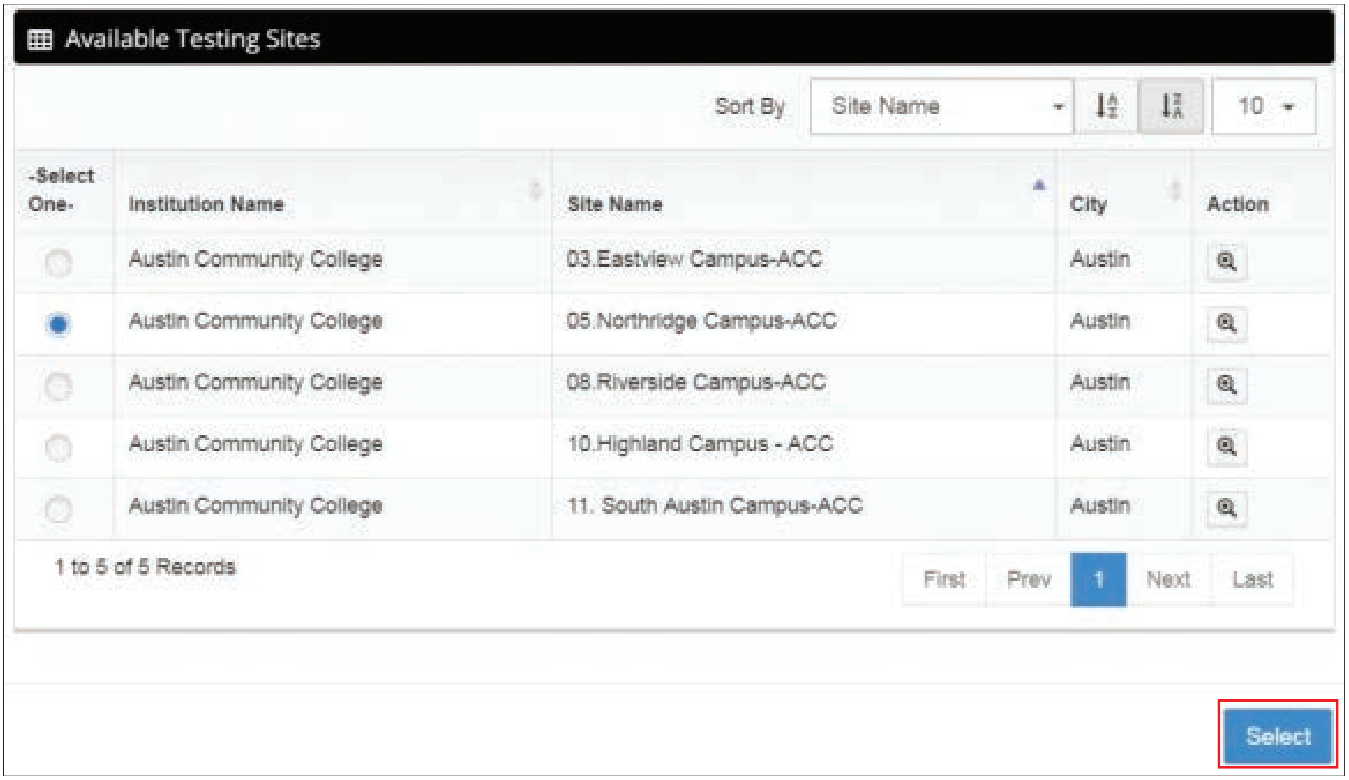
From the drop-down menus, select the Country, State/Province, City, and Zip Code where the student wants to test. When United States is selected from the Country drop-down menu, only U.S. states will display in the **State** drop-down. When Canada is selected, only Canadian Provinces will display. When another country is selected, the **State** field will be inactive. From the Zip Code, you can select a mile range from a **Radius (Miles)** drop-down menu. The results will return a list of sites that are within the mile range specified—the user may select to sort the list by distance.

Click **Search**, and all registered Remote Testing Centers that meet the filter criteria will display in **Available Testing Sites** area. Click the **View** icon under the Action column to see details of the Remote Testing Site.

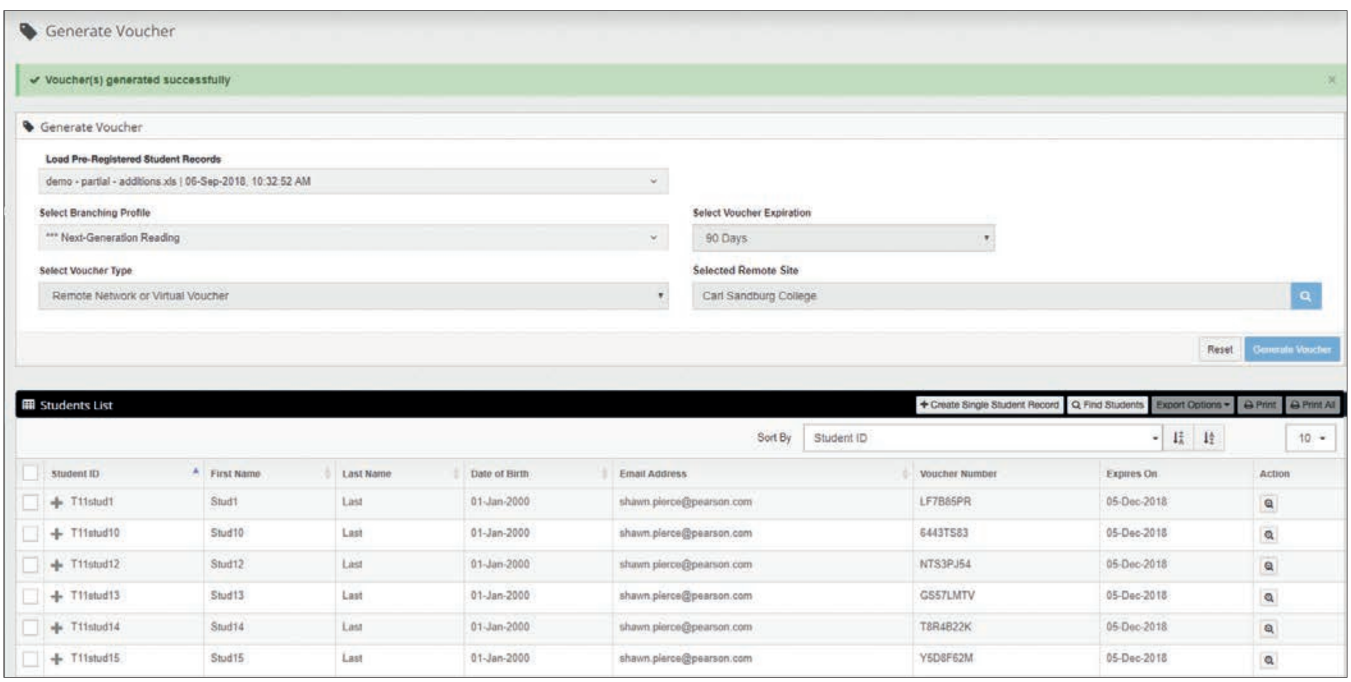



Remote Test Site Information
ACCUPLACER Test Site Information
Remote Site Name
05 Northridge Campus-/
Address 1
11928 Stonehollow Drive
Address 2
Country
United States
State
Texas
Other
City
Austin
Region
Southwestern Region
Zip/Postal Code
78758
Primary Contact Information
First Name
Talisia
Last Name
McHugh
Email
ACCUPLACER-Dev@Pearson.com
Custom Email Greeting
Please call Assessment Center for appointment.
Additional Test Information
Test Center Hours
Time Zone
Close

To attach the voucher to the desired site, pick the site you want via the radio button on the left-hand side of the screen and then click **Select** to continue.



Once all the desired selections are made, click on the **Generate Voucher** button to create the vouchers. The student information assigned Branching Profile (when the row is expanded),and the voucher number will display.



If you click on the **Export Options** button, you can export the list of students in one of the format options available from the drop-down menu: Delimited Text, CSV, Excel, or XML. See example below:

	A	B	C	D	E	F	G	H	I
1	Student ID	First Name	Last Name	Date of Birth	Branching Profile	Voucher No	Expiry Date	Imported Date	File Name
2	987654321a	Kurt	Weller	01/01/2000	*** WritePlacer ESL	PB2V2XK7	09/30/2018	07/01/2018	Mass_Upload_Stude
3	987654321b	Jane	Doe	01/01/2000	*** WritePlacer ESL	3M683UTY	09/30/2018	07/01/2018	Mass_Upload_Stude
4	987654321c	Tasha	Zapata	01/01/2000	*** WritePlacer ESL	23E386LP	09/30/2018	07/01/2018	Mass_Upload_Stude
5	987654321d	Nas	Kamal	01/01/2000	*** WritePlacer ESL	X25W767Y	09/30/2018	07/01/2018	Mass_Upload_Stude

If you click the **Print** button, vouchers for the students who are checked will print. If you click the **Print All** button, vouchers for all of the students will print.

Your custom **Test Voucher Message** will display at the end of the voucher under Message from the Institution.

ACCUPLACER Test Voucher

You have been pre-registered to take the ACCUPLACER tests and have been issued the unique voucher number shown below. When you are ready to test, you will need to use the test voucher number to access your student information that has been entered for you.

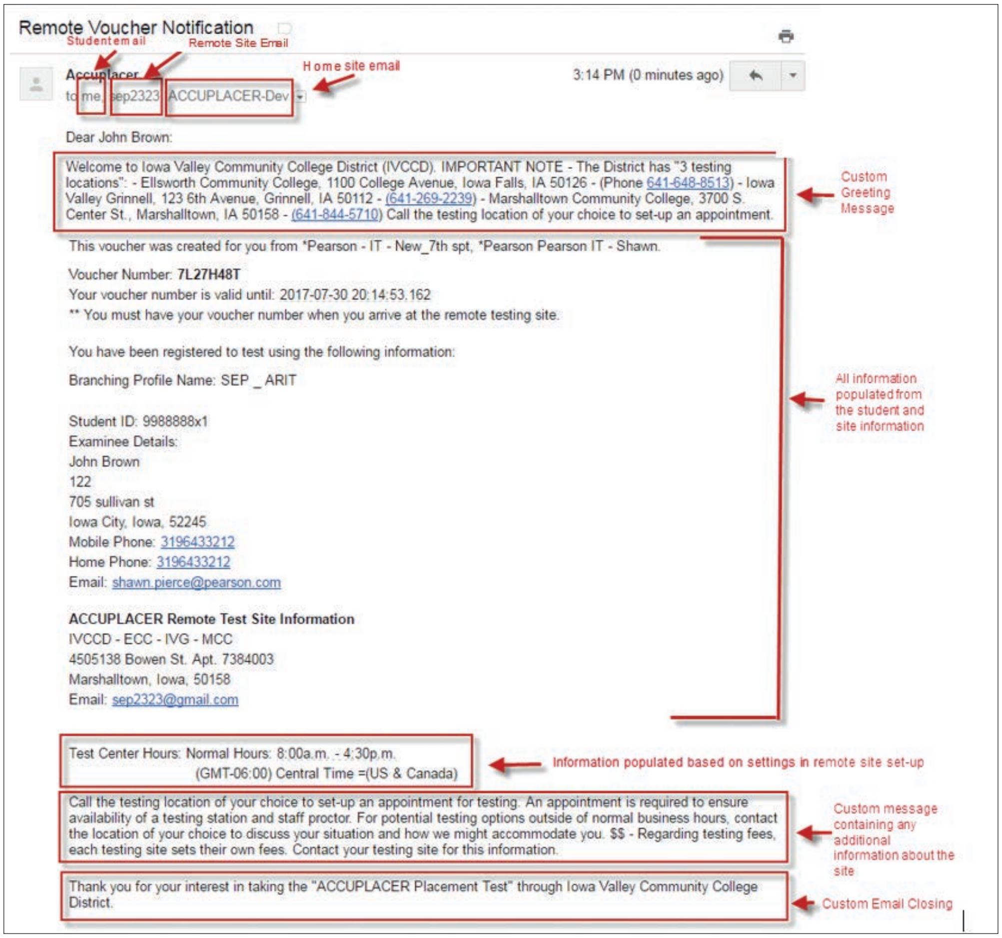
Voucher: **6R7LH8C3**
Student ID: 987654321g
First Name: Blanche
Last Name: Devereaux
Expiration Date: 22-Aug-2018
Branching Profile Name: GB Elementary Algebra

Learn more about the ACCUPLACER tests, see sample questions, and review tips to help you do your best on the tests at www.collegeboard.com/student/testing/accuplacer/ .

To start your test session take this voucher to the testing center and give it to the proctor who will get you started.

Message from the Institution

Upon remote voucher creation, a confirmation email like the one below will be sent to the student's email account.


Remote Voucher Notification

Accuplacer

to me, sep2323, ACCUPLACER-Dev

3:14 PM (0 minutes ago)

Dear John Brown:

Welcome to Iowa Valley Community College District (IVCCD). IMPORTANT NOTE - The District has "3 testing locations": - Ellsworth Community College, 1100 College Avenue, Iowa Falls, IA 50126 - (Phone 641-648-8513) - Iowa Valley Grinnell, 123 6th Avenue, Grinnell, IA 50112 - (641-269-2239) - Marshalltown Community College, 3700 S. Center St., Marshalltown, IA 50158 - (641-844-5710) Call the testing location of your choice to set-up an appointment.

This voucher was created for you from *Pearson - IT - New_7th spt, *Pearson Pearson IT - Shawn.

Voucher Number: **7L27H48T**
Your voucher number is valid until: 2017-07-30 20:14:53.162
** You must have your voucher number when you arrive at the remote testing site.

You have been registered to test using the following information:

Branching Profile Name: SEP _ ARIT

Student ID: 9988888x1
Examinee Details:
John Brown
122
705 sullivan st
Iowa City, Iowa, 52245
Mobile Phone: 3196433212
Home Phone: 3196433212
Email: shawn.pierce@pearson.com

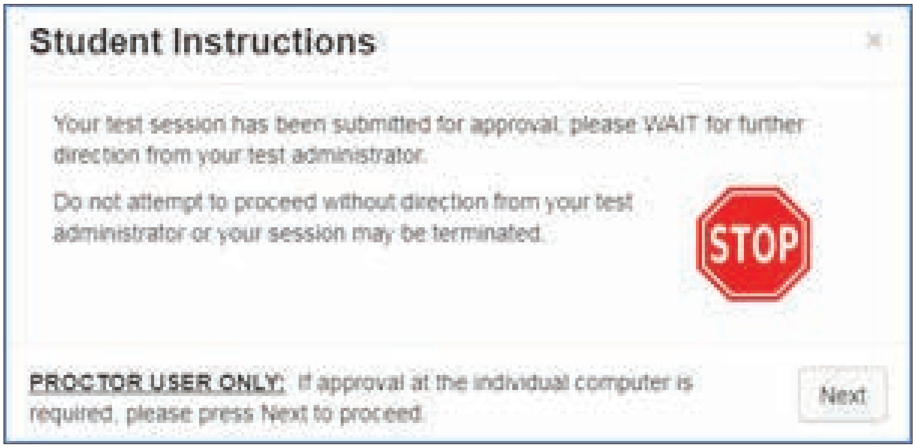
ACCUPLACER Remote Test Site Information
IVCCD - ECC - IVG - MCC
4505138 Bowen St. Apt. 7384003
Marshalltown, Iowa, 50158
Email: sep2323@gmail.com

Test Center Hours: Normal Hours: 8:00a.m. - 4:30p.m.
(GMT-06:00) Central Time =(US & Canada)

Call the testing location of your choice to set-up an appointment for testing. An appointment is required to ensure availability of a testing station and staff proctor. For potential testing options outside of normal business hours, contact the location of your choice to discuss your situation and how we might accommodate you. $$ - Regarding testing fees, each testing site sets their own fees. Contact your testing site for this information.

Thank you for your interest in taking the "ACCUPLACER Placement Test" through Iowa Valley Community College District.

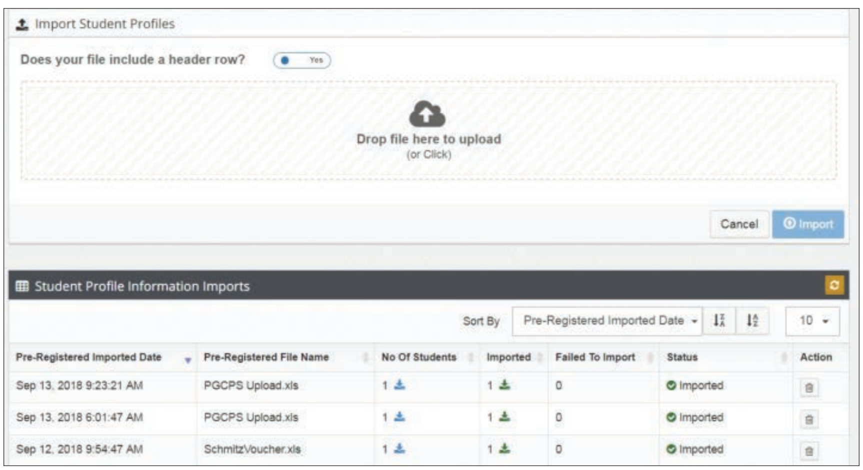
When administering a test using the voucher, additional messaging has been added so the test taker doesn't try to continue without proctor support.



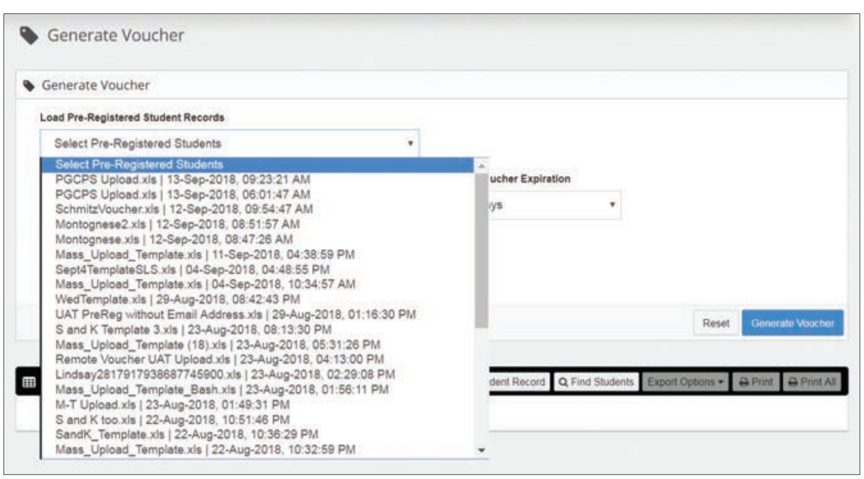
When a student tests at a remote Testing Site using a voucher and completes the assigned Branching Profile, an email will be sent to the person who originally created the voucher. The email will notify them that the voucher they created has been used and that test results are available for the completed test(s).

Synching Voucher Lists

If a user deletes a voucher from the Student preregistration screen (image below),

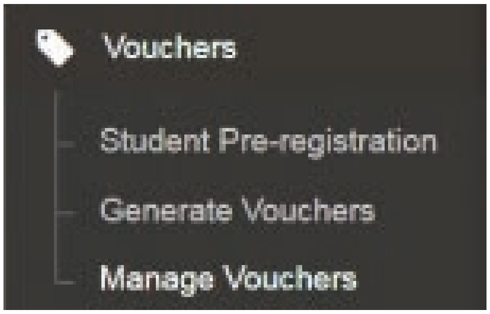


to keep the lists in sync, it will also be deleted from the Generate Voucher screen.

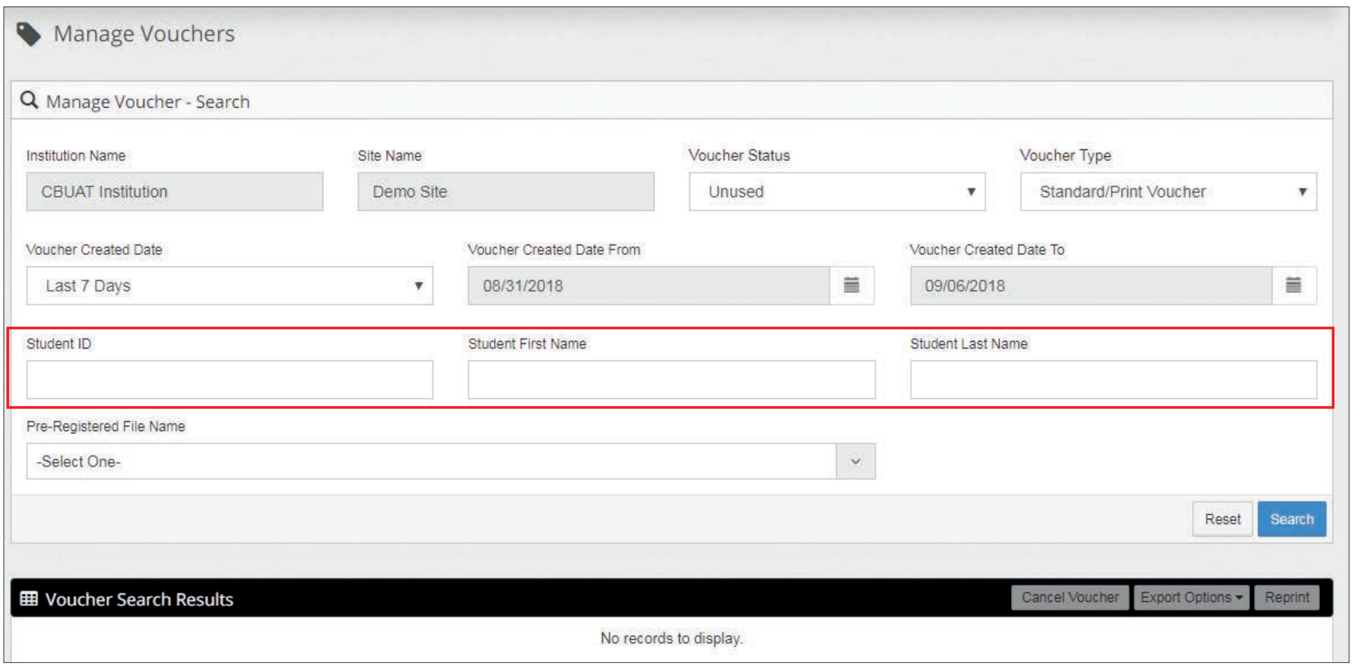


Managing Vouchers

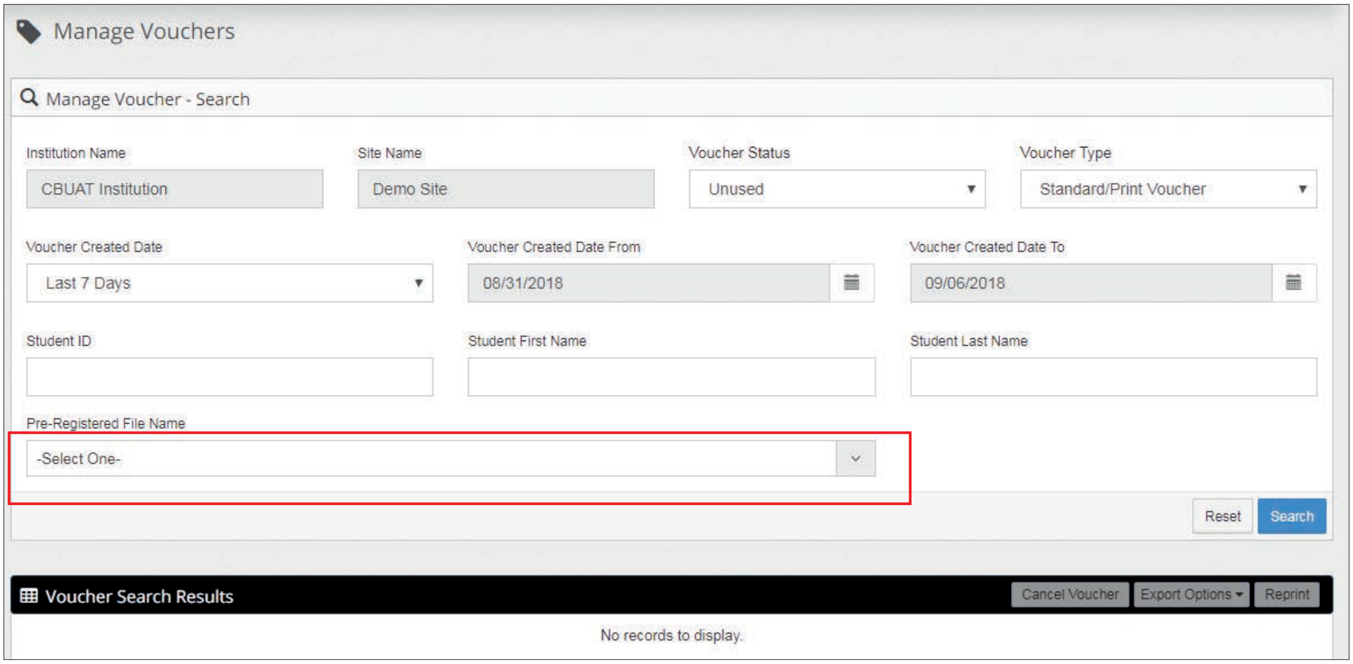
To find vouchers, reprint vouchers, or resend voucher emails, select **Manage Vouchers** from the Vouchers menu.



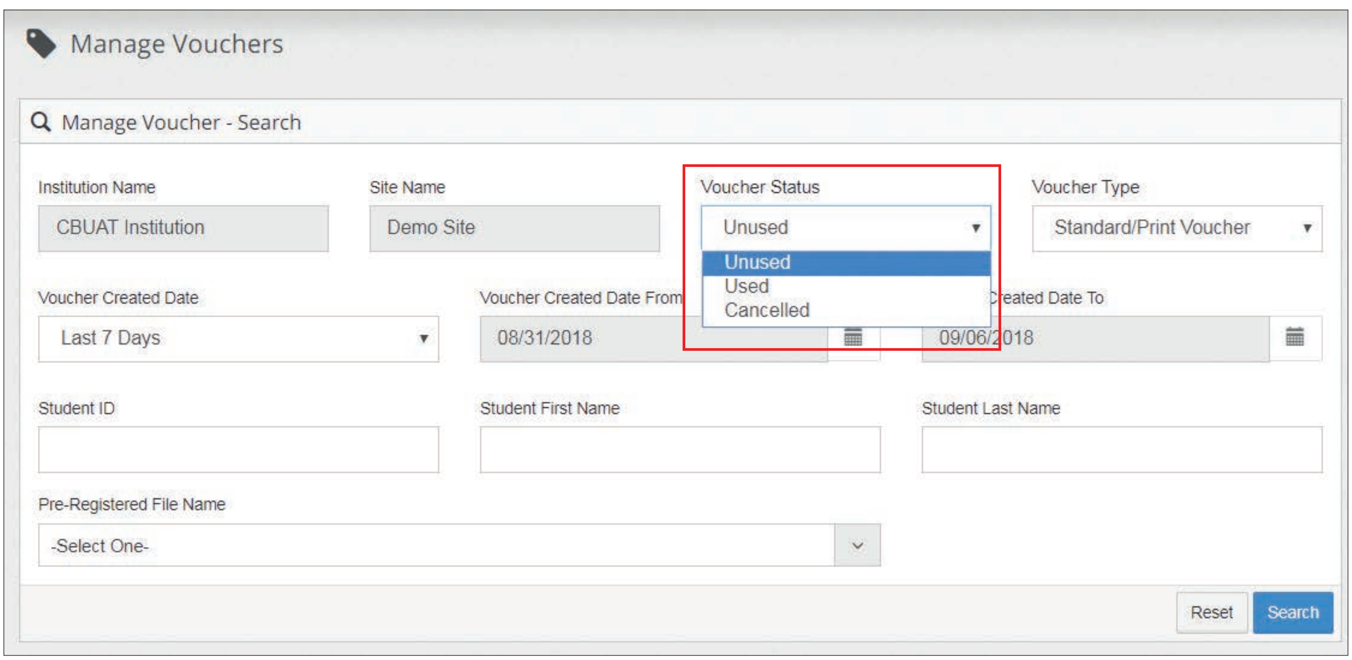
The landing page of the Manage Vouchers screen will be displayed. The student search fields will fetch those vouchers that match the Student ID and/or First Name, and/or Last Name as specified in the search criteria:



Selecting a File Name as search criteria from the Pre-registered File Name drop-down will fetch all the voucher data matching the students in the selected file.

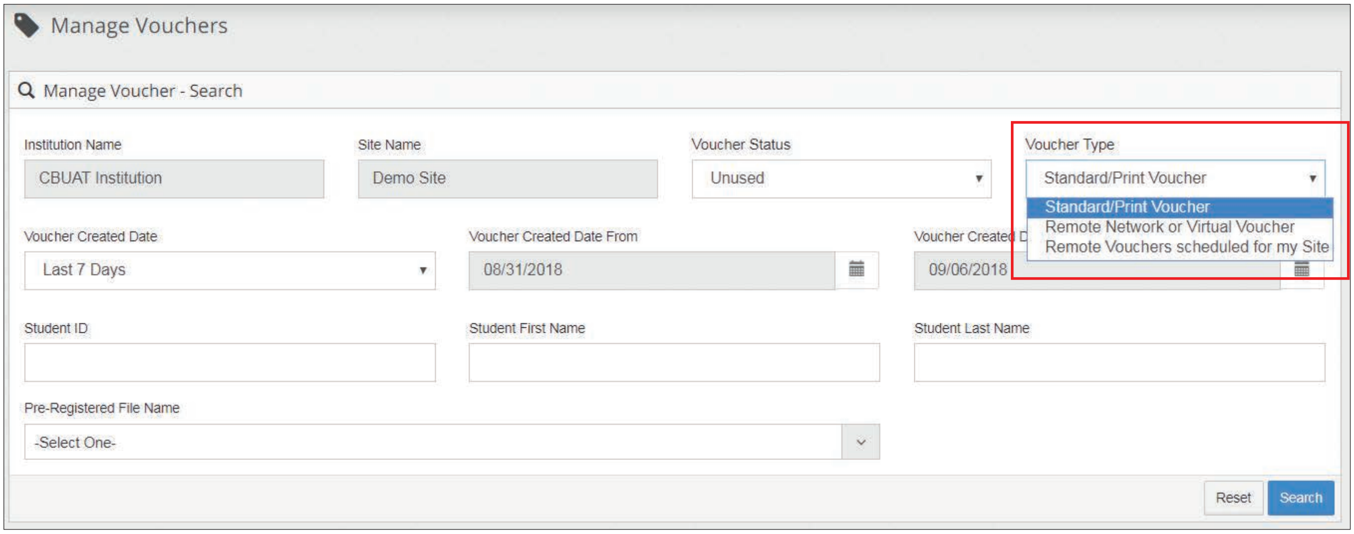


The Voucher Status drop-down will have the following options:, Unused, Used, and Cancelled. Selecting Used will fetch only those vouchers that have been used by students. Selecting Unused will fetch only those vouchers that are yet to be used by the respective students. Selecting Cancelled will fetch only the vouchers that have been cancelled.



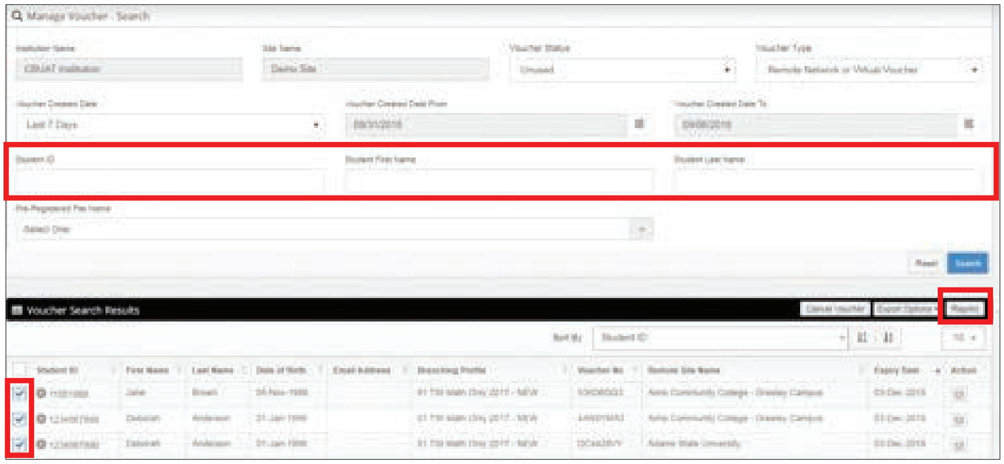
The Voucher Type drop-down will have the following options: "Standard/Print Voucher," "Remote Network or Virtual Voucher," and "Remote Vouchers scheduled for my Site." Selecting the "Standard/Print Voucher" option will search only the standard vouchers created at this site.

Selecting the “Remote Network or Virtual Voucher” option will fetch the list of all remote online vouchers created by the site. Selecting the “Remote Vouchers Scheduled for My Site” option will fetch only those remote vouchers that have been created by other sites for the currently selected site.



Reprint Vouchers

Within the Manage Vouchers menu, you can also find and then reprint vouchers. You can search for a student's voucher by entering the Student's ID Number, First Name, or Last Name and clicking **Search**. All students who meet the search criteria will appear in the **Voucher Search Results** area. Once the voucher(s) is displayed in the **Voucher Search Results** area, select the voucher(s) you want to reprint by clicking the appropriate checkbox(es) and hitting the **Reprint** button in the **Voucher Search Results** bar.

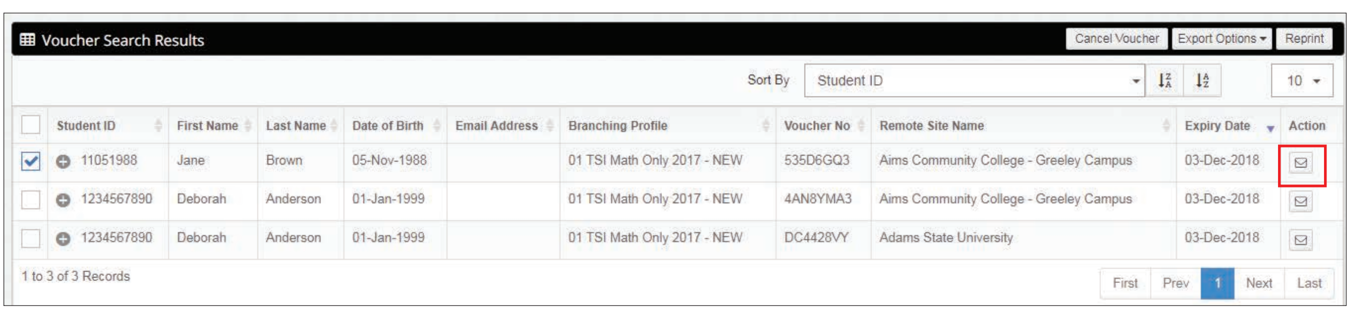


You can also search for vouchers to reprint using the Pre-Registration File. From the **Pre-Registered File Name** drop-down menu, select the name of the file that contains the student's pre-registration information and click **Search**. All students in that file will appear in the **Voucher Search Results** area. Check the student whose voucher you want to reprint and click **Reprint**. Multiple students can be checked. NOTE: Only vouchers that are unused and have not expired can be printed.

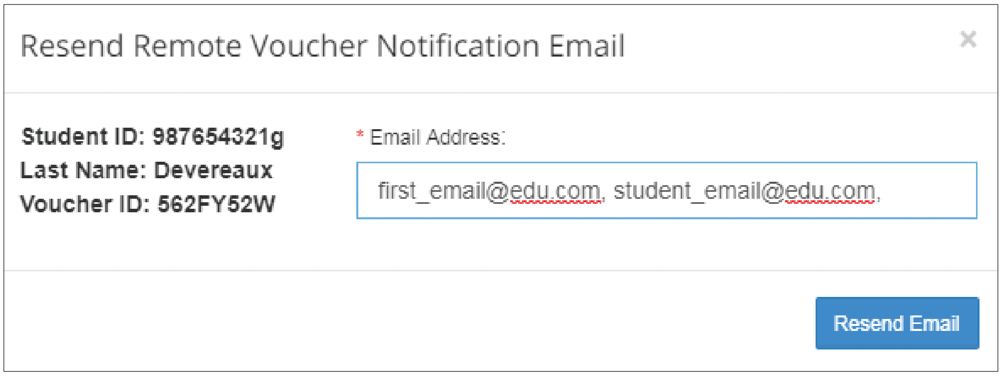
Resend Remote Voucher Emails

Within the Manage Vouchers menu, you can also search for remote vouchers and resend the email. You can search for a student's remote voucher by entering the Student's ID Number, First Name, or Last Name and selecting **Remote Network or Virtual Voucher** option from the **Voucher Type** drop-down and clicking **Search**. All students who meet the search criteria will appear in the **Voucher Search Results** area.

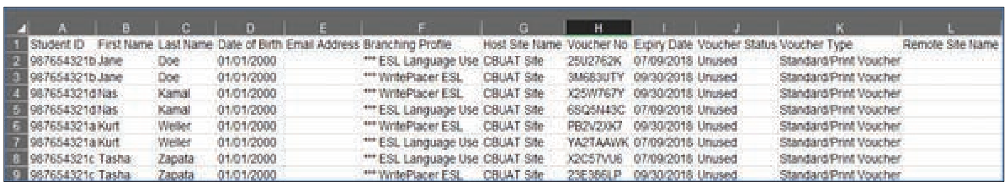
Once the voucher(s) is displayed in the **Voucher Search Results** area, select the voucher you want to resend by clicking the appropriate checkbox and then clicking on the envelope icon underneath the Action column You may only resend one voucher at a time.



Selecting the **envelope** will cause the **Resend Remote Voucher Notification Email** pop-up to display. The list will be prepopulated with the email addresses where the voucher was previously sent. The addresses can be updated and sent to new email addresses. **NOTE**: Multiple email addresses separated by a comma can be used. Click the **Resend Email** button to complete the task.



If you click on the **Export Options** button, you can export the list in one of the format options available from the drop-down menu: Delimited Text, CSV, Excel, or XML.



	A	B	C	D	E	F	G	H	I	J	K	L
1	Student ID	First Name	Last Name	Date of Birth	Email Address	Branching Profile	Host Site Name	Voucher No	Expiry Date	Voucher Status	Voucher Type	Remote Site Name
2	987654321b	Jane	Doe	01/01/2000		*** ESL Language Use	CBUAT Site	25U2762K	07/09/2018	Unused	Standard/Print Voucher	
3	987654321b	Jane	Doe	01/01/2000		*** WritePlacer ESL	CBUAT Site	3M683UTY	09/30/2018	Unused	Standard/Print Voucher	
4	987654321d	Nas	Kamal	01/01/2000		*** WritePlacer ESL	CBUAT Site	X25W767Y	09/30/2018	Unused	Standard/Print Voucher	
5	987654321d	Nas	Kamal	01/01/2000		*** ESL Language Use	CBUAT Site	6SQ5N43C	07/09/2018	Unused	Standard/Print Voucher	
6	987654321a	Kurt	Weller	01/01/2000		*** WritePlacer ESL	CBUAT Site	PB2V2XK7	09/30/2018	Unused	Standard/Print Voucher	
7	987654321a	Kurt	Weller	01/01/2000		*** ESL Language Use	CBUAT Site	YA2TAAWK	07/09/2018	Unused	Standard/Print Voucher	
8	987654321c	Tasha	Zapata	01/01/2000		*** ESL Language Use	CBUAT Site	X2C57VU6	07/09/2018	Unused	Standard/Print Voucher	
9	987654321c	Tasha	Zapata	01/01/2000		*** WritePlacer ESL	CBUAT Site	23E386LP	09/30/2018	Unused	Standard/Print Voucher	

Branching Profiles

ACCUPLACER tests are administered using Branching Profiles.

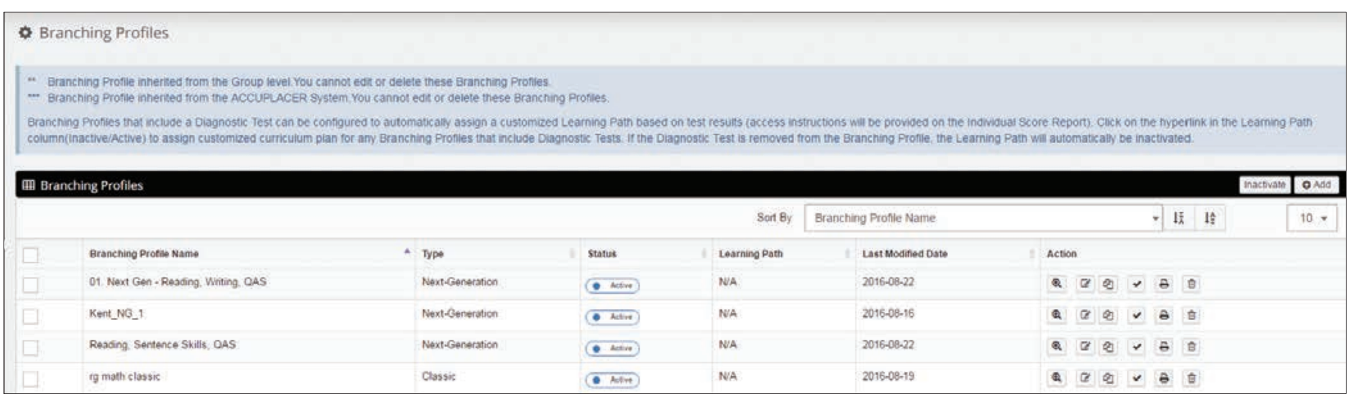
Branching Profiles determine which tests will be administered and under what conditions.

Branching Profiles can be created by an Institution Administrator or by a Site Manager.

Branching Profiles created by Institution Administrators are available for use on all sites.

Branching Profiles created by Site Managers are available for use at their site only.

To create a Branching Profile, click on **Branching Profiles** under the **Test Setup** menu.
A list of all Branching profiles will display (default and locally created).



In the Status column you can click on the **Inactive/Activate** link to inactivate/activate a Branching Profile. Branching Profiles that have been inactivated won't be available in the drop-down menu when administering tests.

Dates in the **Last Modified Date** column show the date that the Branching Profile was last modified. There are several icons under the Action column that you can click on to perform certain functions.

To view the Branching Profile

To edit the Branching Profile

To copy the Branching Profile

To verify the Branching Profile

To print the Branching Profile

To delete the Branching Profile

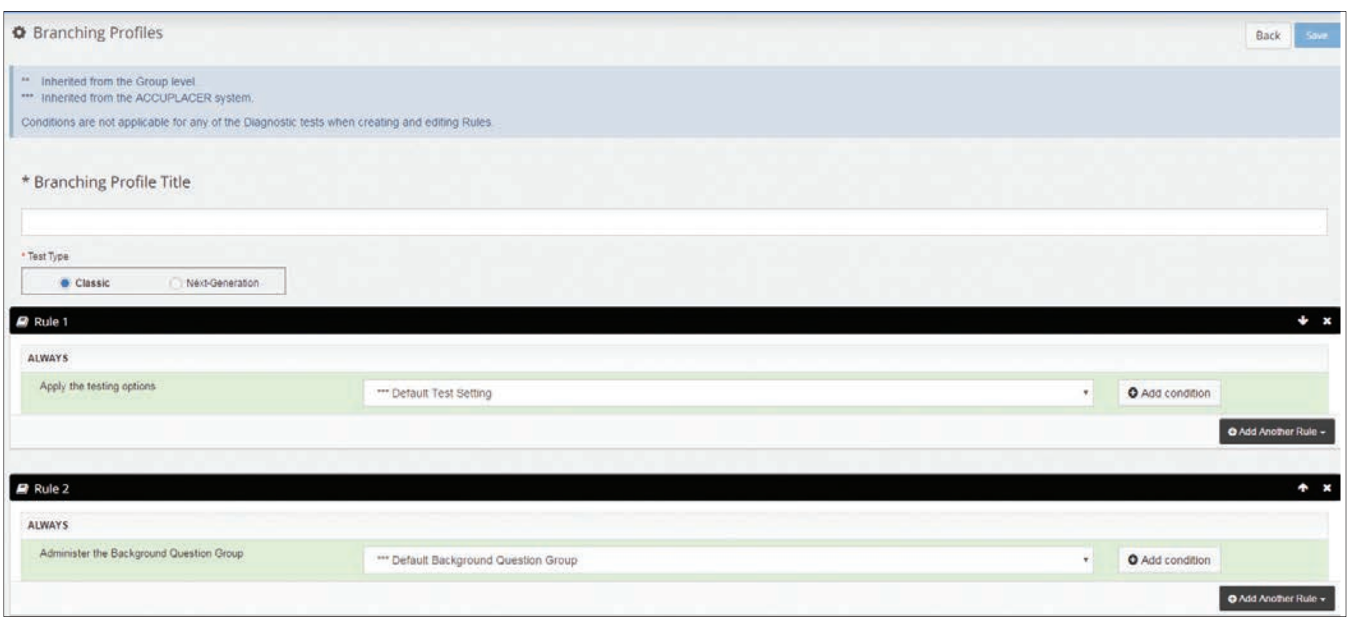
Click on the **Verify** link to test your Branching Profiles and Placement Rules without expending test units. When you click on the Verify link, a description of Rule #1 will appear on the screen. If a rule contains Test Settings, all the selected setting will display. Click **Apply Next Rule** to continue.

If a rule contains a Background Question Group, all Background Questions contained in the group will display. Answer each of the questions and click **Apply Next Rule**.

If a rule contains a test, enter a test score in the box provided, and click **Apply Next Rule** to continue.

After all rules are tested, the message **Branching Profile Applied** will appear, and placements based on your Placement Rules will display.

To create a new Branching Profile, click the **Add** icon. You will see the option to create a "Classic" branching profile or a "Next-Generation" branching profile. The screen below will appear:

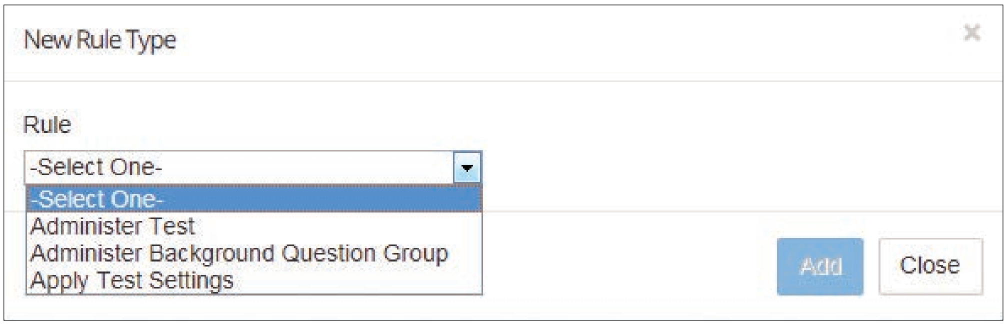


Enter the name of the Branching Profile in the **Branching Profile Title** box. **TIP**: When creating a Branching Profile that contains Next-Generation tests, ensure that the Branching Profile is easily recognizable during test administration by placing “NG” in the Branching Profile title.

Branching Profiles contain rules and conditions. There are three types of rules in a Branching Profile:

1. Administer Test
2. Administer Background Question Group
3. Apply Test Settings

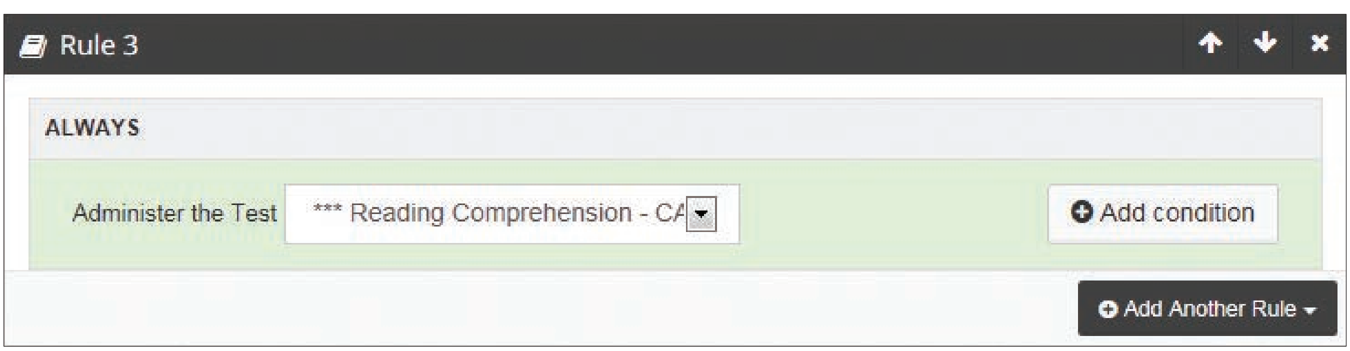
Branching Profile Rules



All new Branching Profiles will have two default rules. **Rule 1** shows the Default Test Setting for the Testing Option. This setting includes all default values for Score Reports, Item Tools, Student Profile, and ISR Design setting items. Review these settings by clicking on **Test Settings** under the **Test Setup** menu. The **Default Test Setting** can’t be edited. If you don’t want to use the **Default Test Setting**, select a different Test Setting from the drop-down menu that you previously created.

Rule 2 shows the Default Background Question Group. The Default Background Question Group includes all available standard Background Questions. To review the Default Background Question Group, click on **Question Groups** under **Local Background Questions** from the **Setup** menu. The Default Background Question Group can’t be edited. If you don’t want to use the Default Background Question Group, select one of the Background Question Groups from the drop-down menu that you previously created. If you don’t want to ask Background Questions, delete this rule by clicking on the white X on the Rule #2 line. **Don’t create an empty Background Question Group**.

To add another rule, click on the **Add Another Rule** button and determine if you want the rule added Above or Below the current rule. To add a condition to a rule, click the **Add condition** button and select your rule type from the drop-down menu.



Continue this process until you have added all your Test Settings, Background Questions, and tests; then click **Save**. A confirmation message will display, and the new Branching Profile will appear in your list of Branching Profiles.

On the Rule line click

to move the Rule up

to move the Rule down

to delete the Rule

After the branching profile has been **saved**, the Test Type cannot be changed. In addition, when a branching profile is copied, the Test Type cannot be changed. Since Next-Generation diagnostic tests don't exist yet, when Next-Generation is selected, the system will remove conditions associated with a diagnostic test (e.g., as a condition, you can't branch off a single strand score).

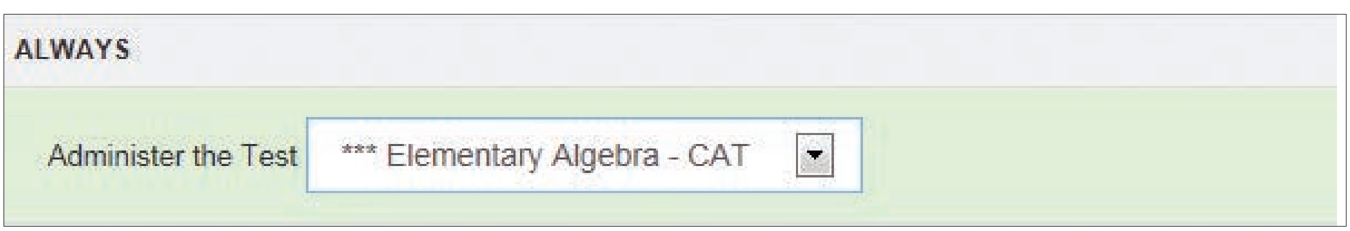
Administer the Test

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 (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
- CSP (Windows 7/2010)
- CSP Basic (Windows 7/2010)
- CSP (Windows 8/2013)
- CSP Basic (Windows 8/2013)
- WritePlacer
- WritePlacer ESL
- Local Tests

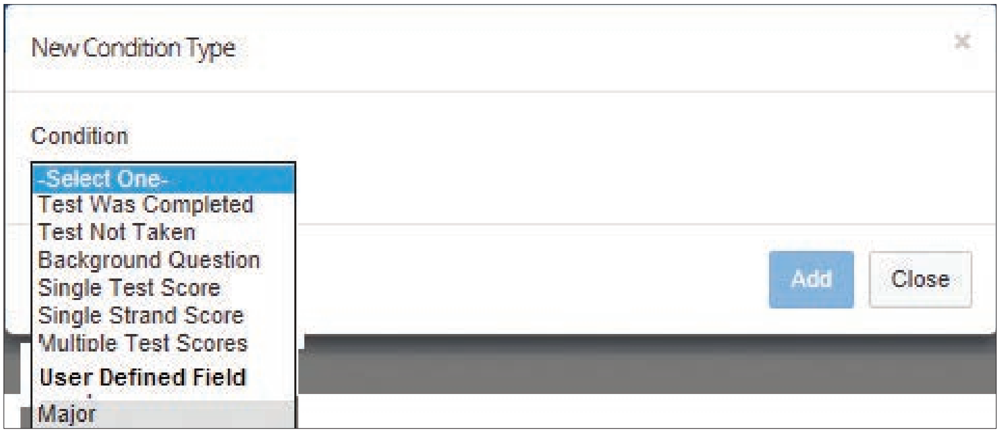
NOTE: WritePlacer Settings are treated as a test.

Because of differences in the scoring scales of the Classic and Next-Generation tests, branching profiles are intentionally restricted from including both types of tests.
In addition, because the Classic tests will eventually be retired, keeping Classic tests out of Next-Generation branching profiles will prevent a user from having to revise those branching profiles later.



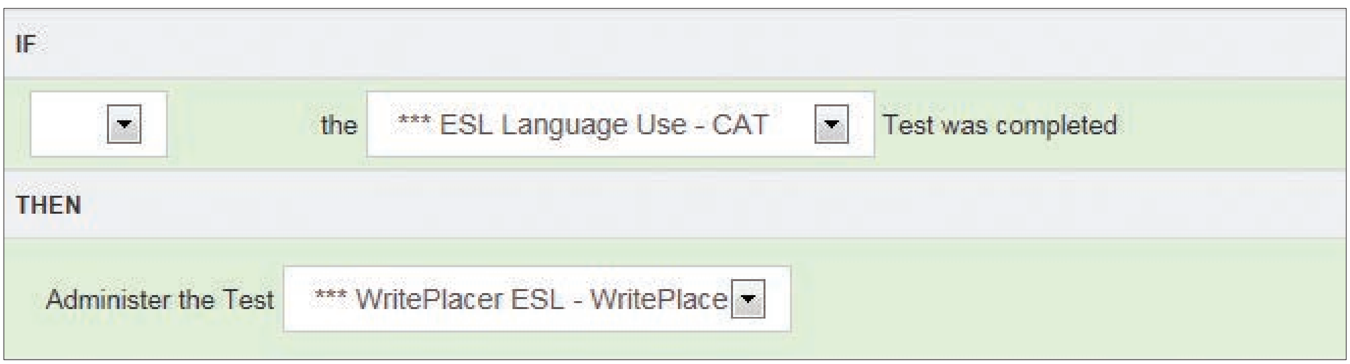
Branching Profiles Conditions

There are eight different condition types that can be added to a rule: Test Was Completed, Test Not Taken, Background Question, Single Test Score, Single Strand Score, Multiple Test Scores, User Defined Field, and Major.



Test Was Completed

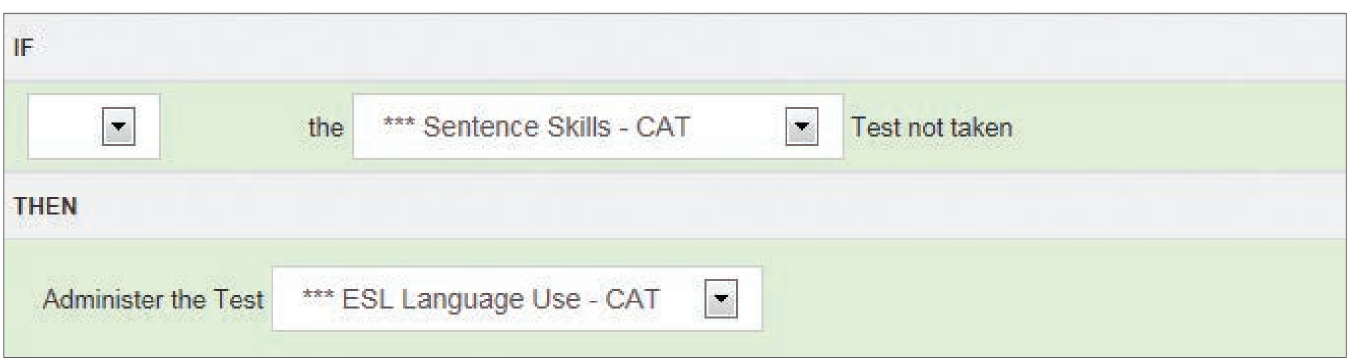
The rule will be applied if the indicated test has been completed by the student. All ACCUPLACER tests, Local Tests, and WritePlacer Settings are available for selection. This condition type can be used only when the test used in the condition has been administered in a preceding rule. For the score to be used in this condition type, it is assumed that the test taken by the student has been completed and scored successfully by the system.



In the example above, if ESL Language Use—CAT test was completed, then administer WritePlacer ESL—WritePlacer.

Test Not Taken

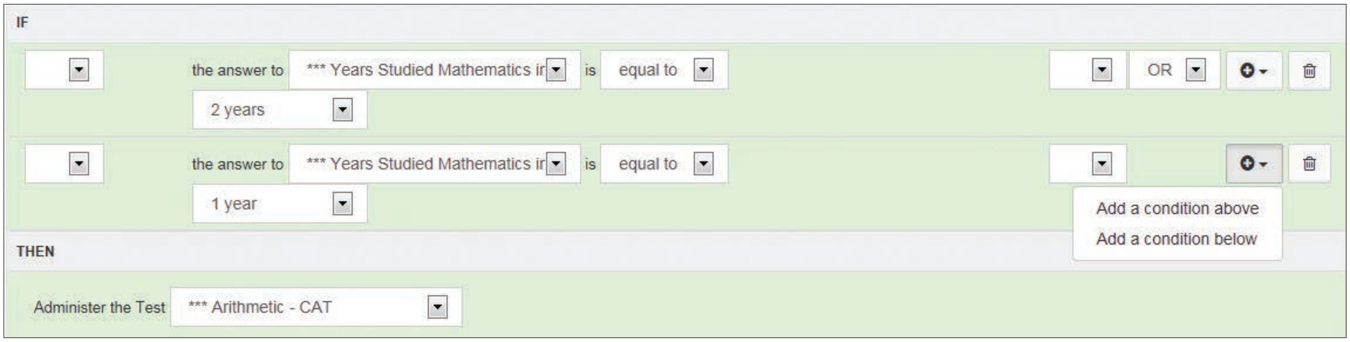
The rule will be applied if the student has NOT taken the indicated test. All ACCUPLACER tests, Local Tests, and WritePlacer Settings are available for selection.



In the example above, if the Sentence Skills—CAT test was not taken, then administer ESL Language Use—CAT.

Background Question

The rule will be applied if the student has answered the indicated Background Question with the response shown. You can select more than one answer by clicking on the **Add a condition above/below**.



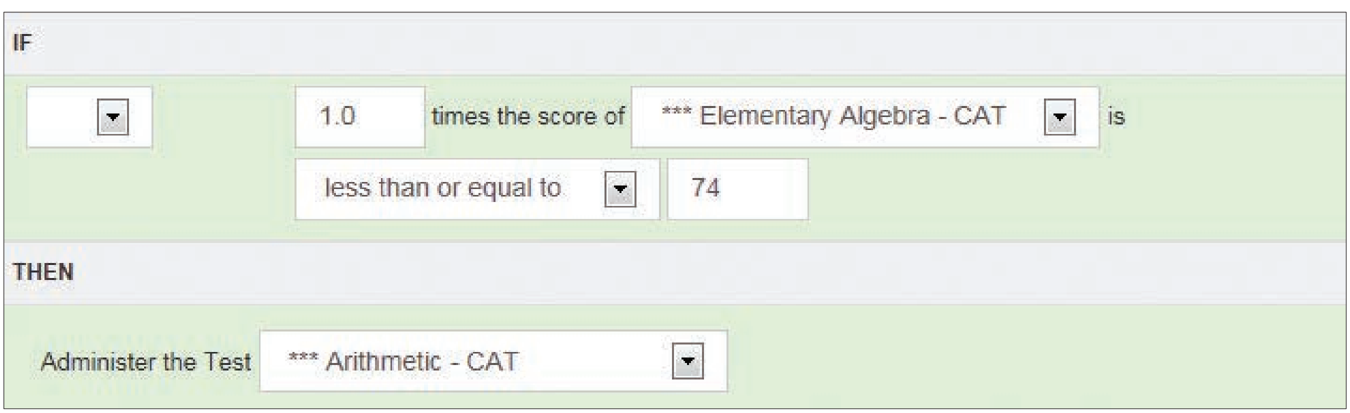
Use this condition type only when one of the rules preceding this rule is to administer the Background Question Group that contains the question being used in the condition.

Select the name of the Background Question you want to use from ***the answer to*** drop-down menu. (All available Local and Standard Background Questions will be displayed.) Use the next drop-down menu to select ***equal to*** or ***not equal to****.* The next box will contain all possible answer choices to the selected Background Question. Select the answer you want to use.

In the example above, if the answer to *Years Studied Mathematics* is equal to ***1 year*** or ***2 years***, then administer Arithmetic—CAT test.

Single Test Score

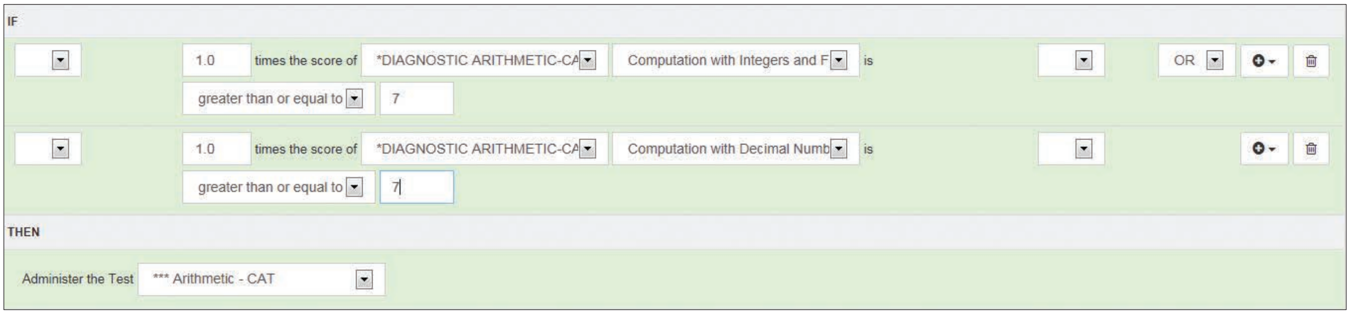
The rule will be applied if the test score on the indicated test meets the specified condition. This condition type can be used only when the test used in the condition has been administered to the student in a preceding rule. It is assumed that the test taken by the student is completed and scored successfully by the system, so that the score can be used in this condition type.



In the example above, if the score of Elementary Algebra—CAT is less than or equal to 74, then administer the Arithmetic—CAT test. The drop-down menu will include all active Local Tests, ACCUPLACER tests, and WritePlacer Settings.

Single Strand Scores

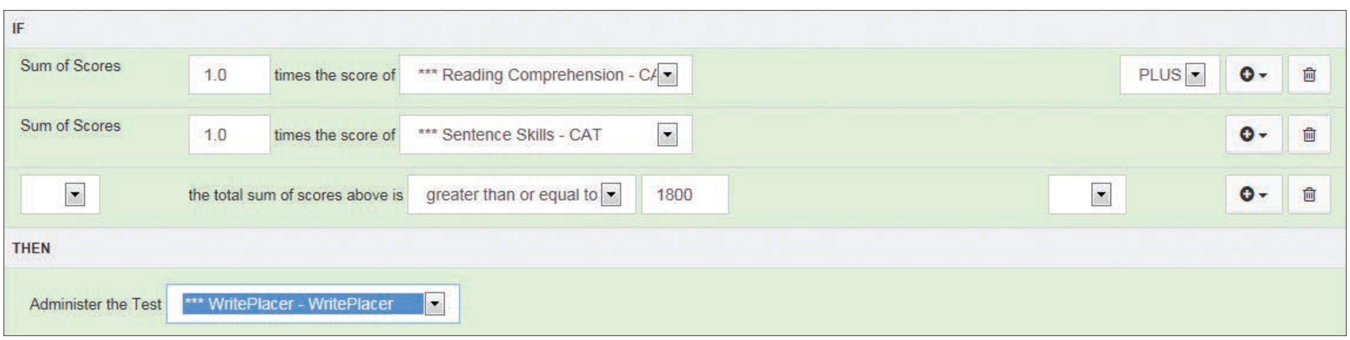
The rule will be applied if a strand score from one of the diagnostic tests meets the specified condition. This condition type can be used only when the specified diagnostic tests used in the condition have been administered to students in preceding rules. It is assumed that the tests taken by students are completed and scored successfully by the system so that the score can be used in this condition type.



In the example above, if the strand scores Computation with Integers and Fractions or the strand scores Computation with Decimal Numbers are greater than or equal to 7, then administer the Arithmetic—CAT test.

Multiple Test Scores

The rule will be applied if the sum of two or more tests scores meets the specified condition. This condition type can be used only when the tests used in the condition have been administered to students in preceding rules. It is assumed that the tests taken by students are completed and scored successfully by the system so that the score can be used in this condition type. Choose the tests you want to use as part of this condition from the drop-down menus. All ACCUPLACER tests, available Local Tests, and WritePlacer Settings will be displayed.

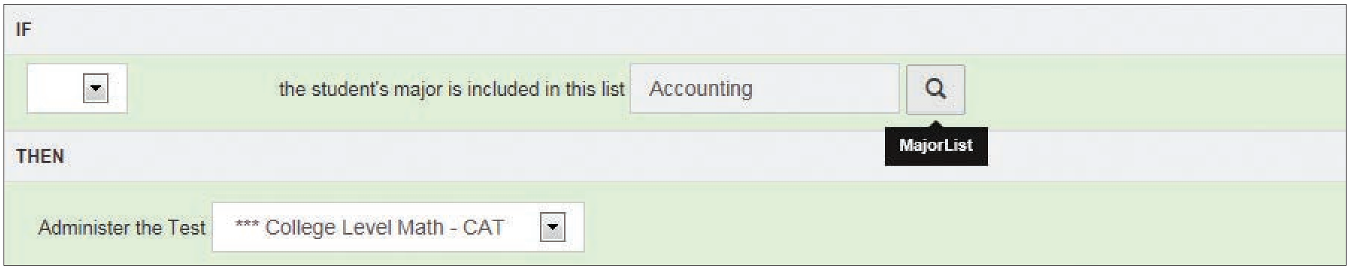


In the example above, if the sum of Reading Comprehension—CAT and Sentence Skills—CAT test scores is greater than or equal to 180, then administer WritePlacer—WritePlacer.

Major

Use this condition type only when one of the rules preceding this rule is to administer a Background Question Group that includes the “What is your major?” question.

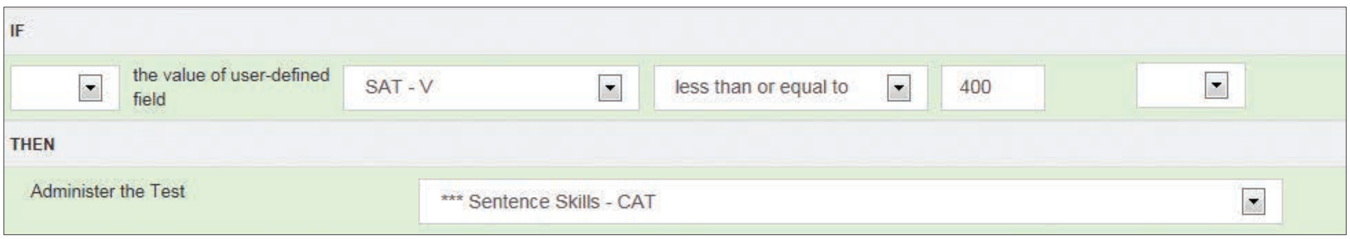
Click the **Major List** icon and a list of Majors will display. Select the major(s) to be included in this condition.



In the example above, if the student's major is Accounting, then administer the College Level Math—CAT test.

User Defined Field

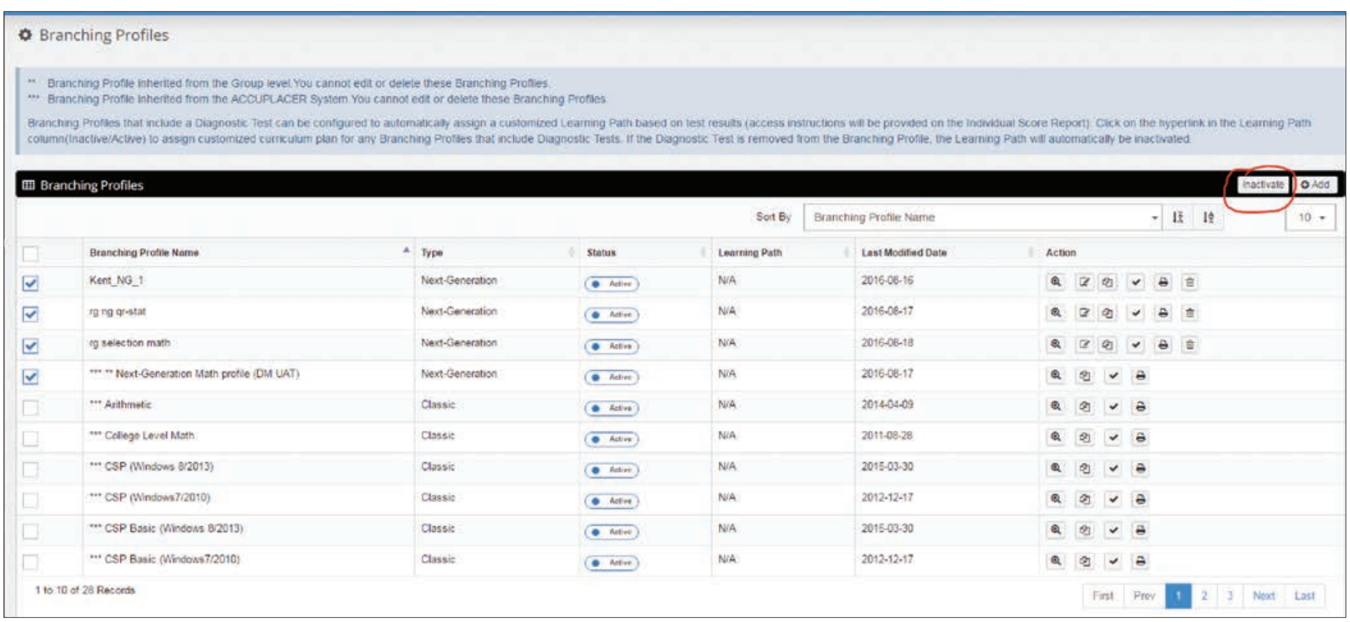
The rule will be applied if the score on the indicated User Defined Field meets the specified condition. Only User Defined Fields of numeric data type can be added in the drop-down for selection.



In the example above, if the student's SAT—V score is less than or equal to 400, then administer the Sentence Skills test. **Caution:** User Defined Field data must be added to the student's profile before the student begins testing.

Deactivating a Branching Profile

To bulk deactivate branching profiles, select the branching profile names you wish to deactivate by checking the box, and then hit the Inactivate button. The system will then move those selected branching profiles to an inactive state. A bulk activate feature doesn't exist, so it is important to use this feature with caution.



Test Setup

ACCUPLACER tests are administered using Branching Profiles. Branching Profiles determine which tests will be administered and under what conditions.

Branching Profiles can be created by an Institution Administrator or by a Site Manager. Branching Profiles created by Institution Administrators are available for use on all sites. Branching Profiles created by Site Managers are available for use at their site only.

The components of a Branching Profile are:

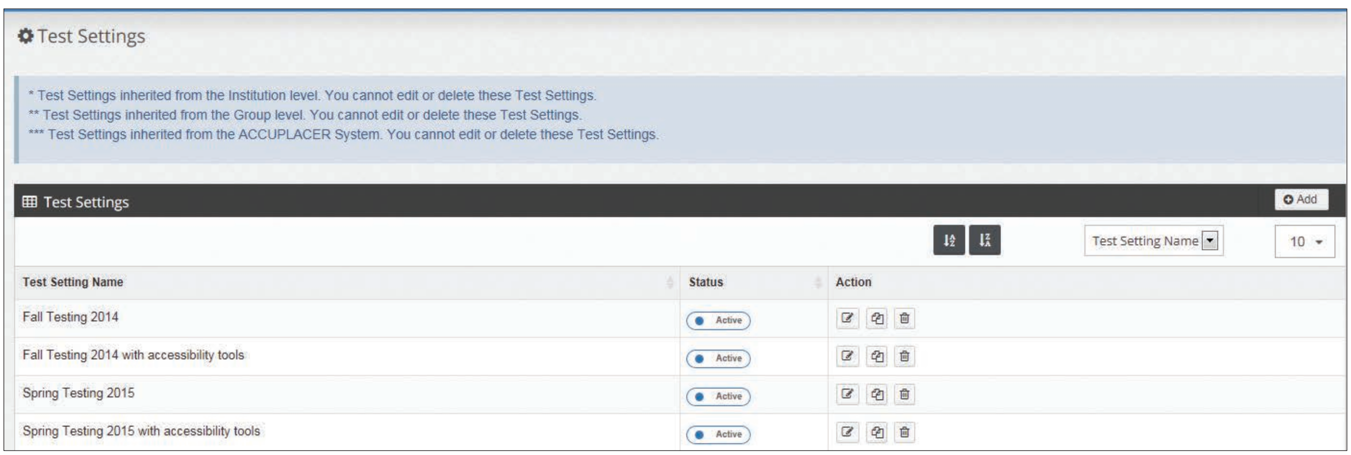
- Test Settings
- Background Question Groups
- WritePlacer Settings
- ACCUPLACER Tests
- Diagnostic Tests
- Local Tests

Each of these components must be created before creating a Branching Profile.

Test Settings

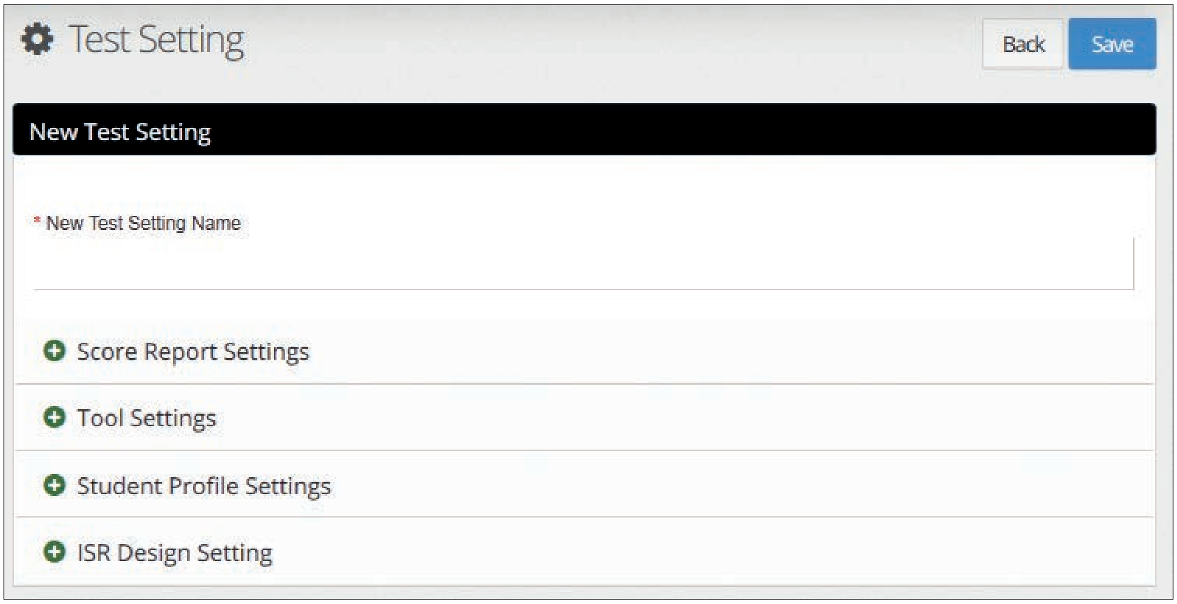
Test Settings define the content and format of Individual Score Reports generated at the end of testing. Test Settings turn on and off the Accessibility Wizard, disable session lockout for accessibility users, and specify what information is required on the Student Information screen.

Under the **Test Setup** menu, click on **Test Settings** and a list of existing Test Settings will appear.



There are four parts to a Test Setting:

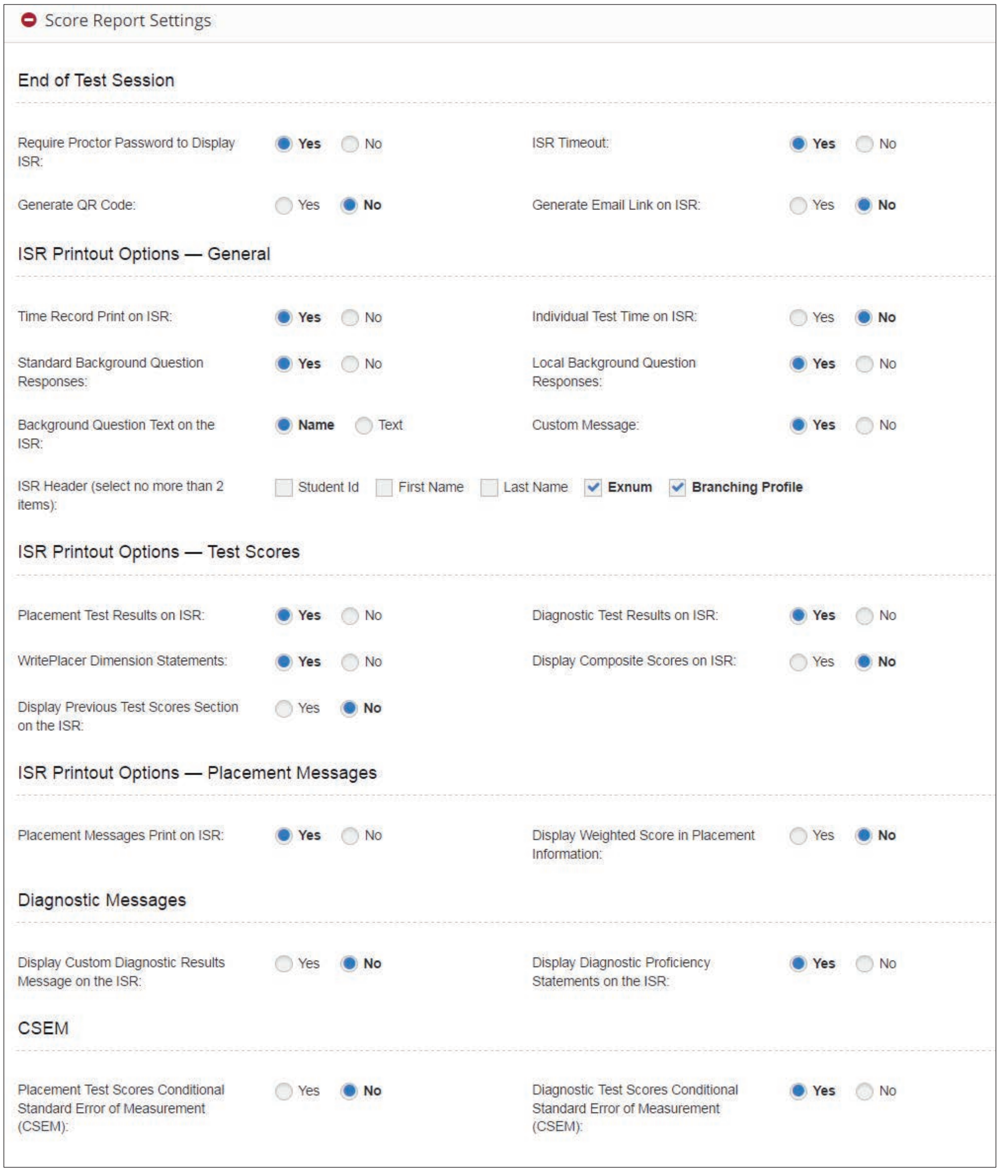
- Score Report Settings
- Tool Settings
- Student Profile Settings
- ISR Design Setting



Click on the plus sign to open each. Click on the minus sign to close them.

Score Report Settings

Score Report Settings determine what information appears on the Individual Score Report generated at the end of student testing. Shown below are the default settings. You can change any of these settings.



Require Proctor Password to Display Individual Score Report

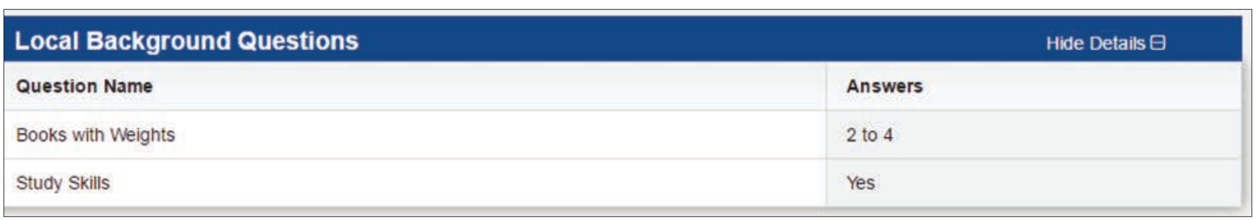
If this option is set to “Yes,” Proctors must enter a password at the end of the test to see students’ Individual Score Reports. If set to “No,” a Proctor password won’t be required.

WritePlacer Dimension Statements

If this option is set to "Yes," WritePlacer dimension statements will show on Individual Score Reports.

Local Background Question Responses

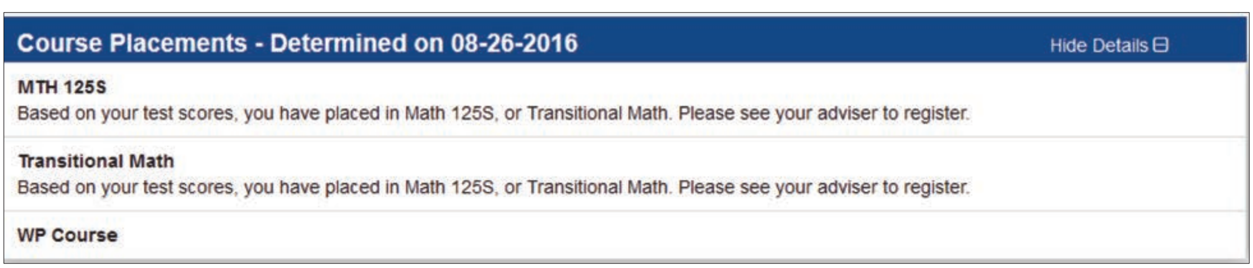
If this option is set to "Yes," responses to Local Background Questions will be shown on Individual Score Reports.



Question Name	Answers
Books with Weights	2 to 4
Study Skills	Yes

Placement Information

If this option is set to "Yes," placements will be shown on Individual Score Reports.

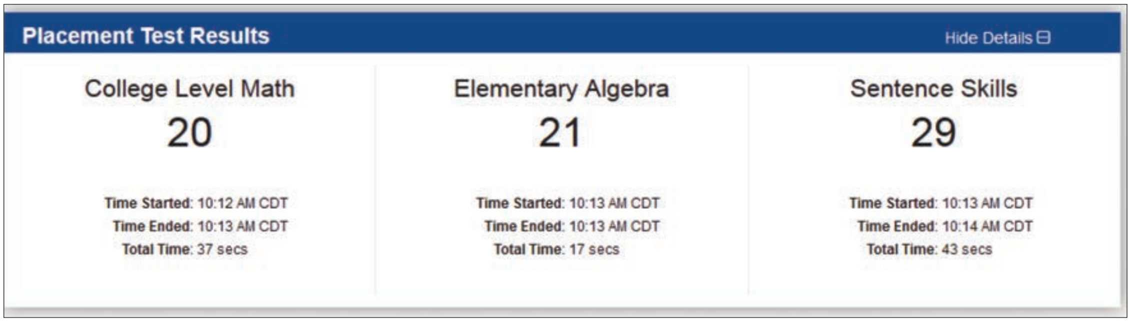


Custom Message

If this option is set to "Yes," custom messages configured for the site will display.

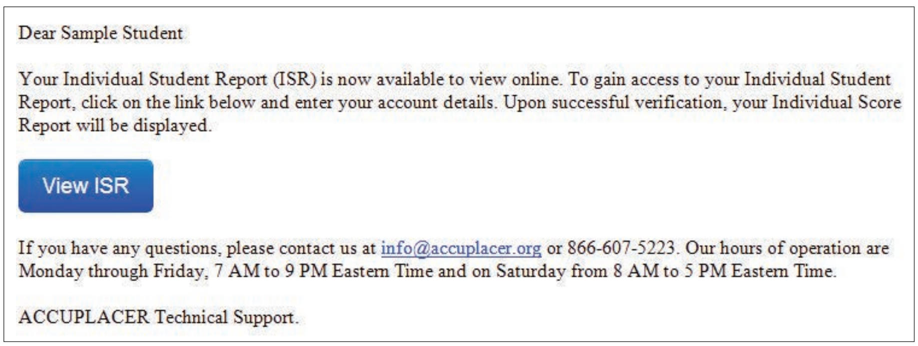
Test Scores on the Individual Score Report

If this option is set to "Yes," test scores will appear on the Individual Score Report (ISR). If this option is set to "No," test scores won't appear on the Individual Score Report.



Email link to Individual Score Report

If this option is set to "Yes," a student's Individual Score Report (ISR) will be automatically emailed to the email address provided on the Student Information screen that the student completed at the beginning of testing. The student will receive an email like the one below.



Dear Sample Student

Your Individual Student Report (ISR) is now available to view online. To gain access to your Individual Student Report, click on the link below and enter your account details. Upon successful verification, your Individual Score Report will be displayed.

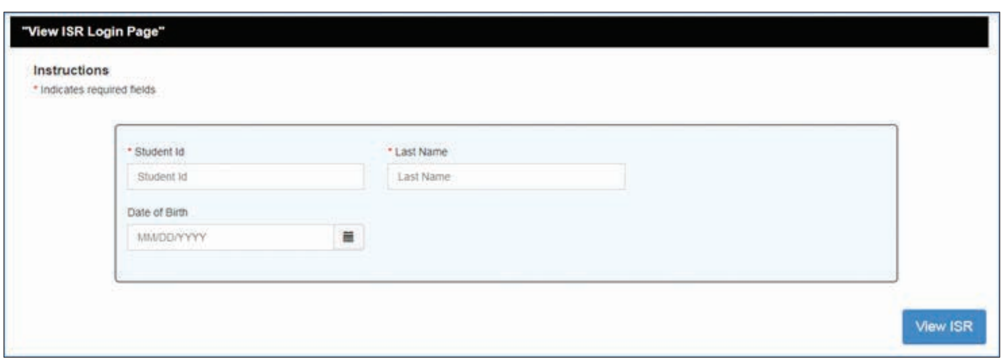
View ISR

If you have any questions, please contact us at info@accuplacer.org or 866-607-5223. Our hours of operation are Monday through Friday, 7 AM to 9 PM Eastern Time and on Saturday from 8 AM to 5 PM Eastern Time.

ACCUPLACER Technical Support.

When the student clicks **View ISR**, a screen like the one below will appear asking the student to enter their identifying information. If the correct information has been entered, when **View ISR** is clicked, the student's Individual Score Report will appear.

NOTE: When using this option, **Email Address** must be a Required Field in the Student Profile Settings.



Custom Diagnostic Message

If this option is set to “Yes,” the **Custom Diagnostic Messages** configured for the site will display.

Diagnostic Conditional Standard Error of Measurement on the Individual Score Report

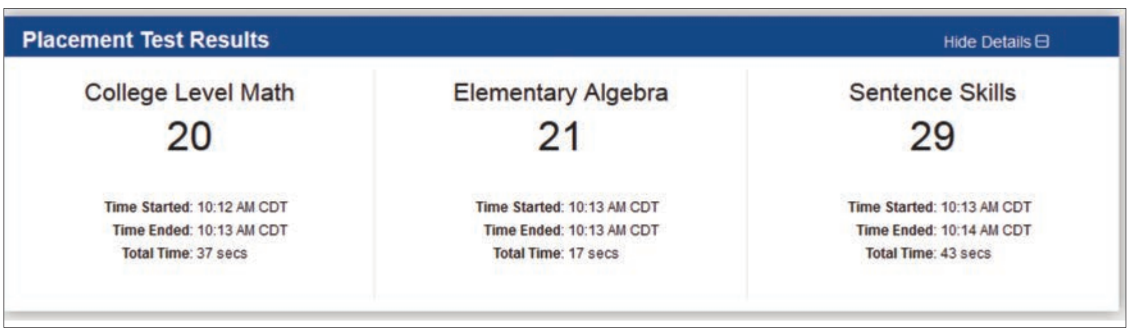
If this option is set to “Yes,” the Conditional Standard Error of Measurement (CSEM) will show on the Individual Score Reports.

Display Composite Scores on ISR

If this option is set to “Yes,” composite scores will show on the Individual Score Report.

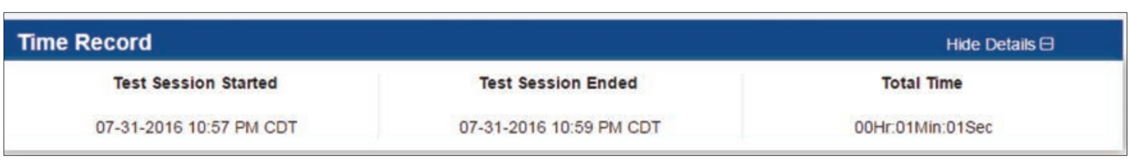
Individual Test Time on ISR

By selecting this option, time record details for the test will show on Individual Score Reports. The fields on the ISR will be “Test Session Started,” “Test Session Ended,” and “Total Time.” “Total Time” displays only active test-taking time.



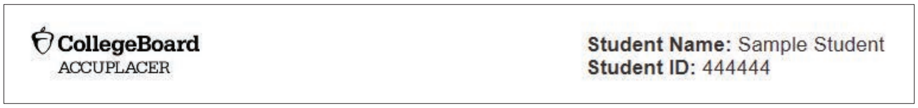
Time Record

If this option is set to “Yes,” the time record for the test session will show on Individual Score Reports.



ISR Header

This setting allows you to specify what will be printed in the header of Individual Score Reports. You may select up to two of the following: Student ID, Last Name, First Name, Exonum, and Branching Profile.

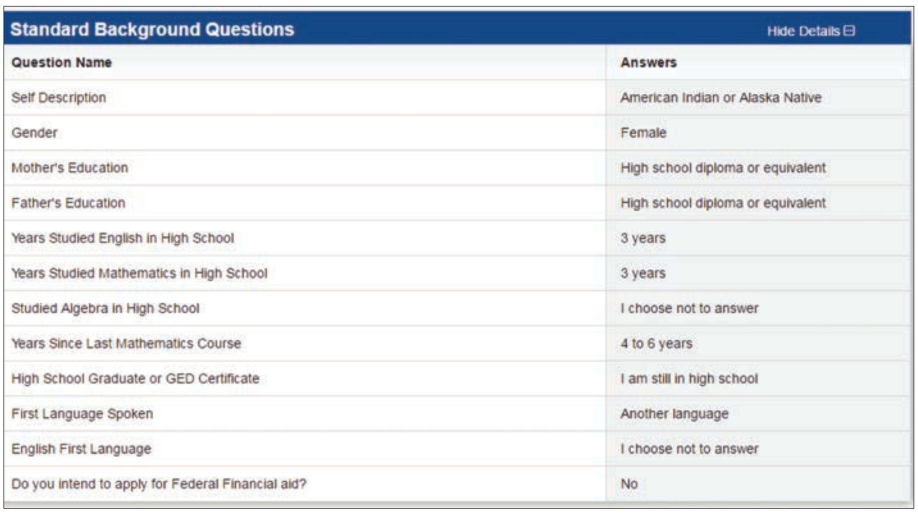


Conditional Standard Error Measurement

If this option is set to "Yes," the Conditional Standard Error Measurement (CSEM) will show on Individual Score Reports.

Standard Background Question Responses

If this option is set to "Yes," student responses to Standard Background Questions will show on Individual Score Reports.

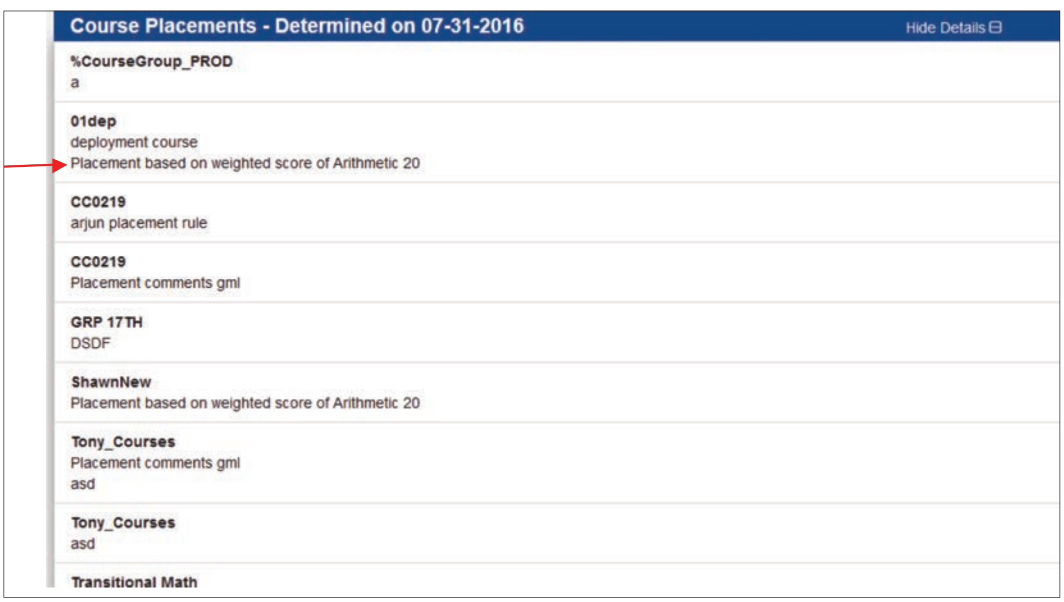


Standard Background Questions — Hide Details ⊟

Question Name	Answers
Self Description	American Indian or Alaska Native
Gender	Female
Mother's Education	High school diploma or equivalent
Father's Education	High school diploma or equivalent
Years Studied English in High School	3 years
Years Studied Mathematics in High School	3 years
Studied Algebra in High School	I choose not to answer
Years Since Last Mathematics Course	4 to 6 years
High School Graduate or GED Certificate	I am still in high school
First Language Spoken	Another language
English First Language	I choose not to answer
Do you intend to apply for Federal Financial aid?	No

Display Weighted Score in Placement Information

By selecting this option, the weighted score that was used for placement will display on the ISR.

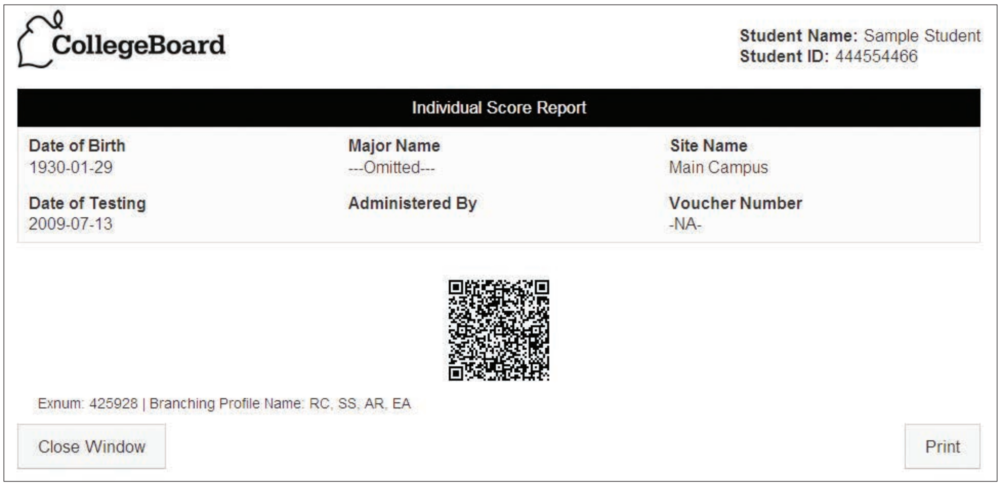


Background Question Text on the Individual Score Report

This option determines if the Background Question title or the actual question text is displayed on the ISR.

Generate QR Code

If this option is set to “Yes,” at the end of testing, students can click on the **Generate QR Code** link and a screen like the one below will appear. Students can click on **Print** and use the QR Code to access a copy of their score report.

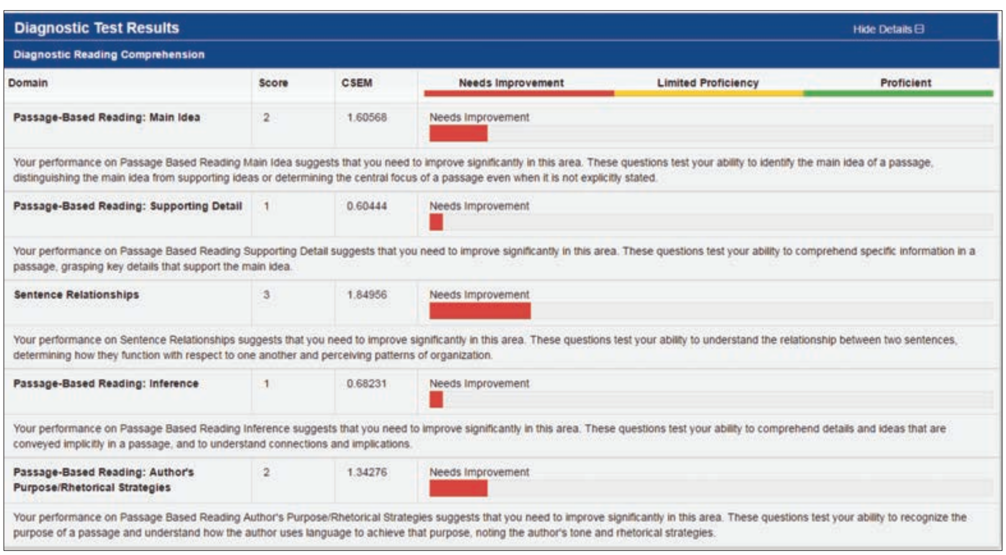


Diagnostic Test Results on the Individual Score Report

If this option is set to “Yes,” the diagnostic test results will appear on Individual Score Reports.

Diagnostic Proficiency Statements

If this option is set to “Yes,” the Diagnostic Proficiency Statements will appear on Individual Score Reports.



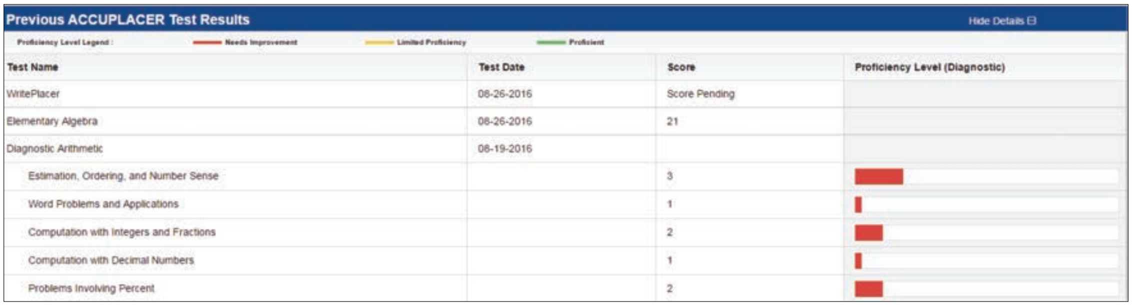
Diagnostic Test Results — Hide Details

Diagnostic Reading Comprehension

Domain	Score	CSEM	Needs Improvement / Limited Proficiency / Proficient
Passage-Based Reading: Main Idea	2	1.60568	Needs Improvement
Your performance on Passage Based Reading Main Idea suggests that you need to improve significantly in this area. These questions test your ability to identify the main idea of a passage, distinguishing the main idea from supporting ideas or determining the central focus of a passage even when it is not explicitly stated.			
Passage-Based Reading: Supporting Detail	1	0.60444	Needs Improvement
Your performance on Passage Based Reading Supporting Detail suggests that you need to improve significantly in this area. These questions test your ability to comprehend specific information in a passage, grasping key details that support the main idea.			
Sentence Relationships	3	1.84956	Needs Improvement
Your performance on Sentence Relationships suggests that you need to improve significantly in this area. These questions test your ability to understand the relationship between two sentences, determining how they function with respect to one another and perceiving patterns of organization.			
Passage-Based Reading: Inference	1	0.68231	Needs Improvement
Your performance on Passage Based Reading Inference suggests that you need to improve significantly in this area. These questions test your ability to comprehend details and ideas that are conveyed implicitly in a passage, and to understand connections and implications.			
Passage-Based Reading: Author's Purpose/Rhetorical Strategies	2	1.34276	Needs Improvement
Your performance on Passage Based Reading Author's Purpose/Rhetorical Strategies suggests that you need to improve significantly in this area. These questions test your ability to recognize the purpose of a passage and understand how the author uses language to achieve that purpose, noting the author's tone and rhetorical strategies.			

Previous Results Section on Individual Student Report

If this option is set to “Yes,” all the student’s ACCUPLACER test results from all sites of the institution will be displayed in the Previous Test Results section of the ISR. A maximum of 25 previous test results will be displayed, including placement test results, diagnostic test results, and WritePlacer holistic scores. A diagnostic test is considered one test.


Previous ACCUPLACER Test Results

Hide Details

Proficiency Level Legend: Needs Improvement, Limited Proficiency, Proficient

Test Name	Test Date	Score	Proficiency Level (Diagnostic)
WritePlacer	08-26-2016	Score Pending	
Elementary Algebra	08-26-2016	21	
Diagnostic Arithmetic	08-19-2016		
Estimation, Ordering, and Number Sense		3	
Word Problems and Applications		1	
Computation with Integers and Fractions		2	
Computation with Decimal Numbers		1	
Problems Involving Percent		2	

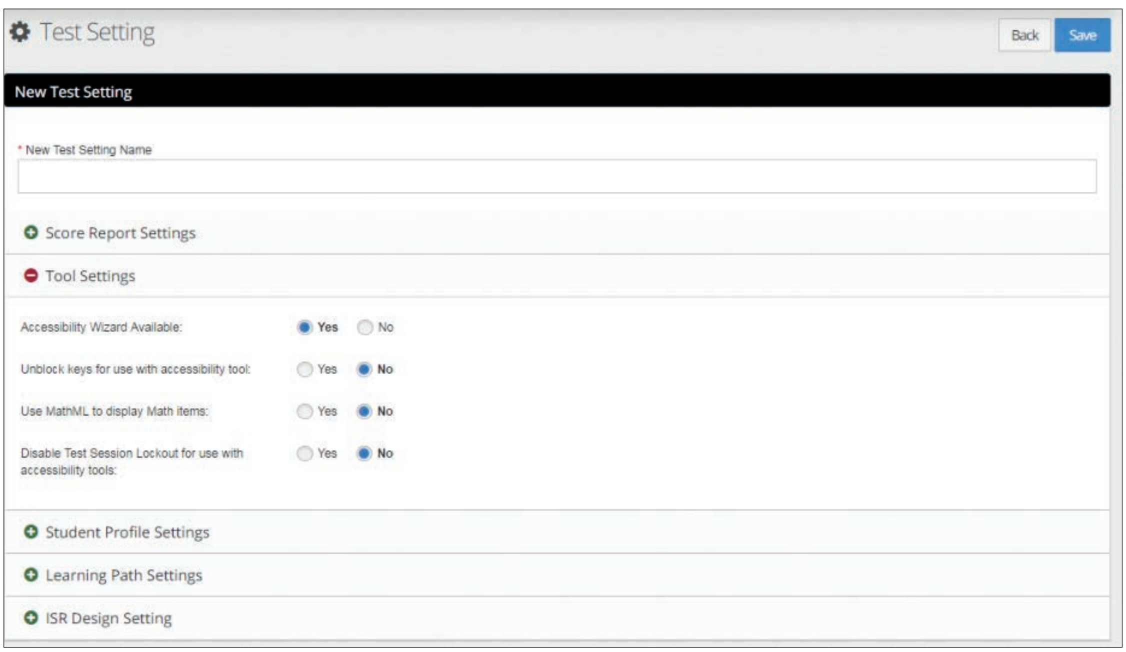
ISR Timeout

If this option is set to “Yes,” a student’s ISR will close/timeout automatically five minutes after it appears on the workstation screen. This setting will default to **“Yes.”** You can change it to “No” if you don’t want the ISR to automatically timeout after 5 minutes.

Click the **Save** icon to save your work.

Tool Settings

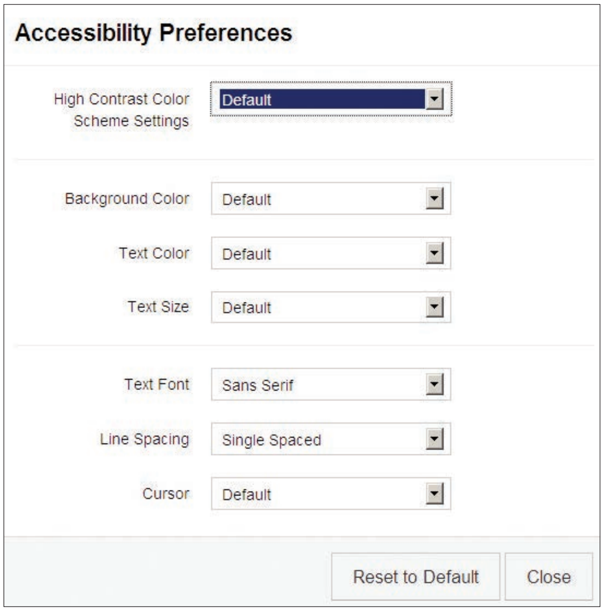
Select the tools that you want to be available for students during testing.



Accessibility Wizard Available

Accessibility Wizard makes it possible for students to change the appearance of the testing screens.

If this option is selected, the Accessibility icon  will appear at the top of the testing screen. If students click the icon, the Accessibility Preferences screen will open.



High Contrast Color Scheme gives students the option to select the high contrast scheme used by Microsoft® Windows. Options are:

- High Contrast Black
- High Contrast Black (Large)
- High Contrast Black (X-Large)
- High Contrast White
- High Contrast White (Large)
- High Contrast White (X-Large)
- High Contrast #1
- High Contrast #1 (Large)
- High Contrast #1 (X-Large)

Background Color enables students to change the background color. Options are:

- Black
- White
- Yellow
- Green

Text Color enables students to change the color of the text. Options are:

- Black
- White
- Yellow
- Green

Text Size allows students to change text size. The drop-down list options are:

- Default
- Large
- X-Large

Text Font sets the text font used for question/item-content areas. The values in the drop-down are:

- Sans Serif
- Serif

Line Spacing The values in the drop-down are:

- Single spaced
- Double spaced

Line Spacing sets the line spacing for question/item-content areas.

- Default
- Double Spaced
- Single Spaced

Cursor determines the color of the cursor.

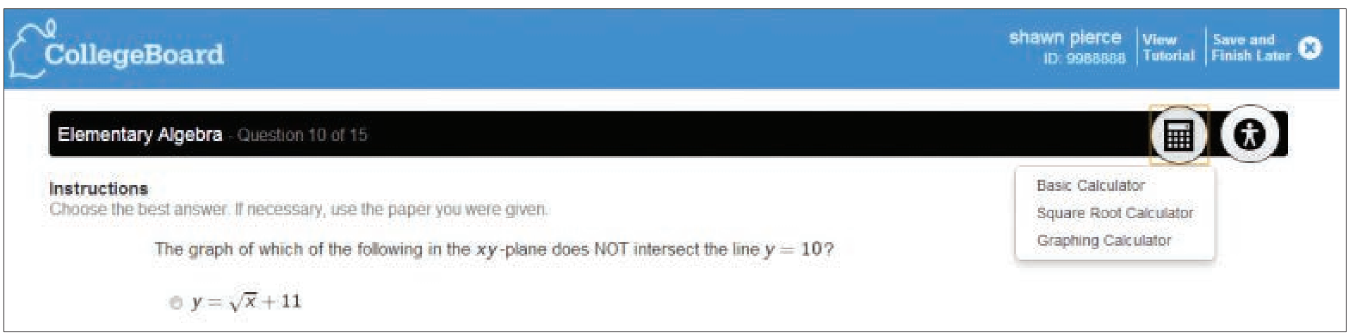
- Large Blue
- Large Green
- Large Red
- Large Yellow

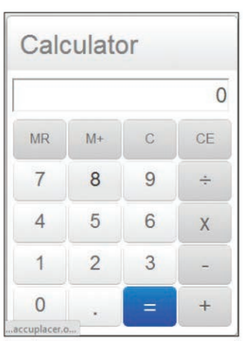
Use of Calculators

Calculators aren't to be used by students taking the online ACCUPLACER tests. Some, but not all, of the math questions contain pop-up calculators for students to use to aid in solving the problem asked. If a question is configured to allow for the use of a calculator, the calculator icon will appear in the top right corner of the screen. When the icon is clicked, either one of two things will happen:

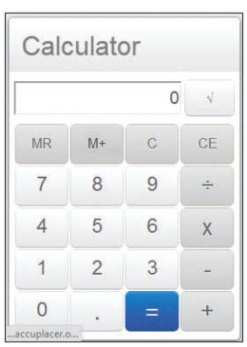
1. If the question is configured for only the Basic calculator (four-function), the calculator will pop up on the screen. The calculator can be moved around and clicking the "X" in the top right corner will make it disappear.
2. If the question is configured for multiple calculators, clicking on the icon will provide the student with a drop-down menu of multiple calculators that could include two or three of the following: **Basic Calculator** = four-function; **Square Root Calculator** = four-function with square root button; **Graphing Calculator** = TI-84 graphing calculator. When one of the calculators on the list is chosen, the selected calculator will pop up on the screen. It can be moved around and clicking the "X" in the top right corner will make it disappear. For these questions, multiple calculators can be used to aid in solving a question, but only one calculator can be shown on the screen at a time.

For all test questions, the availability of a calculator is intended to support the integrity of the construct being measured. If a calculator could be a useful tool in a student's solution strategy but doesn't give away a correct answer, it is provided.

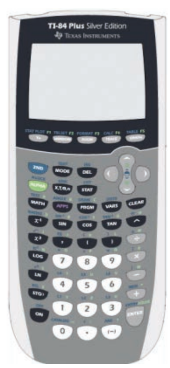




Basic Calculator



Square Root Calculator



Graphing Calculator

Unblock Keys for Use with Accessibility Tool

With the use of accessibility tools there is often a need for users to use some of the blocked keys within the application. If set to **YES**, the test taker will be able to use the blocked keyboard shortcuts.

The use of the blocked keys is intended for use with the accessibility tools only.

Blocked keys to be included with the toggle:

- Alt Key
- Function Keys (F1 – F12)
- Print Screen
- Mouse Right Click
- Ctrl+ any Character
- Note: Ctrl+V (enabled for WritePlacer)

Use MathML to Display Math Items

The default setting is **NO** and the application will use MathJax to display mathematical expressions.

If **YES** is selected, math items will be displayed using MathML providing a better rendering of the math item. Only those using accessibility tools should use MathML.

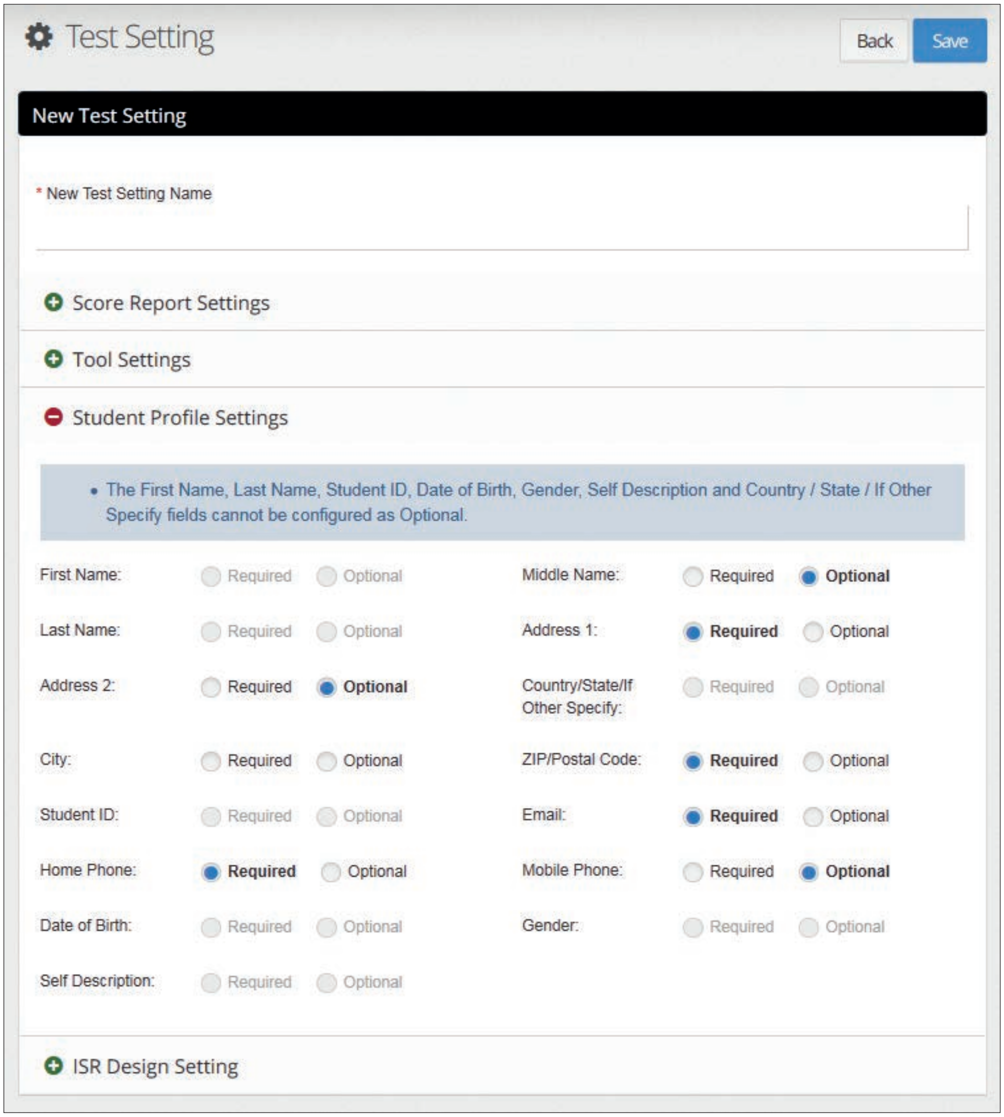
Disable Test Session Lockout for Use with Accessibility Tools

The test session lockout feature was added to increase test security and ensure a student's focus is on the test, not searching for answers during the test. This setting should be set to "No." When a student clicks outside the Test Administration window, while an ACCUPLACER Test Session is underway, the student is automatically locked out of the testing environment and prevented from continuing their exam.

If there is a need to use a third-party accessibility tool like Kurzweil, which requires going back and forth between windows, you can disable the Test Session Lockout feature by flipping the Setting to "Yes." This will disable the capability and will allow the student to go back and forth between windows without locking them out of their test. When disabling this setting, a best practice is to save this configuration as its own special Test Setting (e.g., Accessibility Tool Test Setting) so it's clear when to use it.

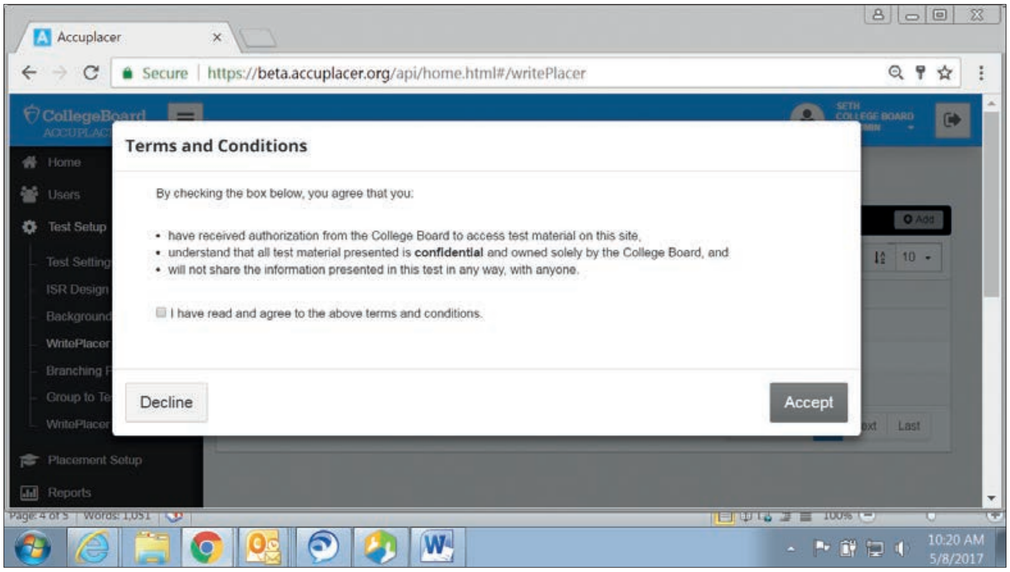
Student Profile Settings

This feature allows you to determine the “Required Fields” on the Student Information page that students complete at the beginning of a test session. When a field is selected as a “Required Field” it will have a red asterisk (*) before it on the Student Information screen. Some fields, like First Name, are grayed out and can’t be changed.



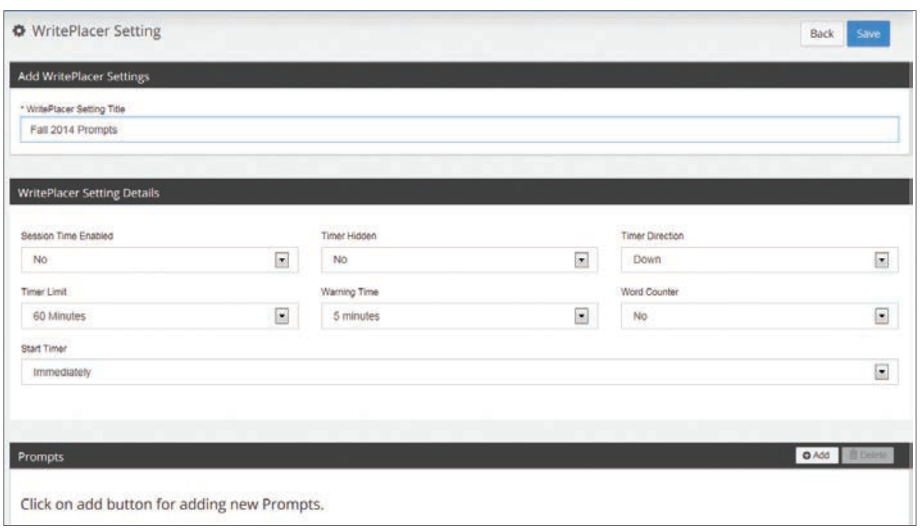
WritePlacer Settings

WritePlacer Settings determine which WritePlacer prompts will be administered and the administration settings. If your WritePlacer Settings contain a single prompt, all students will receive that prompt. If your WritePlacer Setting contains more than one prompt, the system will randomly select one of the prompts. Every time a user selects the "WritePlacer Settings" menu item, a confidentiality pop-up warning message will appear. To gain access to the WritePlacer Settings functionality, a user MUST accept the terms and conditions. Declining the terms and conditions will render options inactive.



Having to accept the terms and conditions provides greater security helping to prevent potential compromise to the prompt and setting features.

To create a WritePlacer Setting, click on the **Test Set Up** menu, and select **WritePlacer Settings**. A list of all WritePlacer Setting will appear. To create a WritePlacer Setting, click on the **Add** button.



Enter the name of the new WritePlacer Setting in the **WritePlacer Setting Title** box and select the WritePlacer Setting Details you want to use.

Available Settings

Session Time Enabled determines if the session is to be timed or not.

Timer Hidden determines if the timer is to be displayed or hidden during the test.

Timer Direction determines whether the timer will show the elapsed time (Up) or the time remaining (Down).

Timer Limit determines the amount of time students will have to write their essay.

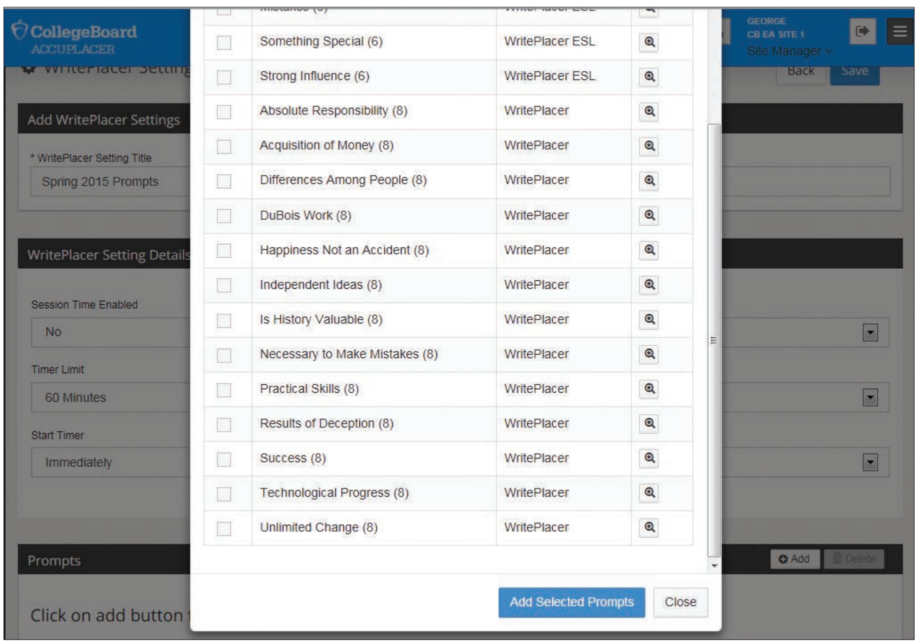
Warning Time determines when a warning will display during the test once the remaining time reaches the set value.

Word Counter determines if the word counter will be displayed during the test.

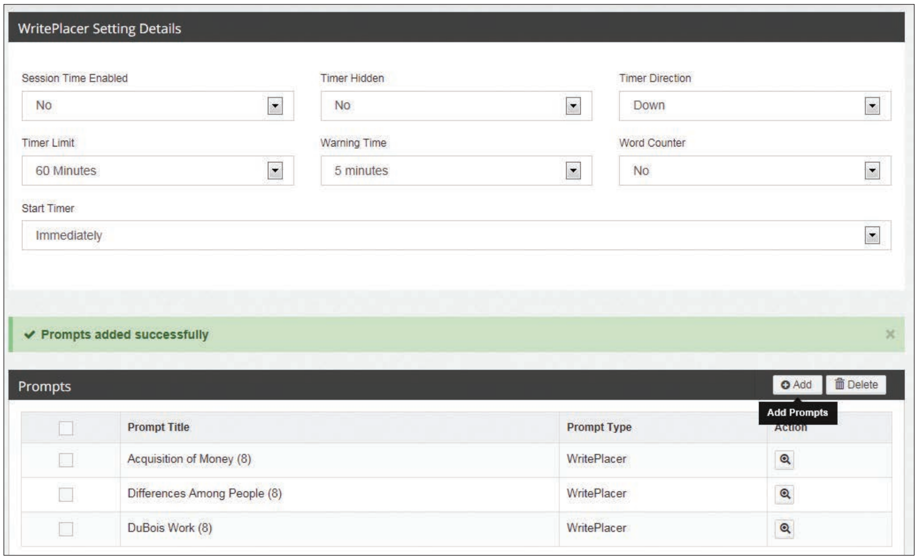
Start Timer determines when the time will begin—immediately or when the student clicks in the essay box and begins typing.

To add prompts, click on the **Add** icon and a list of all prompts contained in the ACCUPLACER System will display. You can view a prompt by placing a check next to the prompt and clicking on the **View** icon.

To add prompts, check the prompts you want included and click **Add Selected Prompts**.



The selected prompts now appear at the bottom of the WritePlacer Setting page.



Click the **Save** icon to save your work. To add additional prompts, click the **Add** icon. To delete a prompt, place a check next to the prompt you want to delete and click the **Delete** icon.

When using an iPad for the WritePlacer test, iPads autocomplete and autocorrect features must be disabled so a test taker can't obtain an advantage.

Local Tests

You can add your own Local Tests and administer them through the ACCUPLACER System. Local Tests can be added to Branching Profiles and Placement Rules.

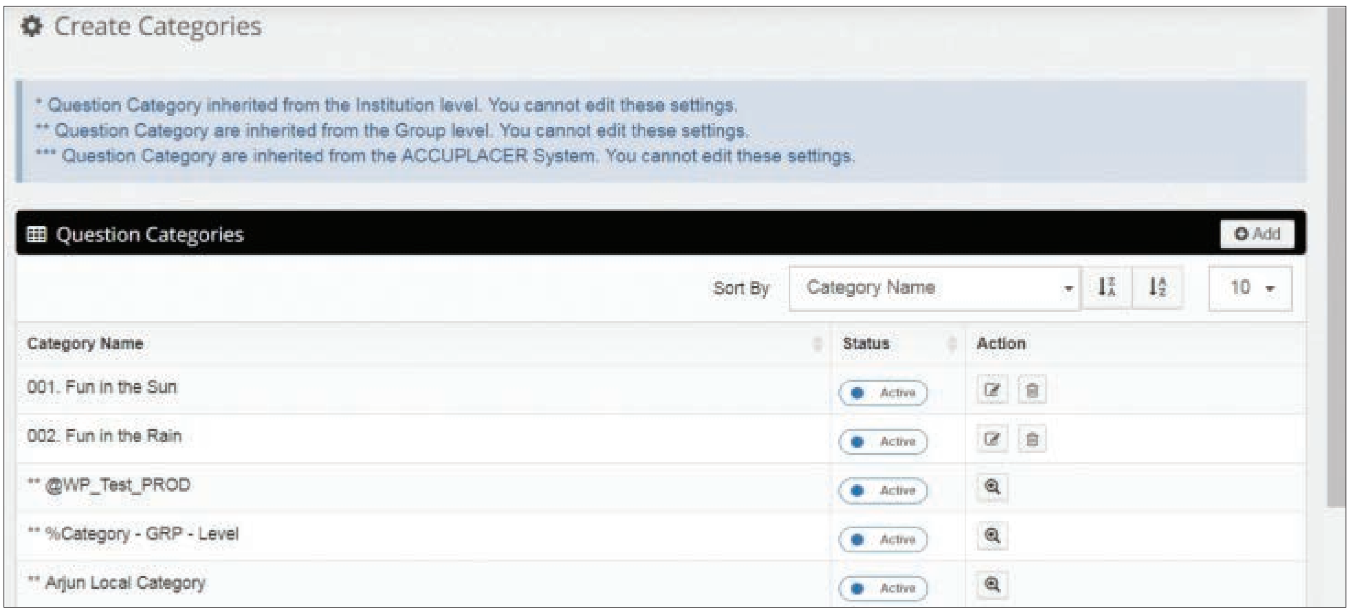
Local Tests created at the Site level are available only at that site; those created at the Institution level are available to all sites of the institution; those created at the Group level are available to all members of the group.

Before creating a Local Test, you must first create categories, passages that will be used in a test question, audio items, and all test questions.

Question Categories

Each test question can be associated with a category. For example, if you are creating a statistics test that asks questions about four different descriptive statistics, you can create a category for each of the four types: mean, median, mode, and standard deviation. After a student has completed the test, it will be possible to report how many questions the student answered correctly in each of the categories.

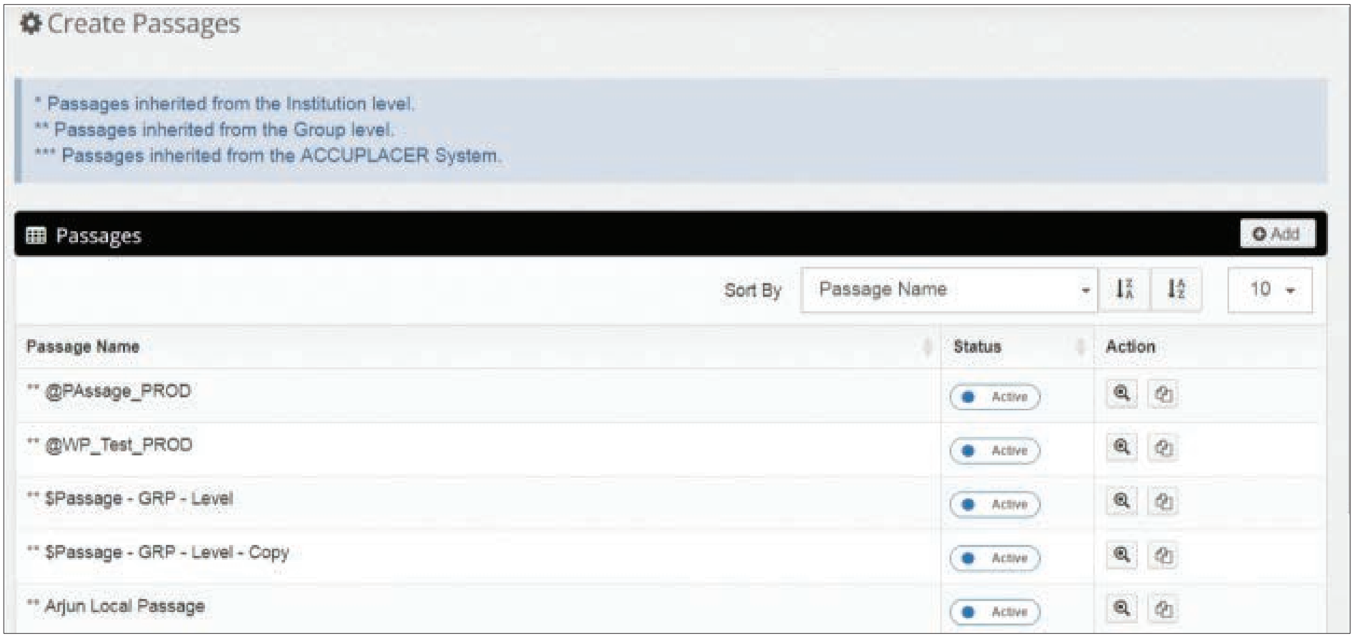
To create a Category, select **Create Categories** under the **Local Tests** menu of **Test Setup**. A list of all categories will display.



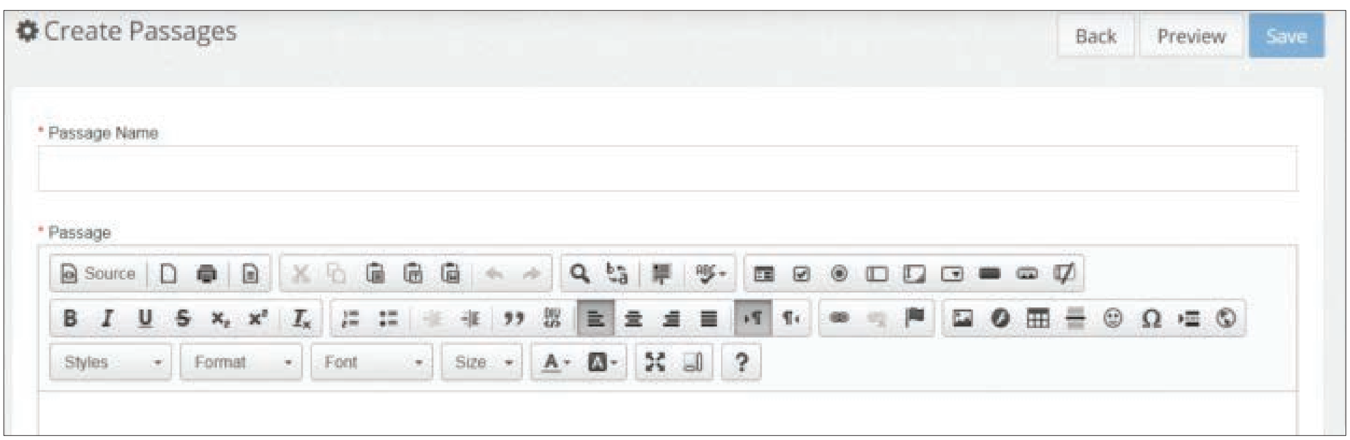
To create a new Category, click **Add**. Enter the name of the new category and click **Save**.

Question Passages

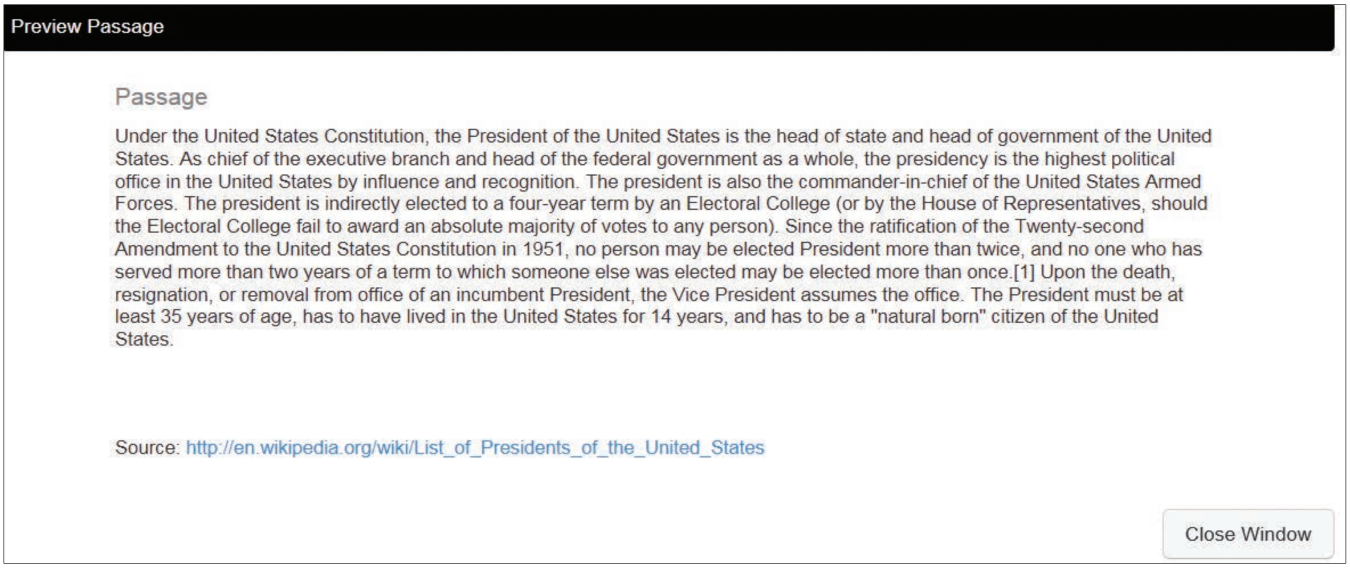
ACCUPLACER enables you to create Passages that precede certain test questions. To create a passage, click on **Create Passages** under the **Local Tests** menu of **Test Setup**. A list of all existing Passages will display.



To create a new Passage, click **Add**. Enter the name of the new passage in the **Passage Name** text box. Enter the text for the passage in the text box. Passages are limited to 4,000 characters.



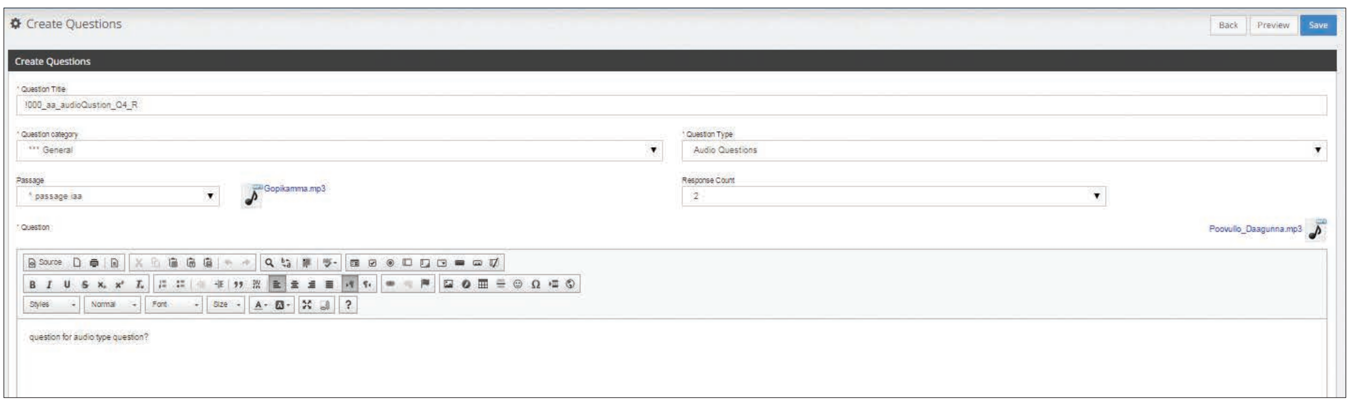
Click **Save** to save your work. Click **Preview** to preview your passage.



The new passage is now listed on the **Create Passages** screen.

Audio Items

If an Audio Item question type is selected, the MP3 icon  will display in the Passages, Question, and Responses areas.



When you click on the MP3 icon, a pop-up window will open.

Click **Choose File** to browse your local files to find the MP3 file that you want to add to a passage, question, or response. Highlight the MP3 file you want to add, and it will be displayed next to the **Choose File** button. The maximum size of the MP3 file is 500kb. If the size of your file is more than 500kb, an error message will display: "The size of the file uploaded exceeds the size limit of 500kb."

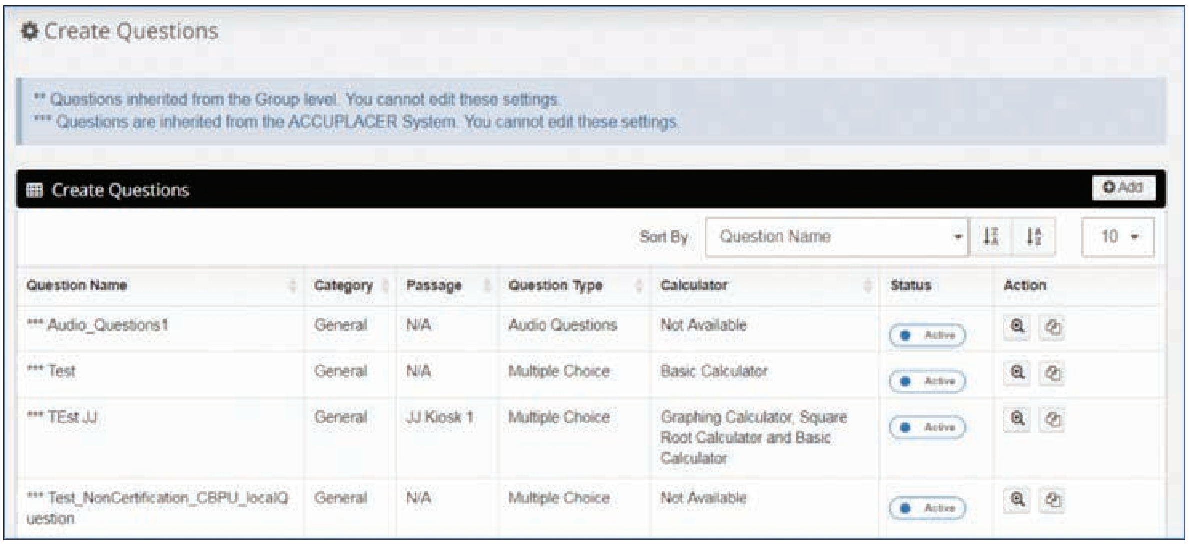
Click **Send It to Server** to upload to the server. Once it has been sent to the Server, it will be available for inclusion in a passage, question, or response. When the MP3 file is successfully uploaded to the server, the message "The file is uploaded successfully" will display.

When you click **Close**, the modal window will close, and you will be returned to the Local Test Question screen.

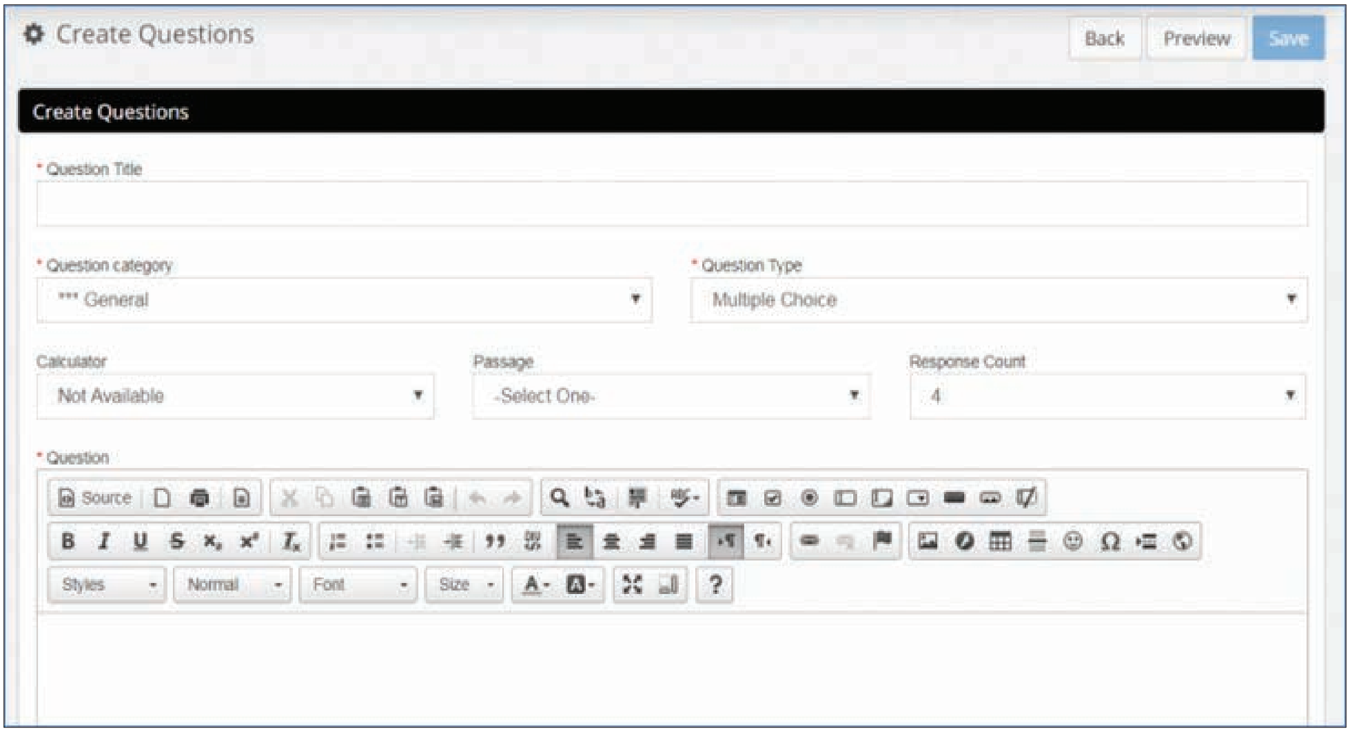
When an Audio Item type question is delivered to a test taker, a Play button Play will display in the passage, question, or response where an MP3 file is included. If a student clicks on the Play button, the respective MP3 file will play. The MP3 file can be replayed up to three times.

Creating Local Test Questions with Calculator Options

To create a local test question that includes a calculator option, click on **Create Questions** under the **Local Tests** menu of **Test Setup**. A list of all existing questions will display.



To create a new question, click on the **Add** icon.



Enter the name of the question in the **Question Title** text box. Select a **Question Category** from the drop-down menu.

Select Question Type from the drop-down menu:

- Multiple Choice
- Multiple Response
- Instruction Page question type gives the user the ability to provide static text to a student providing additional instructions on how to proceed.
- Audio Question gives the user the ability to upload MP3 files for Passages, Questions, and Answers.

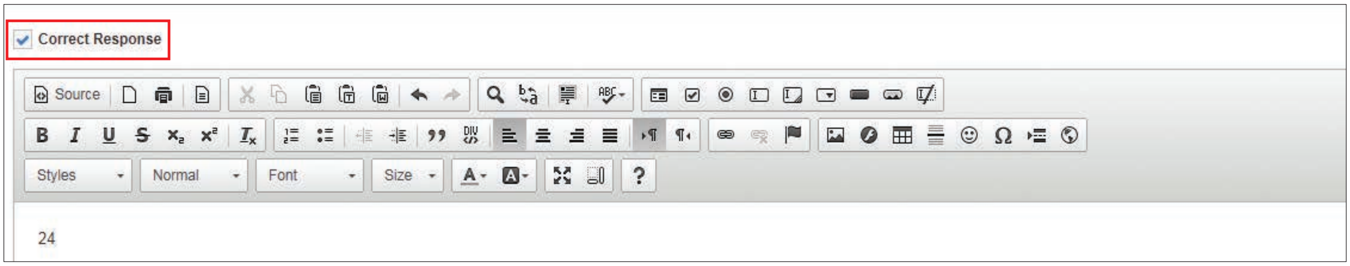
Select Calculator Type from the drop-down menu:

- Not Available
- Basic Calculator
- Square Root Calculator and Basic Calculator
- Graphing Calculator, Square Root Calculator, and Basic Calculator

If a Passage is to be part of the question, select the Passage from the drop-down menu. If an MP3 file is to be included in a question, select the file from the drop-down menu.

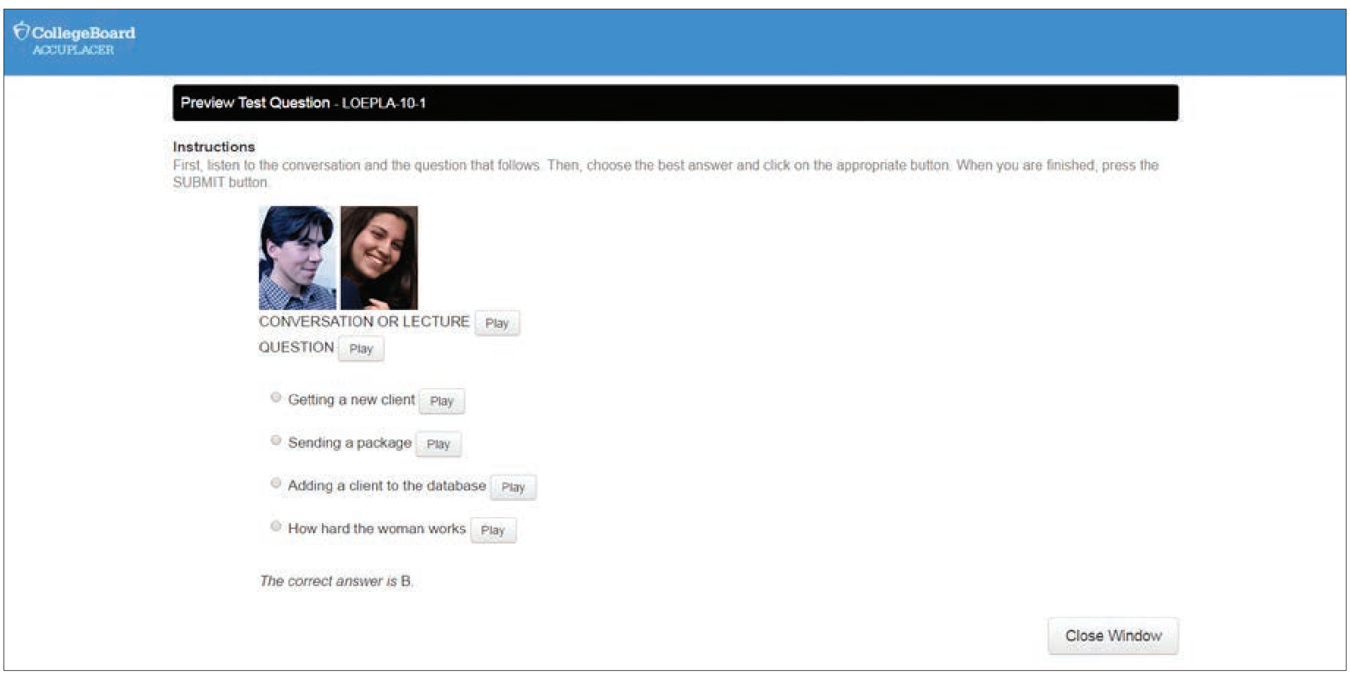
Enter the question on the text box. Select the number of answer choices for this question from the Response Count drop-down menu. Minimum number of responses is 2, maximum number is 99. Enter a response in each of the response text boxes.

Mark the correct response by putting a check in the **Correct Response** box of the correct response.



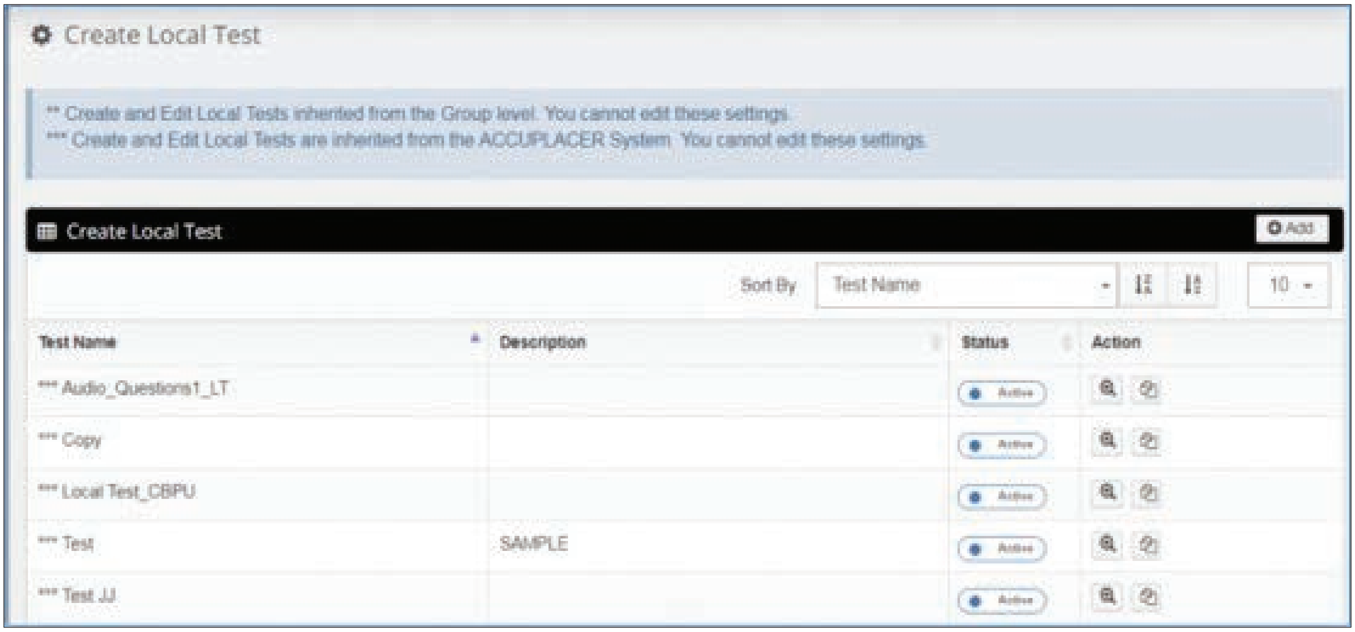
Click **Preview** to preview your question.

If your question is an Audio type, play buttons for all areas that have MP3 files uploaded will display. Click on the Play button to hear the audio file.

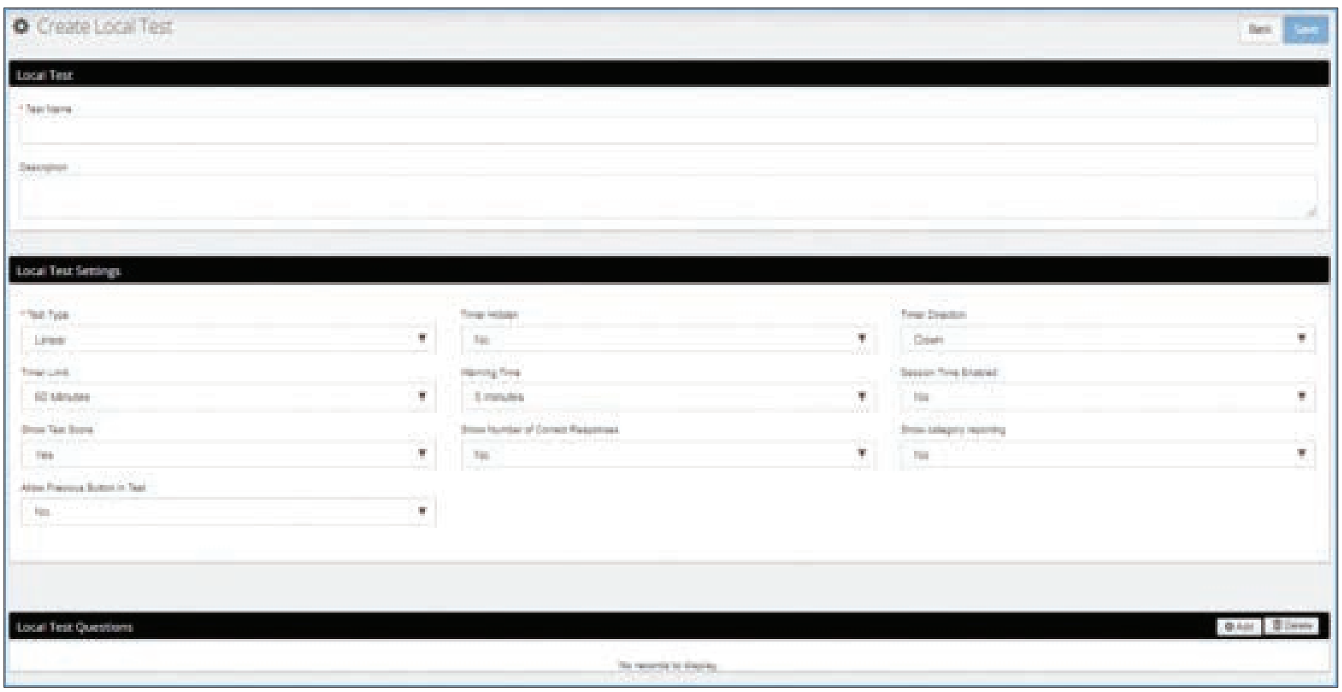


Local Test Listing

Once all your test questions have been created, you can begin creating your Local Tests. Click on **Create Local Test** under the **Local Test** menu of **Test Setup**. A list of all Local Tests will be displayed.



To create a new Local Test, click **Add** and the screen shown below will display.



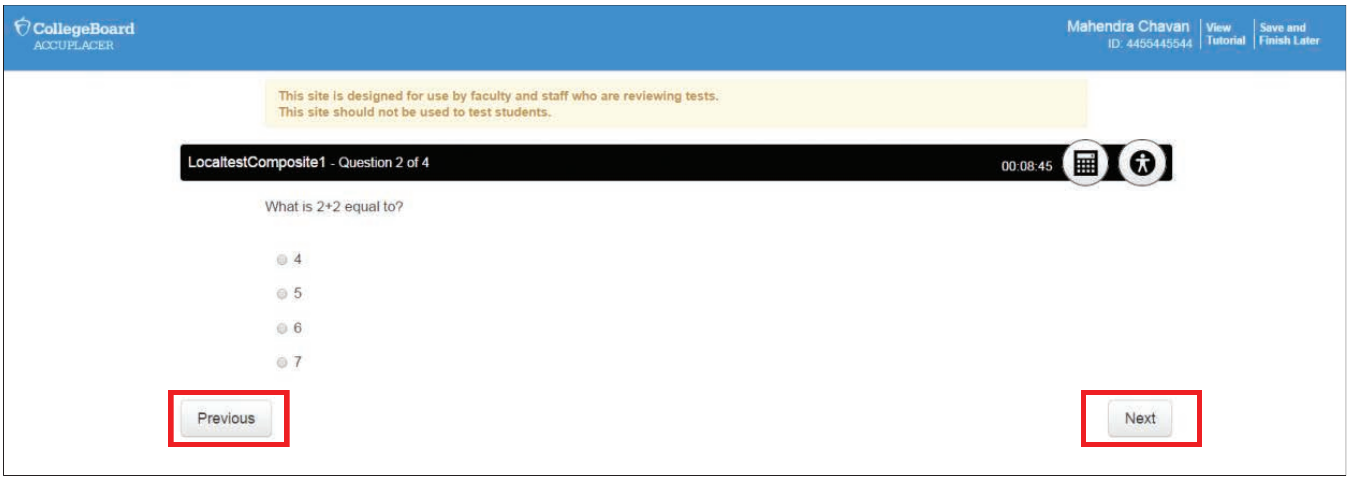
Enter the name of your test in the **Test Name** text box. Enter a description of the test (optional). Click **Save**. Select your Local Test Settings using the drop-down menus.

Test Type	Timer Hidden	Timer Direction
Linear (All test questions will be administered in the same order.) Random (Test questions will be administered in random order.)	Yes No	Down Up
Time Limit*	**Show Number of Correct Responses**	**Session Time Enabled**
No Limit, 10 Minutes, 20 Minutes, 30 Minutes, 40 Minutes, 50 Minutes, 60 Minutes, 70 Minutes, 80 Minutes, 90 Minutes, 120 Minutes	Yes No	Yes No
Show Test Score*	**Warning Time**	**Show Category Reporting**
Yes (Scores will be reported on Individual Score Report) No (Scores will NOT be reported on Individual Score Report)	No Warning, 1 Minute, 2 Minutes, 3 Minutes, 4 Minutes, 5 Minutes, or 10 Minutes.	Yes No
Allow Previous Button in Test		
Yes (students can go back to previous questions) No (students can't go back to previous questions)		

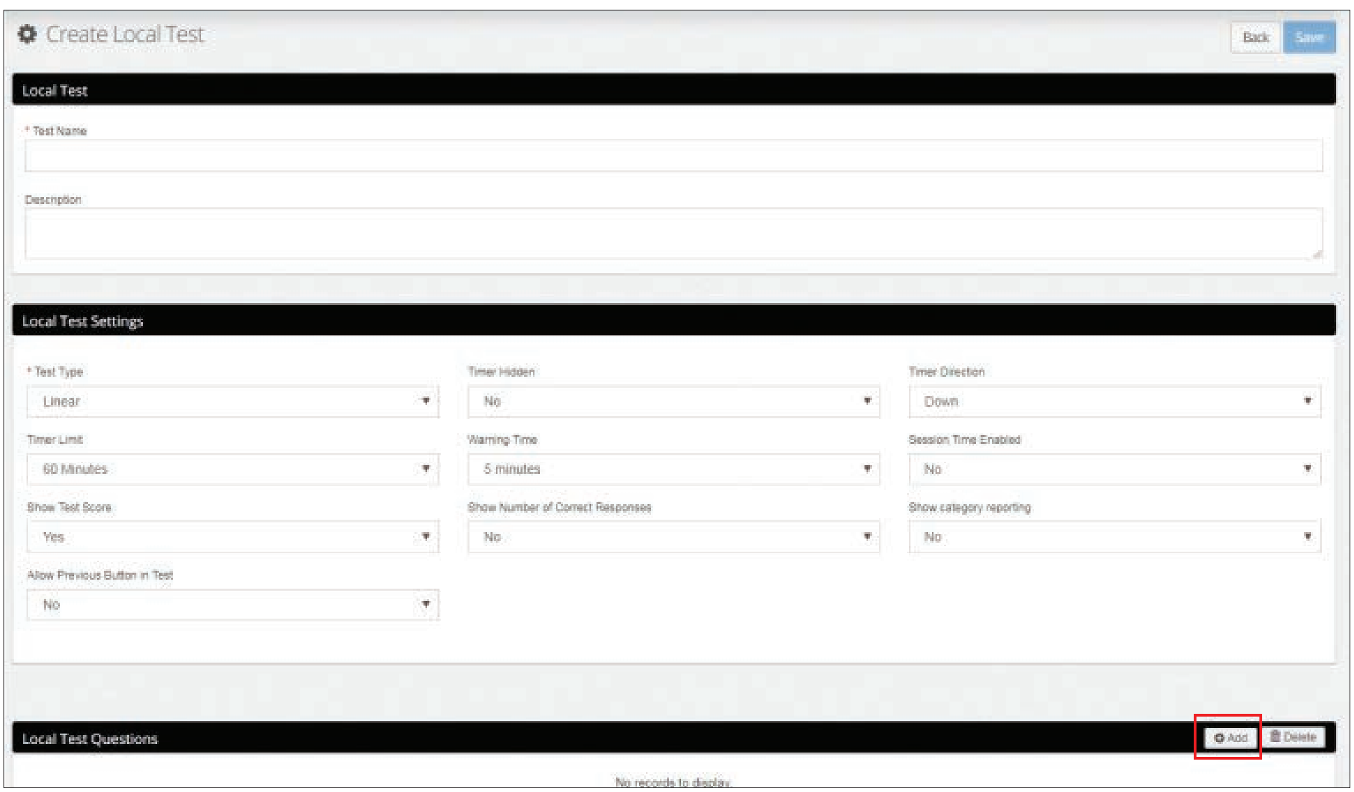
*If a Time Limit is set for the local test, it will close when the time limitation has been met. If the local test is the last test in the Branching Profile, the screen will go back to the login screen. If the test is not the last in the Branching Profile, the next test in the Branching Profile will be presented. Items not completed will be counted wrong; the system will indicate that these items were omitted or not responded to. If the test is saved (**Save and Finish Later**) and time remains, when the test resumes it will start with the time that is still available.

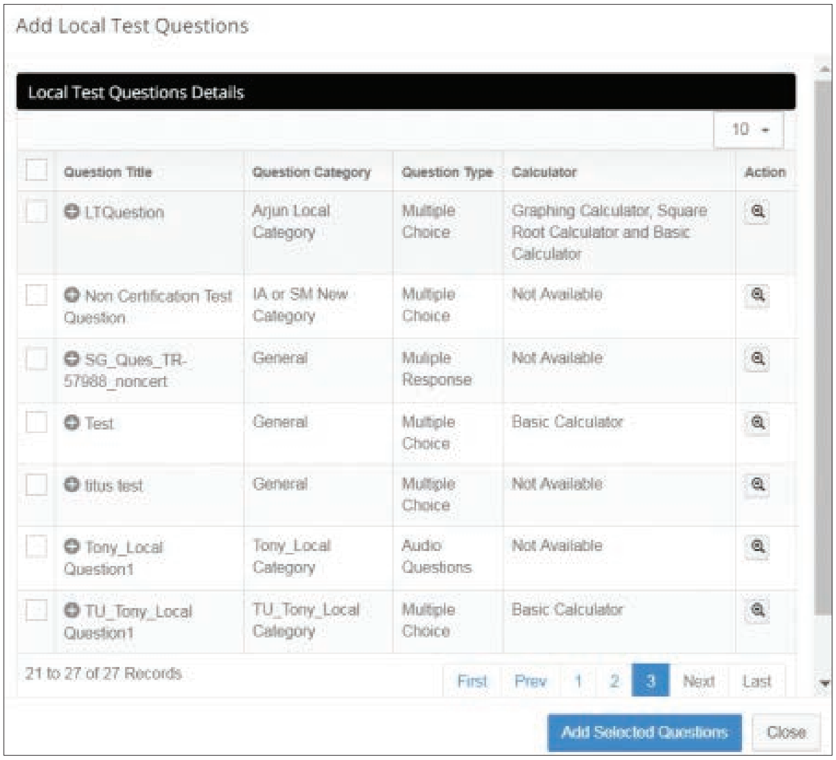
If **Allow Previous Button in Test** is set to **Yes**, **Previous** and **Next** buttons will replace the **Submit** and **Confirm** buttons. The test taker's answers will be submitted with the click of **Next** or **Previous**, but the answer can be changed through further navigation. At the event of a timeout, all completed answers will be retained.

On the last item of the test there will be a **Previous** and a **Submit** button. At a click of **Submit** followed by a click of the **Confirm** button, the test taker will no longer be able to go to a previous test question.



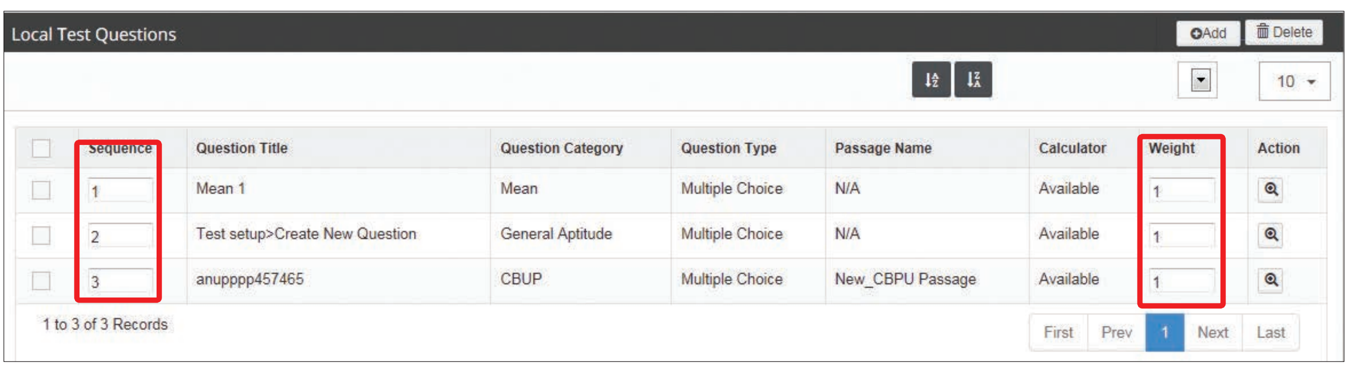
To add test questions to your test, click **Add**, and a list of all test questions will appear. Put checkmarks in the boxes next to the questions that you want included in your test and click **Add Selected Questions**.





To remove a question from your test, place a checkmark next to the question and click **Delete**.

If you have selected "Linear" as the Test Type, you can determine the sequence in which test questions are presented by entering the number of the question in the **Sequence** box.



Weight can be assigned to each question by putting the desired weight in the corresponding box.

To view a question, click on the **View** icon. Click **Save** to save your work.

Background Questions

Standard Background Questions

Shown below are the 11 ACCUPLACER Background Questions and answer choices that are provided in the ACCUPLACER System. Titles of questions are shown in bold.

Federal Financial Aid?

- Do you intend to apply for federal financial aid?
  - Yes
  - No

English First Language

- What language do you know best?
  - English only
  - English and another language about the same
  - Another language
  - I choose not to answer

Father's Education

- What is the highest level of education completed by your father or male guardian?
  - Grade school
  - Some high school
  - High school diploma or equivalent
  - Business or trade school
  - Some college
  - Associate or two-year degree
  - Bachelor's or four-year degree
  - Some graduate or professional school
  - Graduate or professional degree
  - I choose not to answer

First Language Spoken

- What language did you learn to speak first?
  - English only
  - English and another language
  - Another language
  - I choose not to answer

High School Graduate or GED Certificate

- Which statement best describes your high school status?
  - I am a high school graduate
  - I have received a GED
  - I am still in high school
  - I have not graduated from high school, and I have not received a GED
  - I choose not to answer

Mother’s Education

- What is the highest level of education completed by your mother or female guardian?
  - Grade School
  - Some high school
  - High school diploma or equivalent
  - Business or trade school
  - Some college
  - Associate or two-year degree
  - Bachelor’s or four-year degree
  - Some graduate or professional school
  - Graduate or professional degree
  - I choose not to answer

Studied Algebra in High School

- Did you study algebra for at least one semester in high school?
  - Yes
  - No
  - I choose not to answer

What is your major?

- What is your major?
  - I choose not to answer
  - Undecided

Years Since Last Mathematics Course

- How long has it been since you have taken a math course or other formal mathematics training?
  - Less than 1 year
  - 1 to 3 years
  - 4 to 6 years
  - 7 or more years
  - I choose not to answer

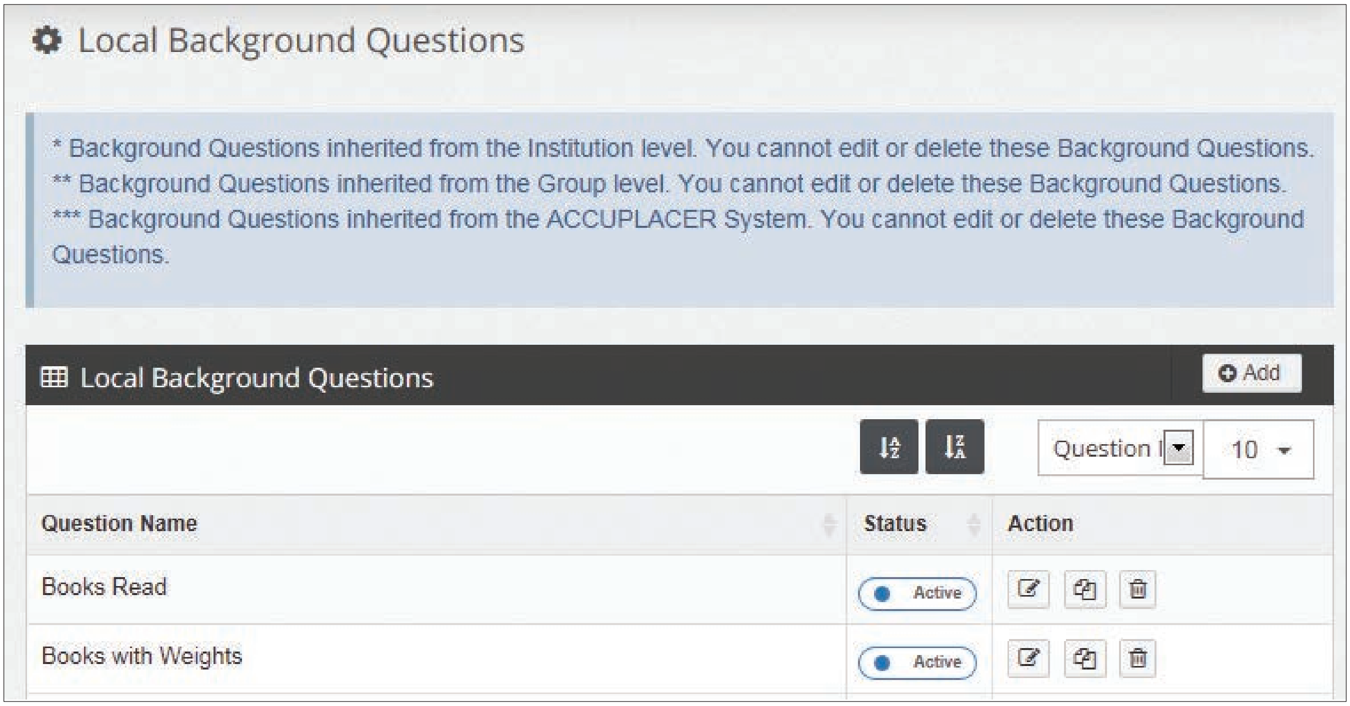
Years Studied English in High School

- What is the total number of years you studied English in high school? Count less than a full year as a year, but do not count a repeated year of the same course as an additional year of study.
  - 1 year
  - 2 years
  - 3 years
  - 4 years
  - More than 4 years
  - None
  - I choose not to answer

Local Background Questions

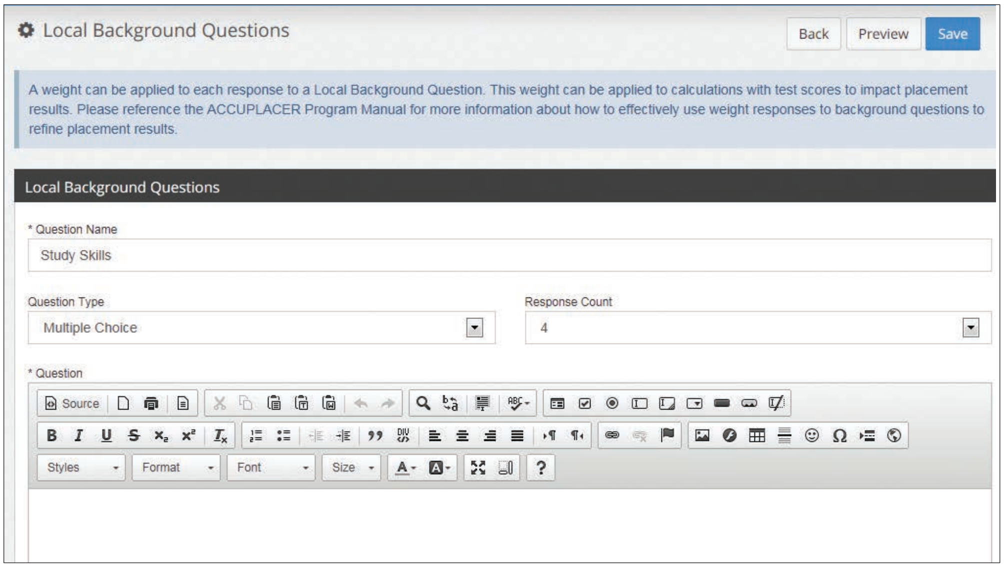
In addition to the 11 standard questions available on the ACCUPLACER platform, users can create Local Background Questions specific to your institution to be included in a Background Question Group. Local Background Questions created by an Institution Administrator are available to all sites, while Local Background Questions created by Site Managers are available at that site only.

To create Local Background Questions, click on **Local Background Questions** under the **Test Setup** menu, then select **Local Questions**. A list of existing Standard Local Background Questions will appear.



Click on the **Add** icon.

Enter the name of your Background Question in the **Question Name** box.



Use the link below for descriptions of each of the icons available in CKEditor used to maintain these screens. http://docs.cksource.com/CKEditor_3.x/Users_Guide/Quick_Reference

From the **Question Type** drop-down menu, select the type of question: Multiple Choice, Multiple Response, Short Answer, or Single Choice.

Multiple Choice

For multiple-choice questions, enter the number of responses for your questions in the **Response Count** box. It is possible to have up to 99 answer choices. The default value is four. Students can select only one response from the responses provided.

Multiple Response

For multiple-response questions, enter the number of responses for your questions in the **Response Count** box. It is possible to have up to 99 answer choices. The default value is four. Student can select more than one response from the answer choices provided.

Short Answer

Open response enables students to type their answers in the box provided. The **Response Count** box isn't available for this type of question.

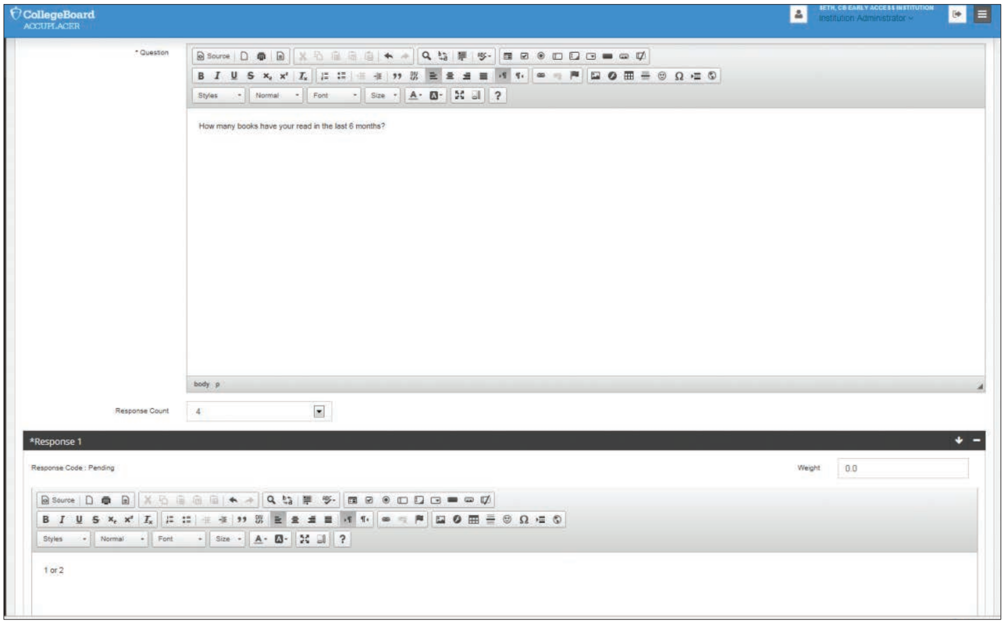
To open a Response text box, click on the + and the response box will open. Enter your Response and click on the − to close the box. Use the up and down arrows ↑ ↓ to change the order of the answer choices.

Single Choice

For single choice questions, the Response Count box defaults to 1. This type of question provides the ability to set up a confirmation question such as agreeing to terms and conditions. Please be aware in the event a student refuses to answer the question, they won't be able to proceed further in the test session and the Institution/Site user will have to close the test session and determine the next steps with the student.

The answer to single choice items will be displayed with a checkbox.

If your Placement Rules contain multiple weighted measures, you can assign weights to each response by adding a weight in the Weight Text box. The weights will be applied automatically if the condition type **Auto Multiple Weighted Measures** is selected in the Placement Rule. The weights won't be applied automatically if the condition type **Multiple Weighted Measures** is selected as a condition in the Placement Rule.

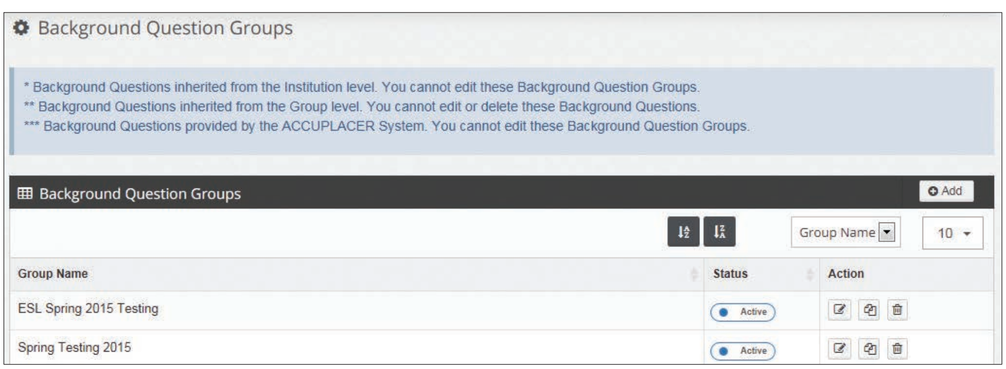


Question Groups

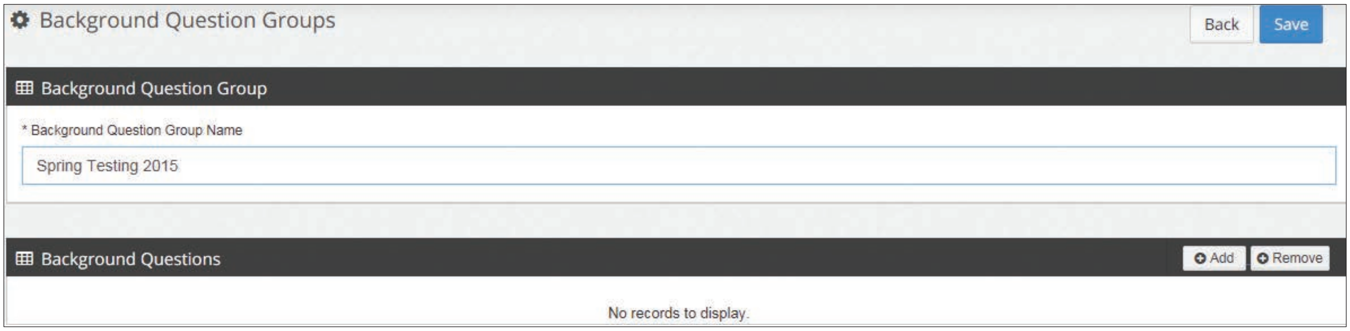
Background Questions are put into Background Question Groups that can be presented to students during testing. You can create multiple groups; you can branch from one Background Question Group to another Background Question Group based on an answer to a Background Question or a test score. You can branch to a test based on an answer to a Background Question.

A Background Question Group contains standard and/or local background questions that you want the student to answer. A Background Question Group can be delivered at the beginning, middle, or end of a test session. Multiple Background Question Groups can be added to a Branching Profile.

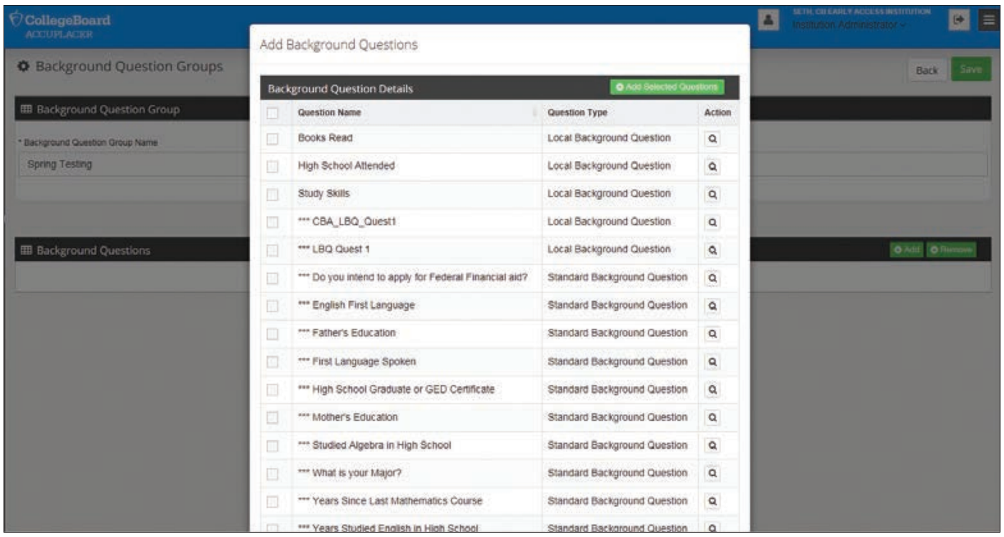
From the **Test Setup** menu select **Local Background Questions**, and then select **Background Question Groups**. A list of all Background Question Groups will appear.



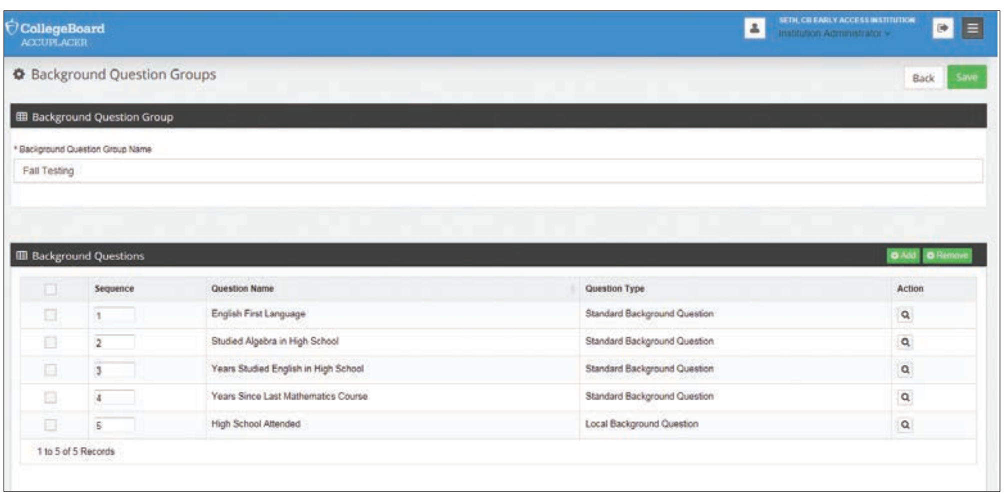
Enter the name of your group in the **Background Question Group Name** box.



Click the **Add** icon and a list of all background questions, local and standard, will appear.



Check the box next to the questions you want included in the group and click **Add Selected Questions**. The next screen will display all the Background Questions you selected.



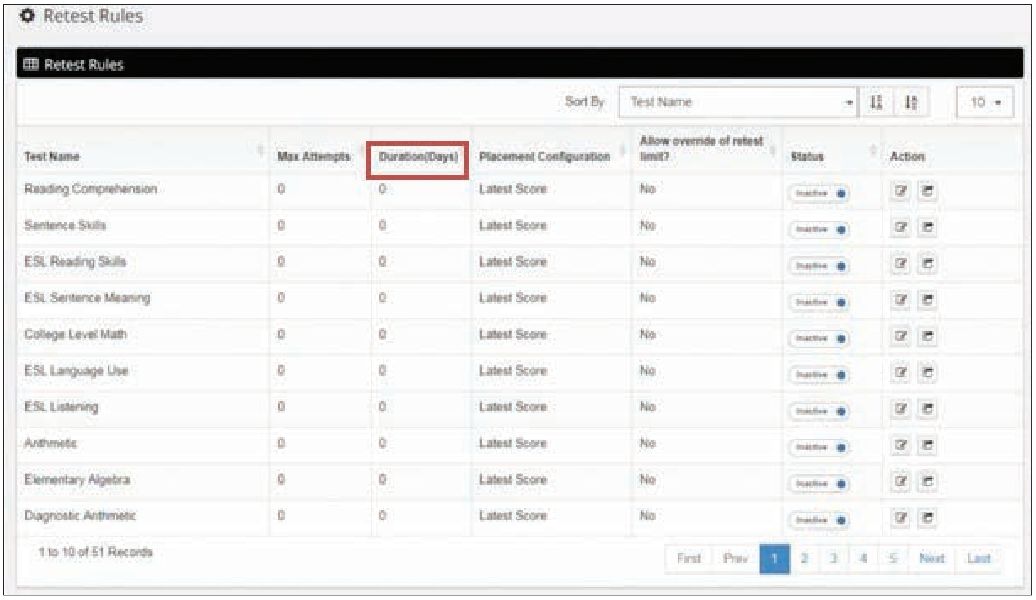
To edit the name of a Background Question Group, click in the name box, make your edits, and click **Save**.

To change the sequence of the questions, enter numbers in the Sequence column and click **Save Sequence**.

To remove a question, select the appropriate check boxes, and click **Remove**. Click the **Save** icon to save your work.

Retest Rules

To help you manage your Institution's retest policy, it is possible to limit the number of retest attempts on a test on the ACCUPLACER platform. Every attempt where at least one test item is completed will be counted toward the retest limit. IA's can establish the limits and "push" (aka force update) the limits down to individual sites. Site Managers however, can override what is pushed down to them from the institution and establish their own limits. Site Managers can also revert to the IA settings.


Retest Rules

Retest Rules

Sort By Test Name 10

Test Name	Max Attempts	Duration(Days)	Placement Configuration	Allow override of retest limit?	Status	Action
Reading Comprehension	0	0	Latest Score	No	Inactive	
Sentence Skills	0	0	Latest Score	No	Inactive	
ESL Reading Skills	0	0	Latest Score	No	Inactive	
ESL Sentence Meaning	0	0	Latest Score	No	Inactive	
College Level Math	0	0	Latest Score	No	Inactive	
ESL Language Use	0	0	Latest Score	No	Inactive	
ESL Listening	0	0	Latest Score	No	Inactive	
Arithmetic	0	0	Latest Score	No	Inactive	
Elementary Algebra	0	0	Latest Score	No	Inactive	
Diagnostic Arithmetic	0	0	Latest Score	No	Inactive	

1 to 10 of 51 Records

First Prev 1 2 3 4 5 Next Last

Test Name

All tests that are available to the institution or site are listed in this column.

Max Attempts

The maximum number of attempts a test can be taken.

Duration (Days)

Previously values were designated by the month—now values are 14 to 1440 days.

Placement Configuration

The placement rule configuration will be used when retest limits are exceeded. Options available to user will be the highest or latest score. When looking for highest or latest, it will only look from the scores within the duration specified for the test.

Allow Override of Retest Limit?

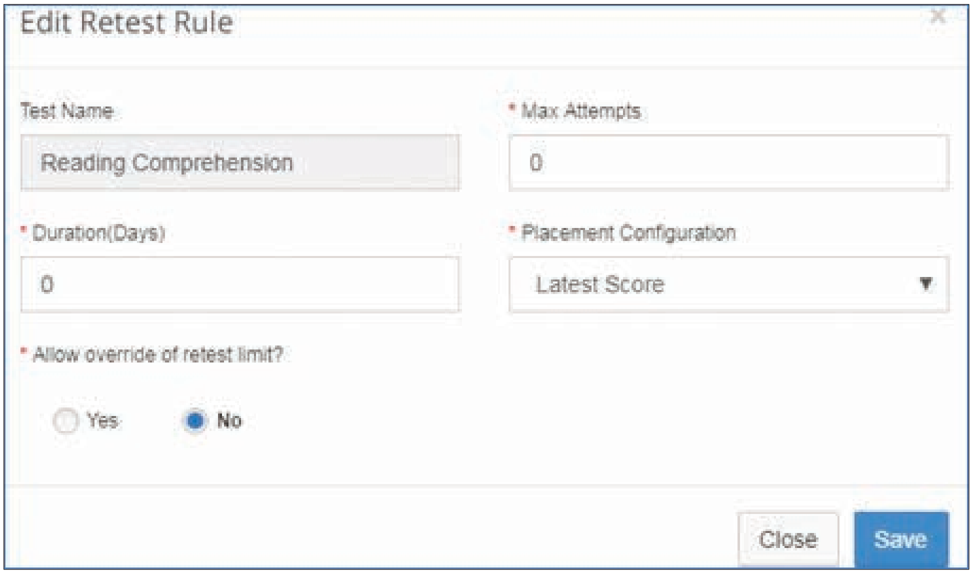
When set to **Yes**, an authorized user can override the Retest Rule, thereby allowing the student to retest. The Authentication screen displays at the start of the test session. If there are multiple tests that have reached the limit, the application will display that list and an authorized person with the Site Manager's permission can select tests for override approval. The selected tests will be administered as an override; those unselected will be skipped.

When set to **No**, the tests that have reached the limit can't be administered/overridden by any user.

Status

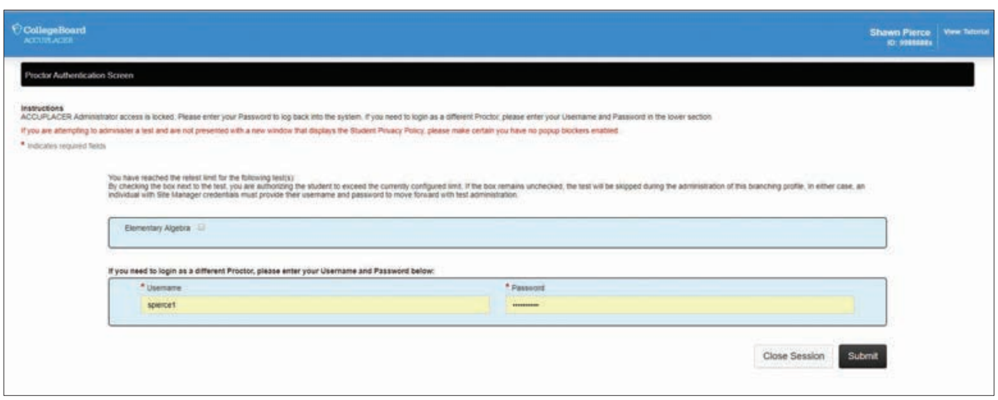
Active—When a retest rule is active, the number of retests available will be enforced.
Inactive—When a retest rule is inactive, there will be an unlimited number of retests available for the test.

To create Retest Rules, click on the **Edit** icon under the **Action** column for the test you want to create a Retest Rule for, and a screen like the one below will display.

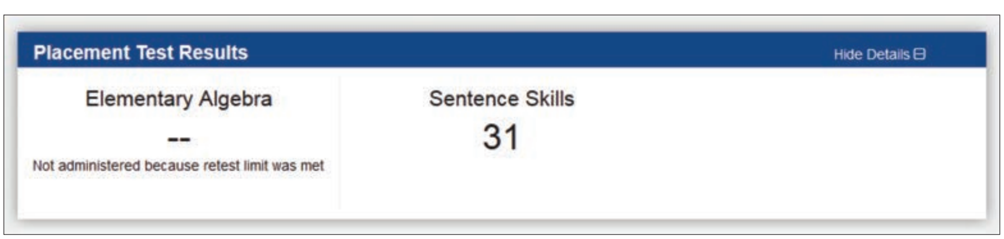


Enter the information you want used for the designated test and click **Save**. The Retest Rules screen will display. In the Status column, click the Inactive button to toggle the selection and activate the rule.

For a new test administration, the warning message/approval screen will appear following the click of **Start Test**. At this point, the Branching Profile will be analyzed, and the retest limit(s) verified. This treatment will be same for all tests started from **Test Administration, Voucher, Widget, and Fast Track**. In the case of a resume test scenario, the validation will take place after the user clicks “Begin Test.” The user will then be presented with the message/approval screen.



If a Test Session/Branching Profile is completed for a student and a test within that BP was not administered because the retest limit was encountered, a message will appear on the ISR. See example below:



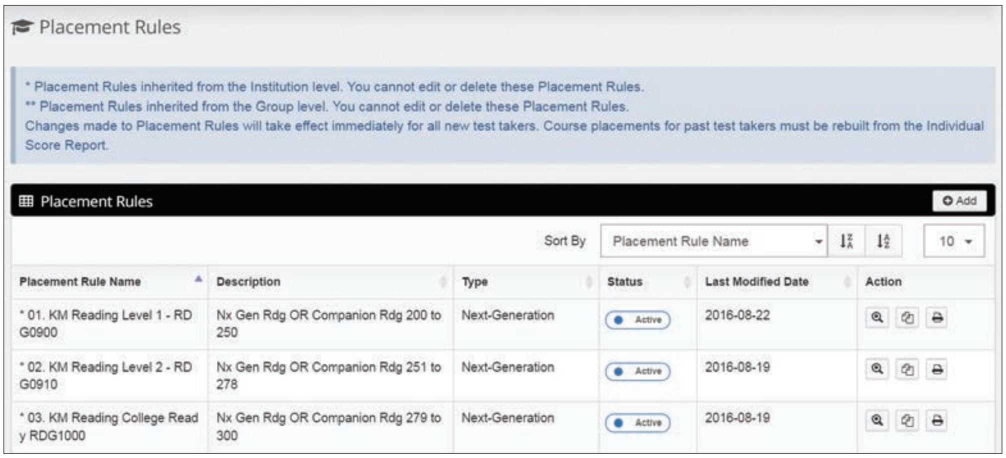
Placement Setup

Placement Rules are based on the cut scores used at your institution. By using this feature, students' placements can be reported on their Individual Score Report generated at the end of testing. Placement Rules created by Institution Administrators are available for use at all sites. Placement Rules created by the Site Manager are available for use at the site only. Before you begin to create your Placement Rules, you must create all Course Groups, Courses, Majors, User Defined Fields, and Composite Scores that will be used in the Placement Rules.

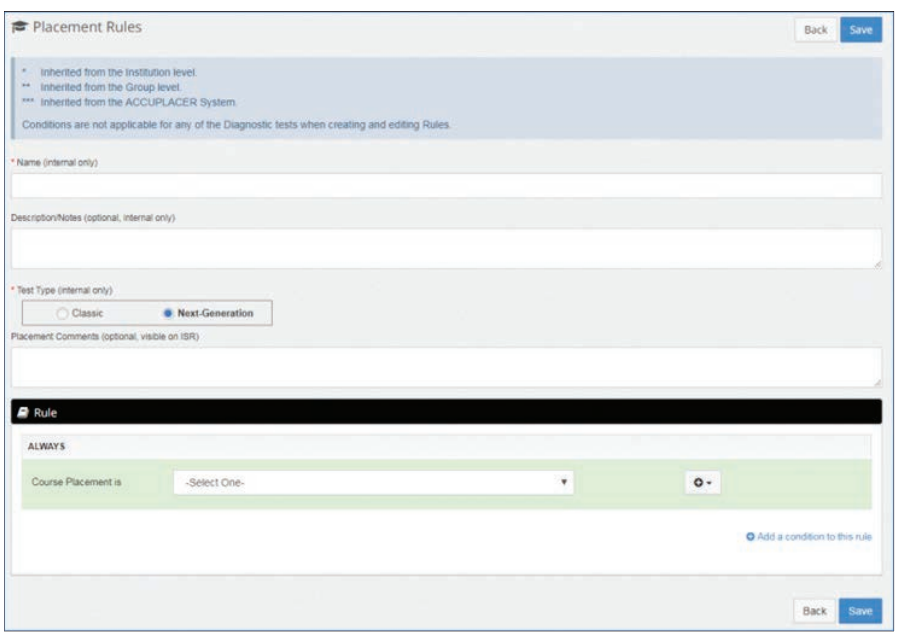
Placement Rules

Placement Rules contain conditions and course placements. Unlike Branching Profiles, Placement Rules contain only one rule. Conditions for Placement Rules are like those in Branching Profiles.

To create a Placement Rule, click on **Placement Rules** under the **Placement Setup** menu and a list of all Placement Rules that have been added to the site will display.



To add a new Placement Rule, click on the **Add** button. You will see the option to create a "Classic" placement rule or a "Next-Generation" placement rule. The screen shown below will appear:



Select the Test Type and enter the Placement Rule Name, Description/Notes (optional), and Placement Comments (optional). **TIP**: Description/Notes is an internal field (not visible on a report) that helps the user keep track of the intent of the Placement Rule. If the Placement Comment field is populated, this WILL appear on the student's ISR.

With the addition of the automated scoring of paper answer sheets capability, placement rules can support scores from COMPANION tests that are automatically scored by ACCUPLACER (currently Next-Generation tests only).

Because of the difference in the scoring scales of the Classic and Next-Generation tests, placement rules are intentionally restricted from including both types of tests. In addition, because the Classic tests will eventually be retired, keeping Classic tests out of Next-Generation placement rules will prevent you from having to revise those placement rules later.

Test Type is where you define whether your placement rules will be based on ACCUPLACER Classic placement tests or Next-Generation placements tests. **TIP**: When creating a placement rule that contains Next-Generation tests, ensure that the placement rule is easily recognizable by placing "NG" in the placement rule name. Once the placement rule has been saved, the test type can't be modified. A new placement rule would need to be created.

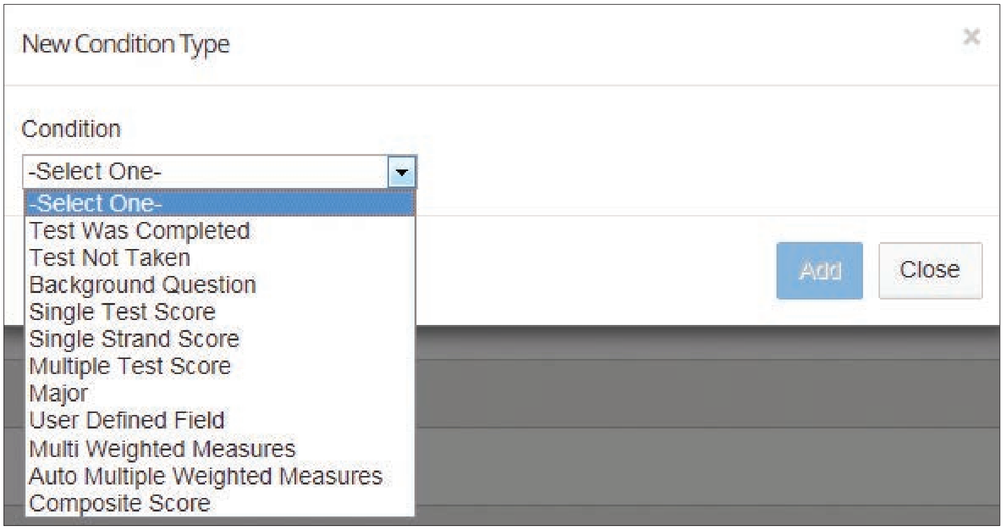
Additionally, if a placement rule is copied, the Test Type can't be modified on the resultant copy. Since Next-Generation diagnostic tests don't exist yet, when Next-Generation is selected, the system will remove placement conditions associated with a diagnostic test (e.g., single strand score won't appear as an option).

Description/Notes is an area for you to record any information that describes the Placement Rule. Maximum length is 500 characters.

Placement Comments will appear on the Individual Score Report. Maximum length is 4,000 characters.

From the Course Placement drop-down menu, select the course. Multiple courses can be selected if the same placement rule applies to all the selected courses. To add additional courses, click on the **Add a Course** icon.

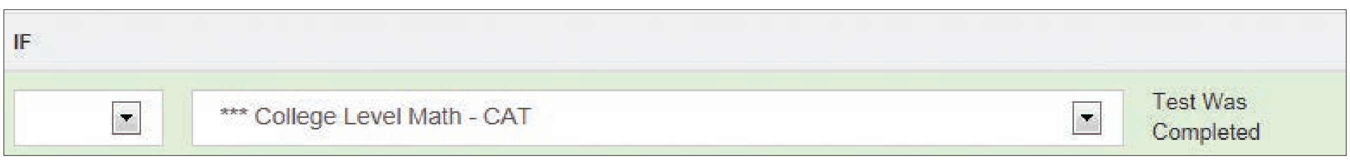
Click **Add a Condition to This Rule** and the screen shown below will list all the condition types that can be used in a Placement Rule.



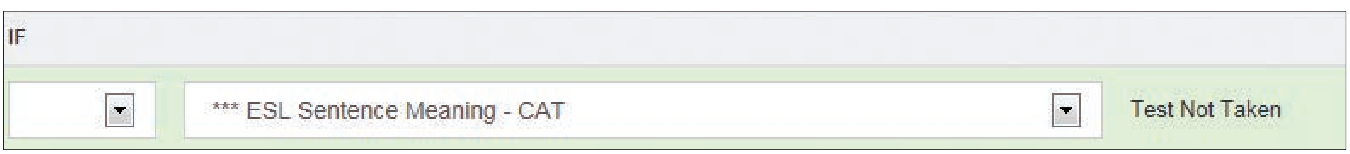
Condition Types

There are 11 different types of conditions that can be use in a Placement Rule.

Test Was Completed is used when a course placement is based on the score of a test that was completed. All ACCUPLACER tests, active Local Tests, and WritePlacer settings are available in the drop-down menu. Choose the test you want to use as a part of this condition. The Placement Recommendation is made only when the condition is evaluated as true.

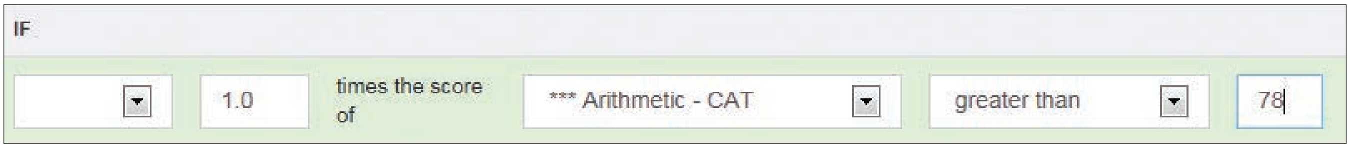


Test Not Taken is used to create a course placement based on the Test Not Taken condition, which validates whether a student took a specific test. Incomplete tests are considered as not taken.

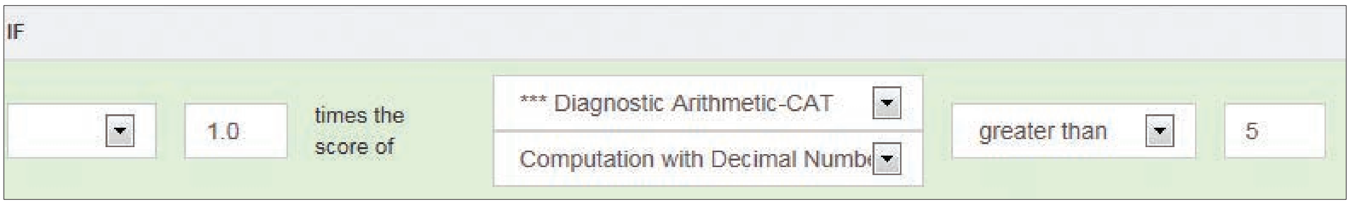


Background Question is used when a course placement recommendation is based on a student's response to a Background Question administered during the test session. All active Background Questions created at the system level, the institution level, or the site level will appear in the drop-down menu. Select the Background Question and the response you want to use to evaluate this condition type.

Single Test Score is used when a course placement recommendation is based on the score from a test that was administered. All ACCUPLACER tests (not diagnostic tests), active Local Tests, and WritePlacer settings are available in the drop-down menu. Choose the test you want to use as part of this condition and enter the appropriate values in the text boxes.

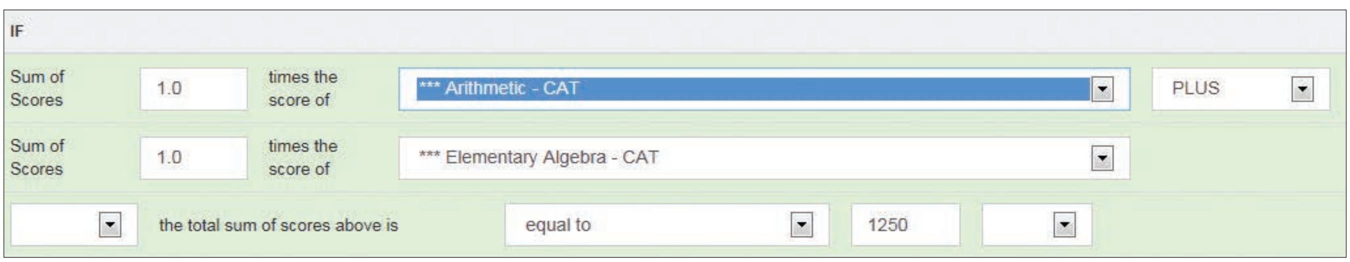


Single Strand Score is used when a course placement recommendation is based on a strand score from a diagnostic test. From the first drop-down menu, select the appropriate diagnostic test. From the second drop-down menu, select the appropriate strand.

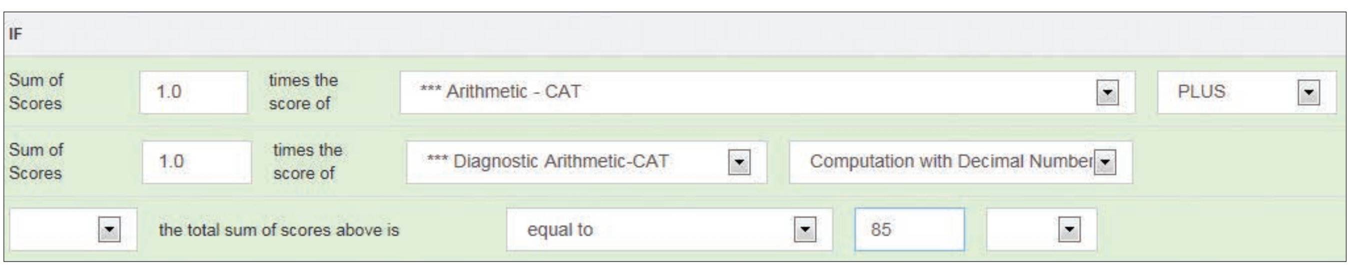


Multiple Test Scores is used when a course placement recommendation is based on the sum of two or more scores from tests administered during the test session. All ACCUPLACER tests, Local Tests, Diagnostic Test Strands, and WritePlacer Settings are available in the drop-down menu. Choose the tests you want to include in this condition and enter appropriate values in the text boxes.

Shown below is an example of adding two test scores:



Shown below is an example of adding a test score and a strand score:

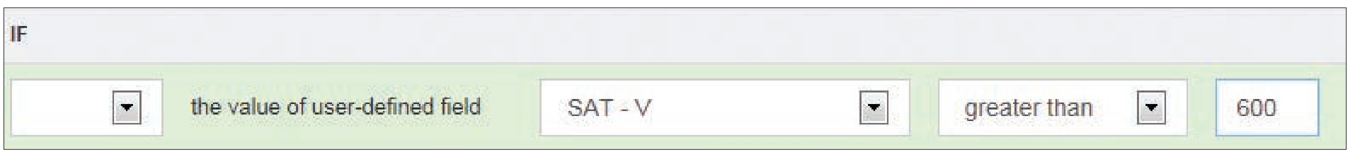


Major/Program is used when course placement recommendation is based on the major the student selected during the test session. To choose a major, click the **Major/Program List** icon and select a major/program from the list. Multiple majors/programs can be included in this condition.

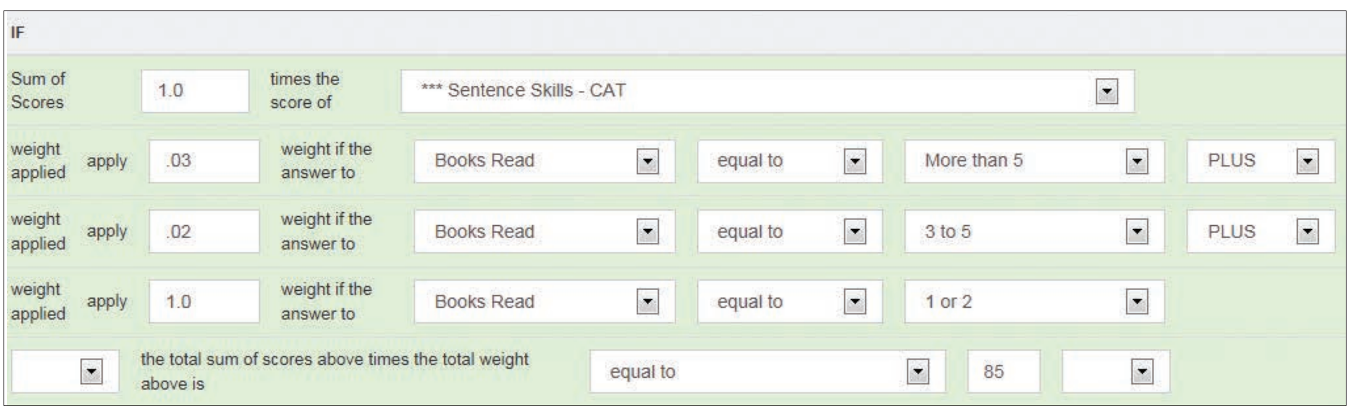
User Defined Field is used when a course placement recommendation is based on the value of a User Defined Field. All active User Defined Fields created by Site Managers appear in the drop-down menu. Choose the User Defined Field you want to use in the condition and enter a value.

You will have to enter the value of the User Defined Field after a student has completed the test session. To enter values for User Defined Fields, click on the **Reports** menu and select **List and Enter User**.

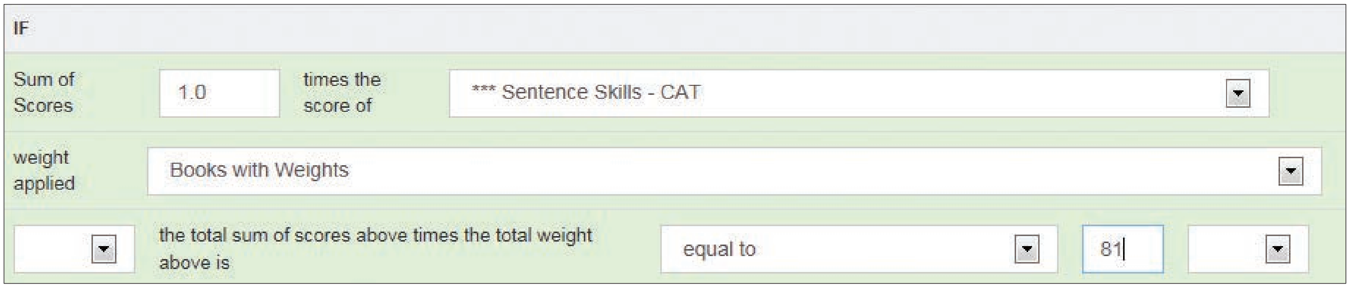
Defined Fields Data. For the placement that is based on the User Defined Field to show on a student's Individual Score Report, you will have to open the student's Individual Score Report after testing and click on the **Rebuild Course Placement Using Current Placement Rules** link at the bottom of the page.



Multiple Weighted Measures is used when a course placement recommendation is based on the weighted value of test scores and students' answers to Background Questions. Weights must be assigned manually to various responses. Select the tests you want to use as a part of this condition. Choose the Background Question you want to use in the condition, along with the weight for the response.

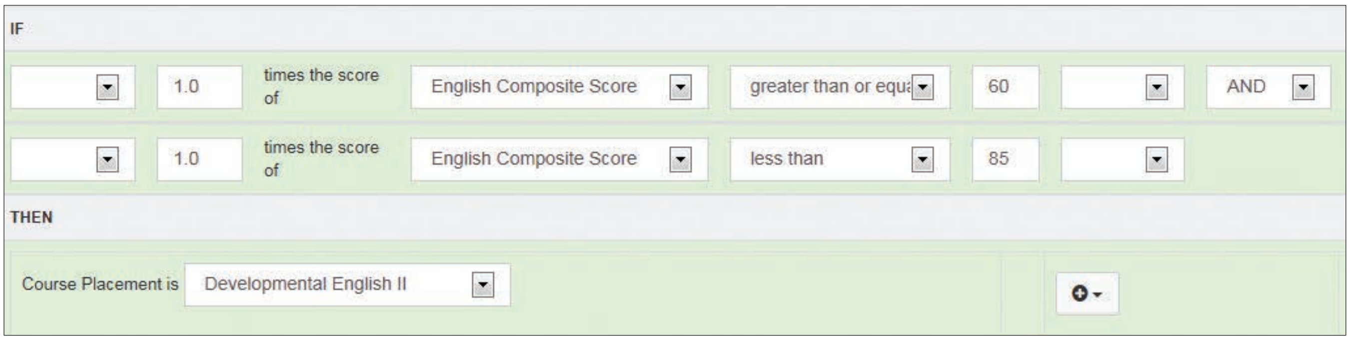


Auto Multiple Weighted Measures is used when a course placement recommendation is based on the weighted value of test scores and students' answers to Background Questions. The weights used are those that were assigned to the responses when the Local Background Questions were created.



The above example for Multiple Weighted Measures will provide the same placement as the example for Auto Multiple Weighted Measures.

Composite Scores is used when a course placement recommendation is based on a Composite Score. In the example below, if the Composite Score named "English" is greater than or equal to 60 and less than 85, then placement is Developmental English II.



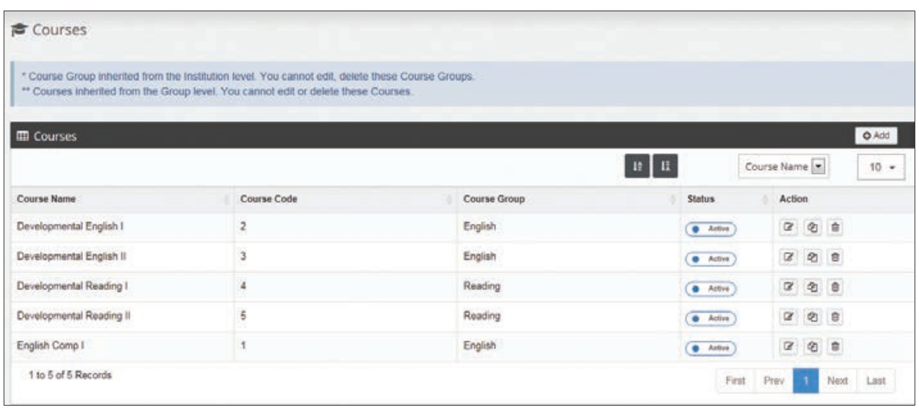
Using And/Or

AND: If both conditions are true, then only the entire condition is true.

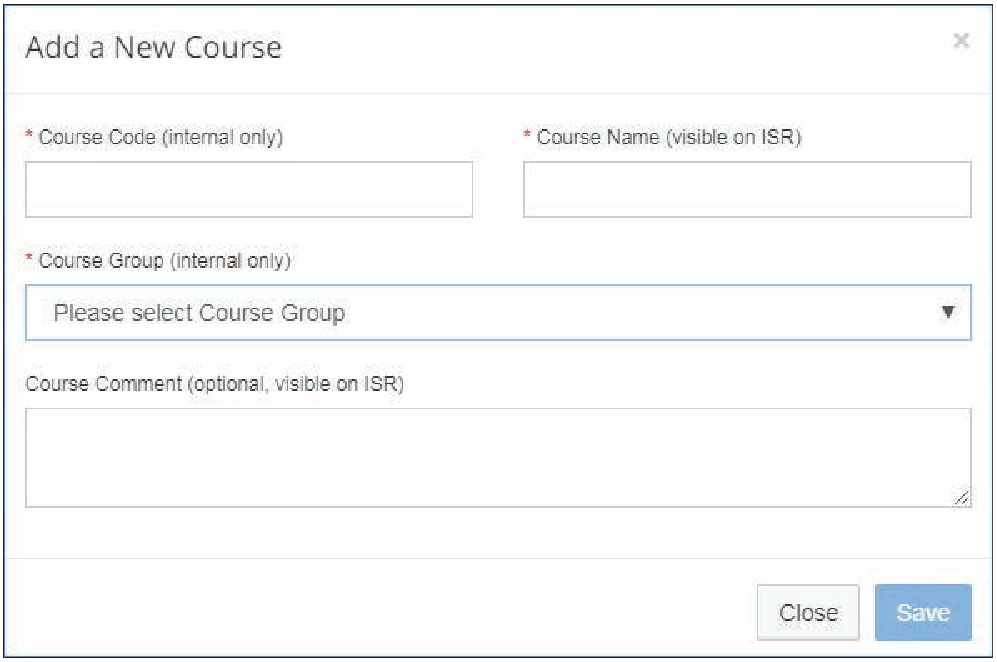
OR: If any one of the conditions is true, then the entire condition is true.

Courses

To add a new course, click **Courses** under the **Placement Setup** menu and a list of all courses that have been added to the site will display.



To add a new course, click on the **Add** button.



Enter the **Course Code** and **Course Name**. Use the drop-down menu to select the **Course Group** with which the course will be associated. Enter Course Comments (optional) and click **Save**.

Course Code is an alphanumeric code used to identify the course that you create. It can be a maximum length of 100 characters.

Course Name is an alphanumeric name used to identify the course and must be unique within the site.

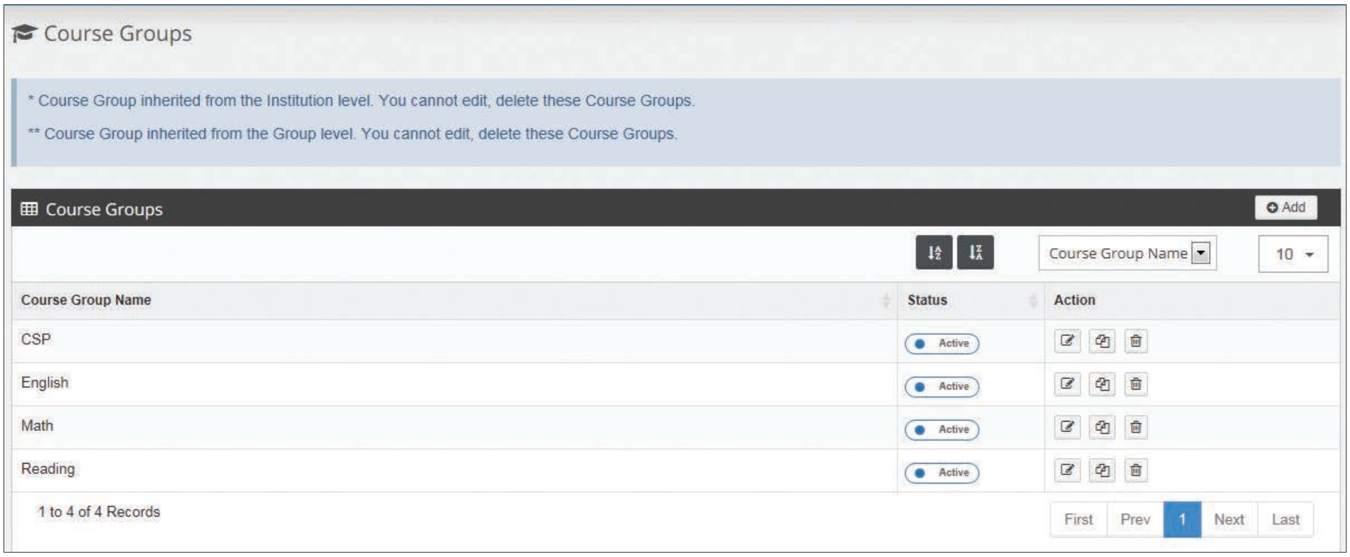
Course Group is the name of the group under which the course is assigned.

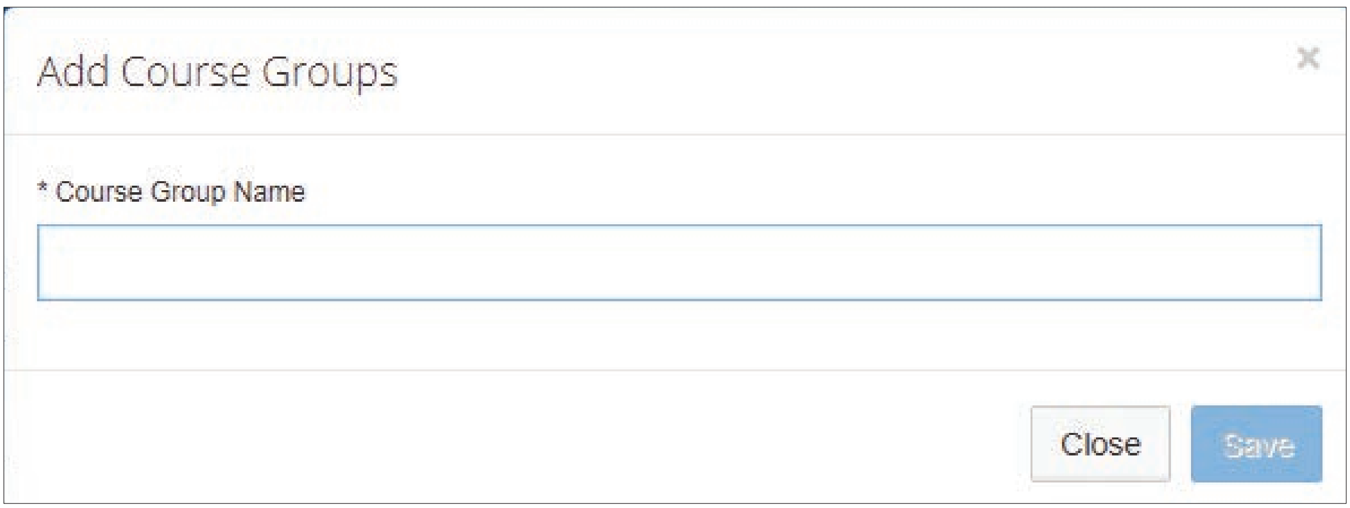
Course Comment describes the course and is reported in the Individual Score Report. Maximum length is 500 characters.

Course Groups

Each course added to your ACCUPLACER site must be associated with a Course Group. This allows you to group courses by discipline. Course Groups are used as a filtering criterion when running Placement Rosters reports. To create a Course Group, click on **Course Groups** under the **Placement Setup** menu, and a list of all Course Groups that have been added to the site will display.

To add a new Course Group, click on the **Add** button.



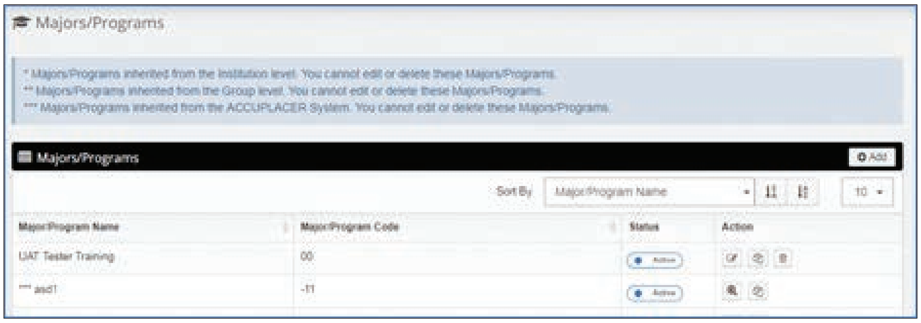


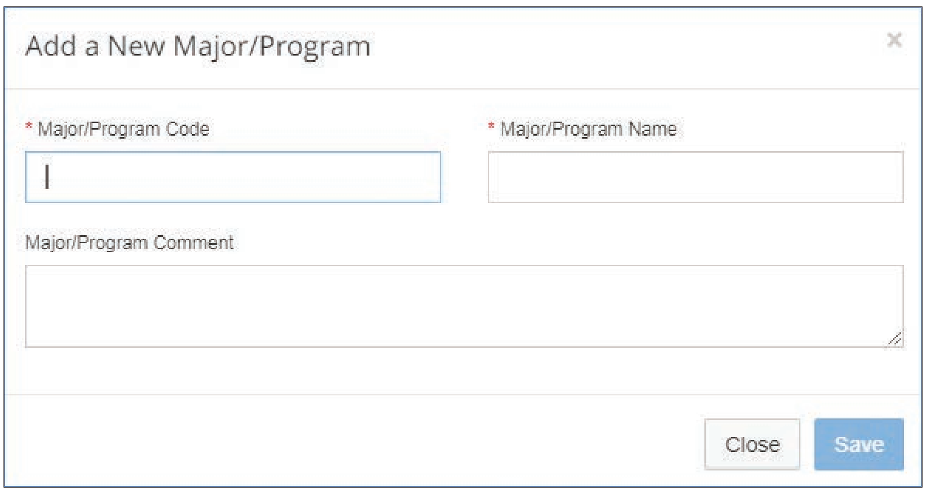
Enter the name of your **Course Group** and click **Save**.

Majors/Programs

To add a Major, click on **Majors/Programs** under the **Placement Setup** menu and a list of majors that have been added to the site will display. Answers "I choose not to answer" and "Undecided" are provided by the system. If you don't want them to appear as options for the "What is your major?" **Background Question**, click the **Active** button under the Status column to make the major **Inactivate.**

To add a new major/program, click on the **Add** button.





Enter the Major/Program Code, Major/Program Name, and Major/Program Comment. Click **Save** and the new Major will be added to your list of majors.

Major/Program Code is a code you assign and can't be more than 15 characters long. It is a required field as indicated by the * so if the field is empty, an error message will appear.

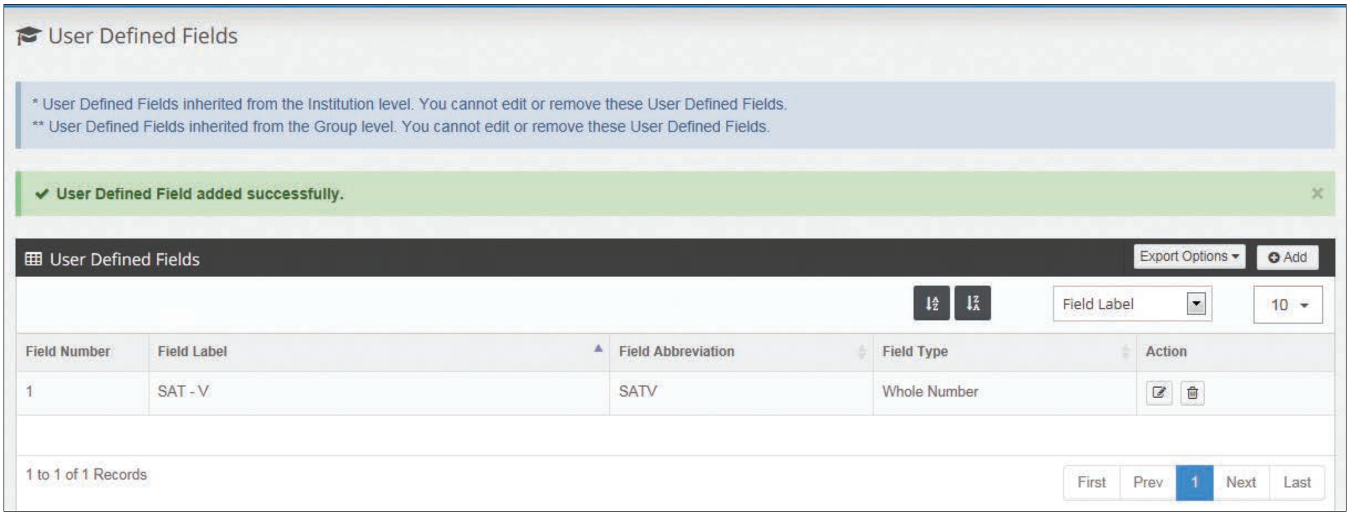
Major/Program Name can't exceed 100 characters. It is a required field as indicated by the * so if the major name field is empty, an error message will appear.

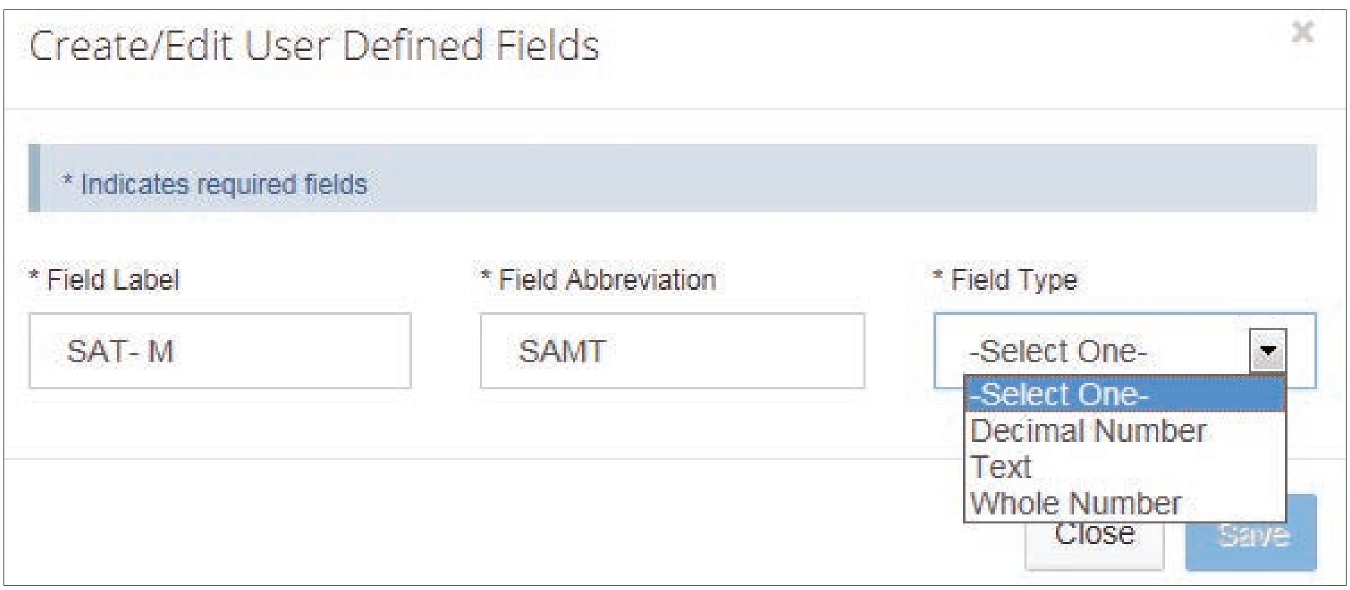
Major/Program Comment can't exceed 100 characters. Major Comments will appear on the Individual Score Report.

User Defined Fields

User Defined Fields allow you to add additional student information that can be used in Placement Rules and Reports. Examples of **User Defined Fields** are scores from essays graded by your faculty, scores from local tests not administered through the Local Tests feature of ACCUPLACER, or SAT® scores.

To add a User Defined Field, click on **User Defined Fields** under the **Placement Setup** menu and a list of fields that currently exist on the site will display. To add a new User Defined Field, click on the **Add** button.

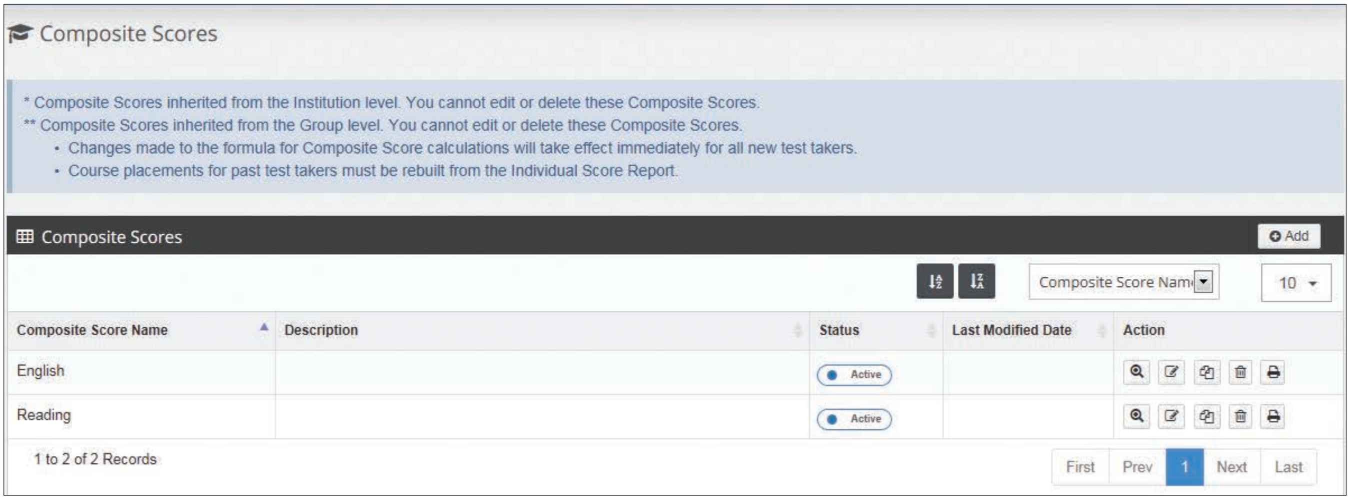




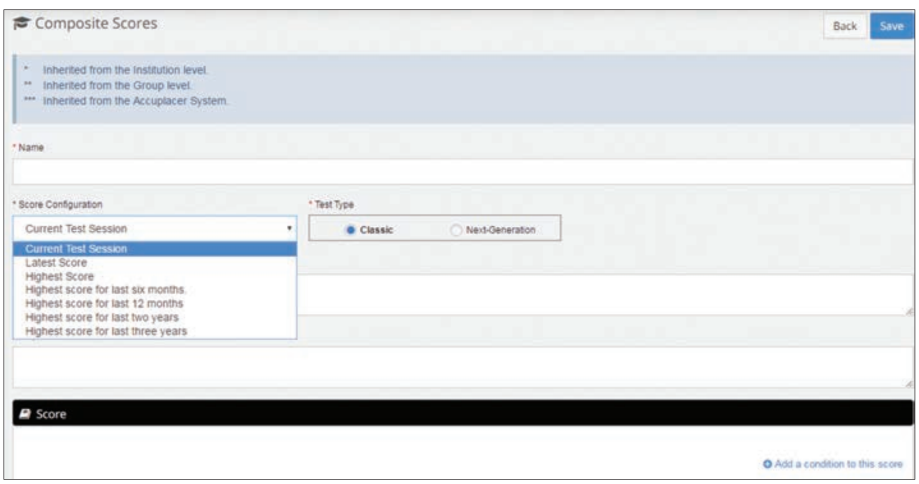
Add the Field Label and Field Abbreviation. Use the drop-down menu to select the Field Type. Click **Save**.

Composite Scores

This feature allows you to create a Composite Score that can be used in Placement Rules, included in reports, and uploaded to campus SISs. To create a Composite Score, click on **Composite Scores** under the **Placement Setup** menu and a list of composite scores that currently exist on the site will display.



To add a new Composite Score, click on the **Add** button. You will see the option to create a “Classic” composite score or a “Next-Generation” composite score. Because of differences in the scoring scales of the Classic and Next-Generation tests, composite scores are intentionally restricted from including both types of tests. In addition, because the Classic tests will eventually be retired, keeping Classic tests out of Next-Generation composites will prevent you from having to revise those composite scores later. The screen shown below will appear:



Select the test type and enter a name for the Composite Score. **TIP:** When creating a composite score that contains Next-Generation tests, be sure that the composite scores are easily recognizable by placing “NG” in the composite score name. When copying a composite score, the Test Type can’t be changed. From the **Score Configuration** drop-down menu select what test scores you want used when calculating the composite score. If you select:

Current Test Session—Scores from the current test session will be used to calculate the composite score.

Latest Score—The most recent test score, or the score from the current test session, will be used when calculating the composite score. Scores will be evaluated based on the Test Session End Date.

Highest Score—The highest score available for the student from all available records will be used to calculate the composite score.

Highest Score for Last Six Months—Using the Test Session End Date, the highest score available for the student from all available records of the last six months will be used to calculate the composite score.

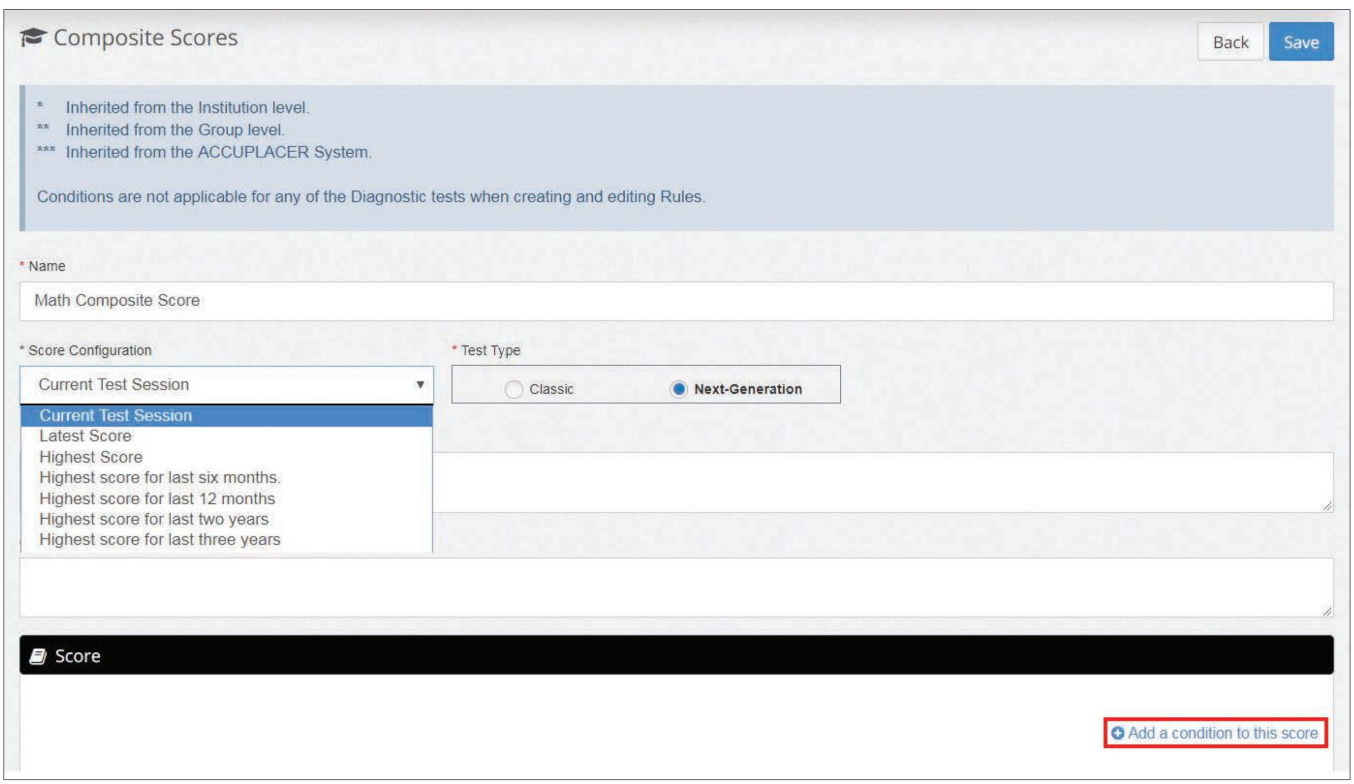
Highest Score for Last 12 Months—Using the Test Session End Date, the highest score available for the student from all available records of the last 12 months will be used to calculate the composite score.

Highest Score for Last Two Years—Using the Test Session End Date, the highest score available for the student from all available records of the last two years will be used to calculate the composite score.

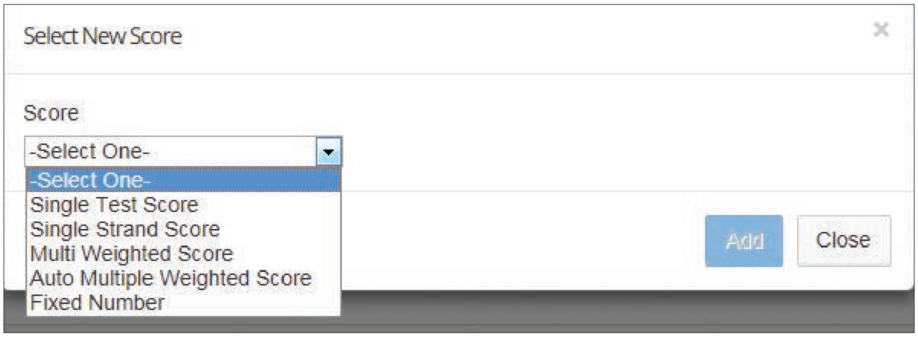
Highest Score for Last Three Years—Using the Test Session End Date, the highest score available for the student from all available records of the last three years will be used to calculate the composite score.

When rebuilding placements, if there has been a change in the Score Configuration selection, the latest values will be used in the rebuild. The new values will be stored in the database and will appear on the Individual Score Report.

To select a score to use, click **Add a Condition to the Score.**

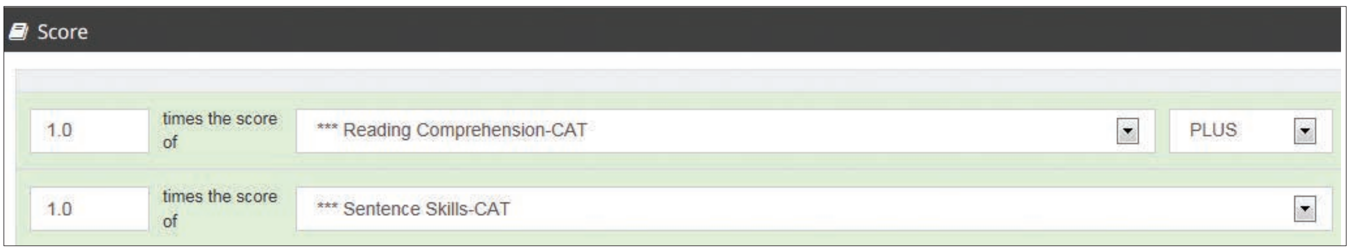


Select New Score



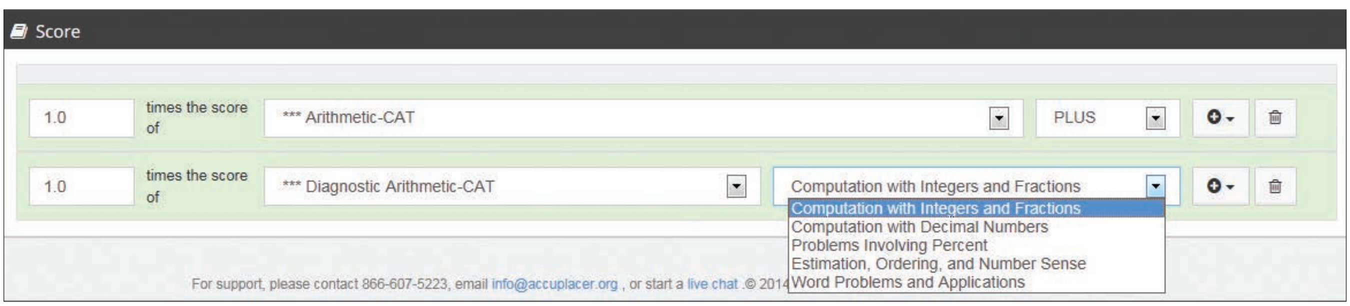
There are five types of scores that may be used alone or in combination with one another.

Single Test Score—A single test score can be included in the Composite Score.



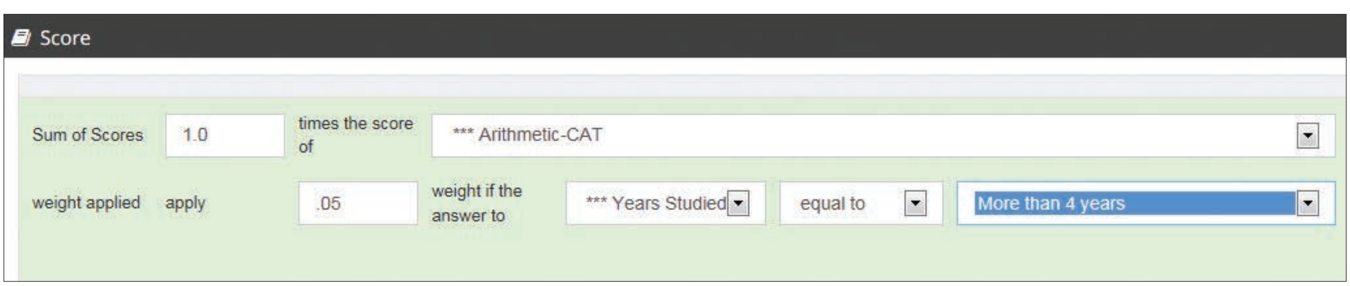
In the example above, the scores of Reading Comprehension and Sentence Skills are being added together to create the composite score.

Single Strand Score—A single strand score can be included in the Composite Score.



In the example above, the strand score, **Computation with Integers and Fractions**, from the Diagnostic Arithmetic test is being added to the single test score of the Arithmetic test to create the Composite Score.

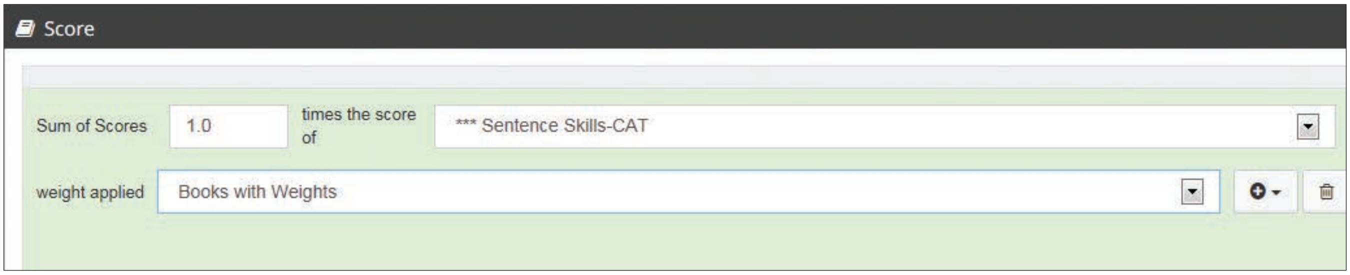
Multiple Weighted Score—A Multiple Weighted Score can be included in the Composite Score.



In the example above, if the answer to the Background Question “Years Studied Math in High School” is equal to “More than 4,” then 0.05 of the Arithmetic score is added to the Arithmetic score to create the Composite Score.

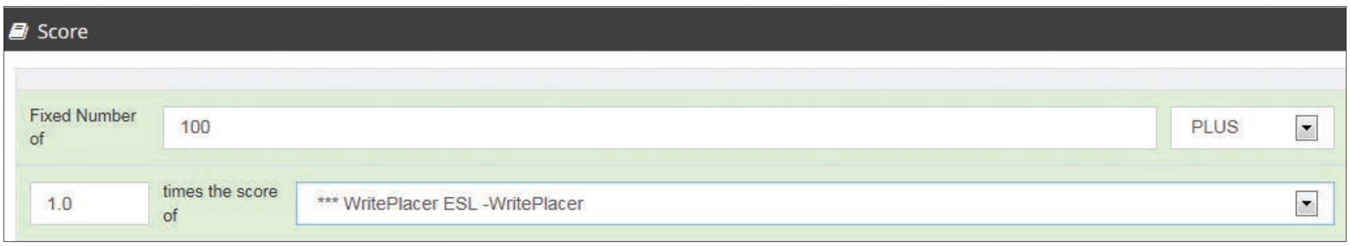
Auto Multiple Weighted Score

If you created a Local Background Question that assigned weights automatically to answer choices, it can be used to create a Composite Score.



In the example above, the automatic weights assigned to answer choices of the Local Background Question Books with Weights will be added to the score of Sentence Skills to create the Composite Score.

Fixed Number—A fixed number can be added to a test score to create a Composite Score.

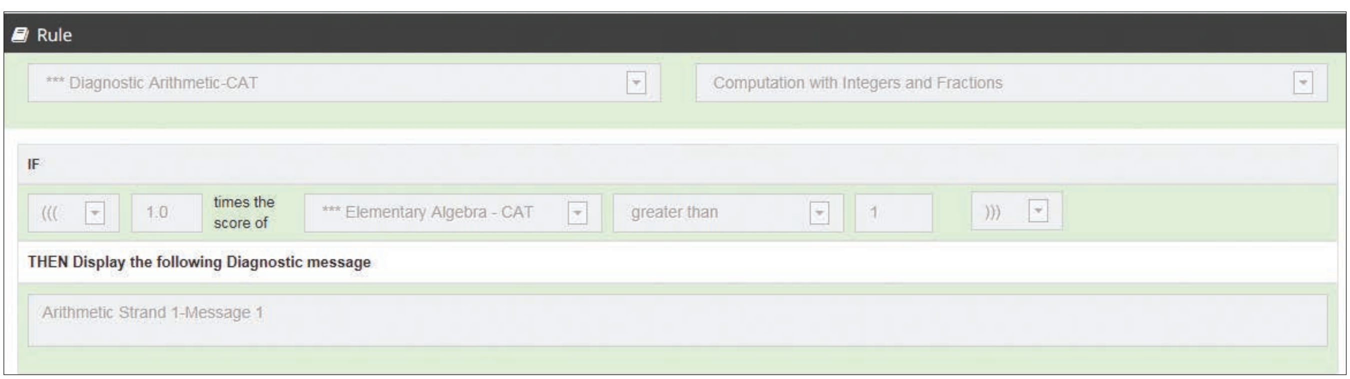


In the example above, 100 is being added to the WritePlacer ESL score.

Diagnostic Messaging

The Diagnostic Message is a custom message that is configured to show different messages for different test/strand scores. The message is displayed according to configured rules.

Below is an example of a Diagnostic Message:



Test Administration

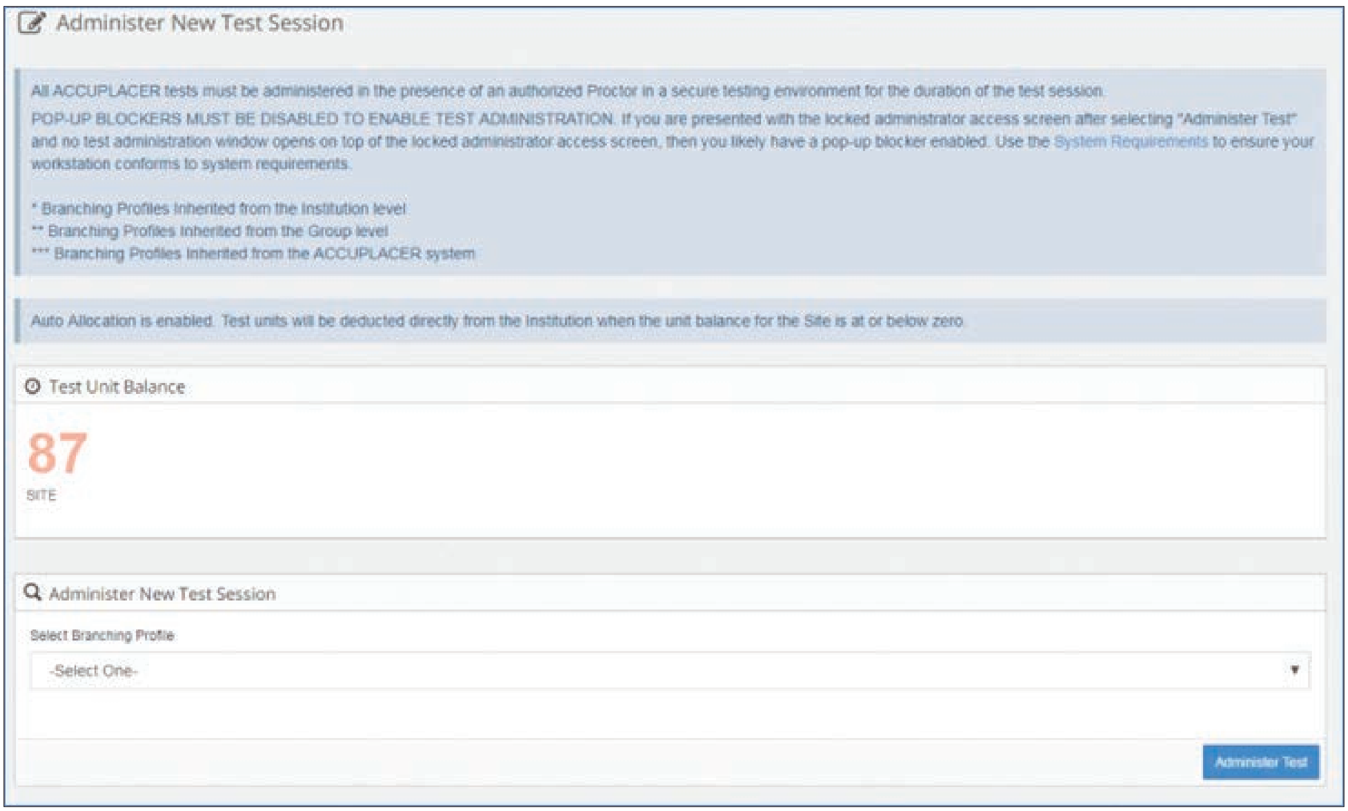
Administer New Test Session

The ACCUPLACER License Agreement requires that all ACCUPLACER tests be administered in the presence of an authorized Proctor in a secure testing environment for the duration of the test session. Proctors should only use their proctor login credential when administering ACCUPLACER tests.

Note: An Institution Administrator or Site Manager can't administer tests.

Caution: Simultaneously logging in to more than one ACCUPLACER session on the **same workstation** will create a security issue, and you will receive a security errors message. If you receive this error message, you may have to close all open ACCUPLACER sessions and/or browser windows and log in again.

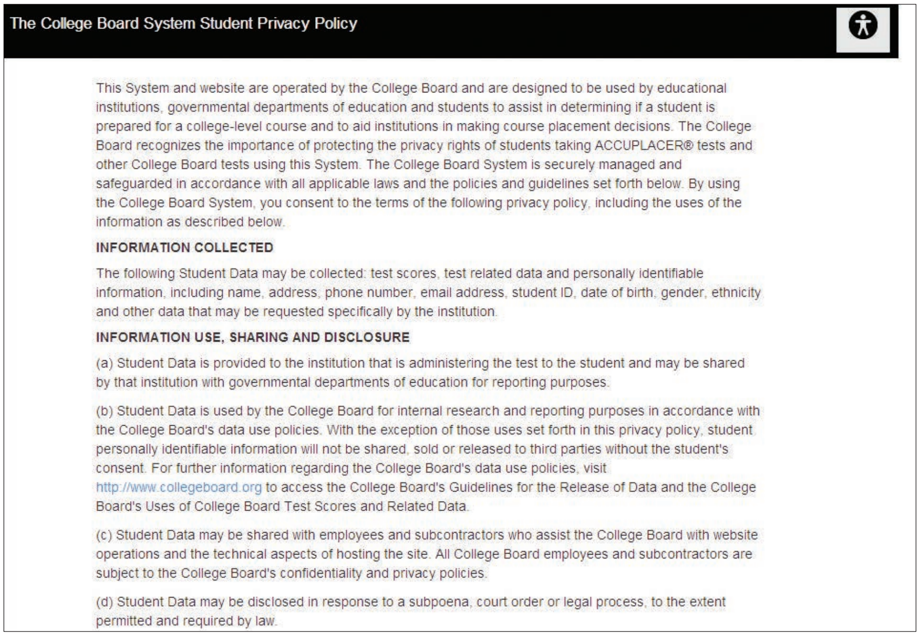
To start a new test session, click on **Administer New Test Session** under the **Administer Test** menu.



POP-UP BLOCKERS MUST BE DISABLED TO ENABLE TEST ADMINISTRATION. If you are presented with the locked administrator access screen after selecting "Administer Test" and no test administration window opens on top of the locked administrator access screen, then you likely have pop-up blocker enabled. Use the System Requirements to ensure that your workstation conforms to system requirements.

In the **Test Unit Balance** box, the number of units the site has will be shown. From the **Select Branching Profile** drop-down menu, select the Branching Profile that you want used for the test session and click the **Administer Test** button.

When the Student Privacy Policy displays, students may be seated at the computers. Once students have read the policy, they must click **Accept** to continue. If they click **Decline**, they won't be able to continue testing. Students can print the privacy policy by clicking **Print**.



The College Board System Student Privacy Policy

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

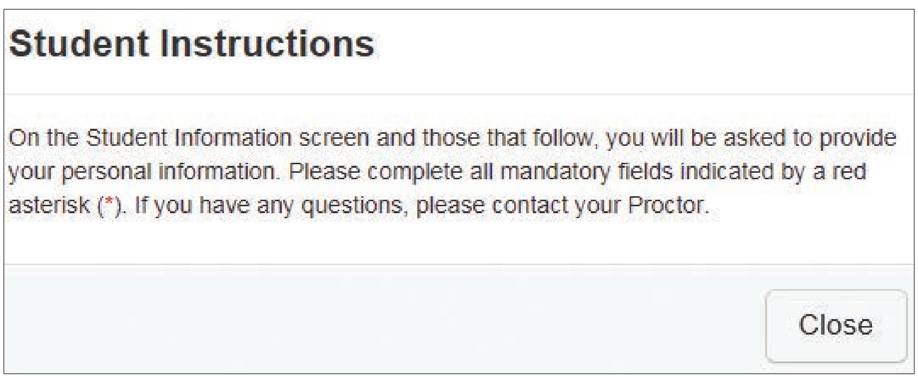
(a) Student Data is provided to the institution that is administering the test to the student and may be shared by that institution with governmental departments of education for reporting purposes.

(b) Student Data is used by the College Board for internal research and reporting purposes in accordance with the College Board's data use policies. With the exception of those uses set forth in this privacy policy, student personally identifiable information will not be shared, sold or released to third parties without the student's consent. For further information regarding the College Board's data use policies, visit http://www.collegeboard.org to access the College Board's Guidelines for the Release of Data and the College Board's Uses of College Board Test Scores and Related Data.

(c) Student Data may be shared with employees and subcontractors who assist the College Board with website operations and the technical aspects of hosting the site. All College Board employees and subcontractors are subject to the College Board's confidentiality and privacy policies.

(d) Student Data may be disclosed in response to a subpoena, court order or legal process, to the extent permitted and required by law.

If you have added a Student Instructions custom message in Test Setup, your message will appear.



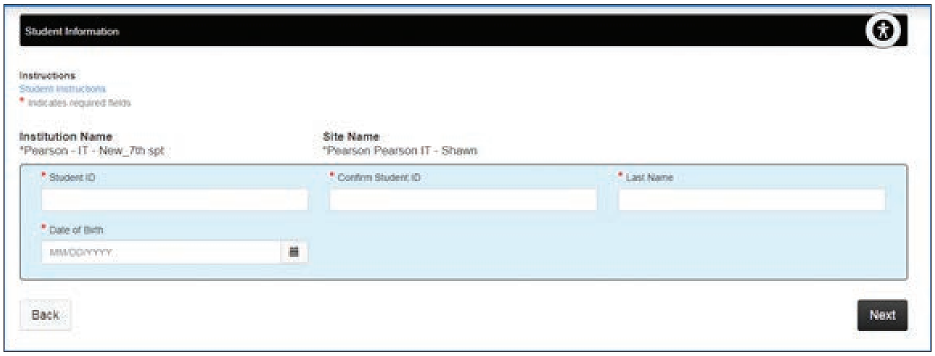
Student Instructions

On the Student Information screen and those that follow, you will be asked to provide your personal information. Please complete all mandatory fields indicated by a red asterisk (*). If you have any questions, please contact your Proctor.

Close

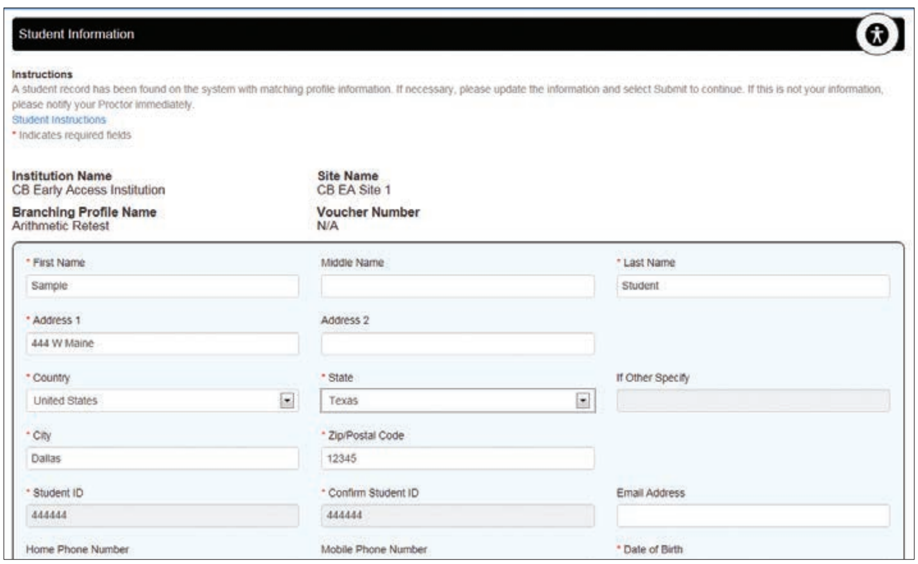
After the Student Instructions have been read, the student should click **Close**. The **Student Information** screen will appear. The student must complete all required (*) fields on the Student Information page, and then click **Next**.

Clicking the **Student Instructions** link will prompt the Student Instructions custom message to appear again.



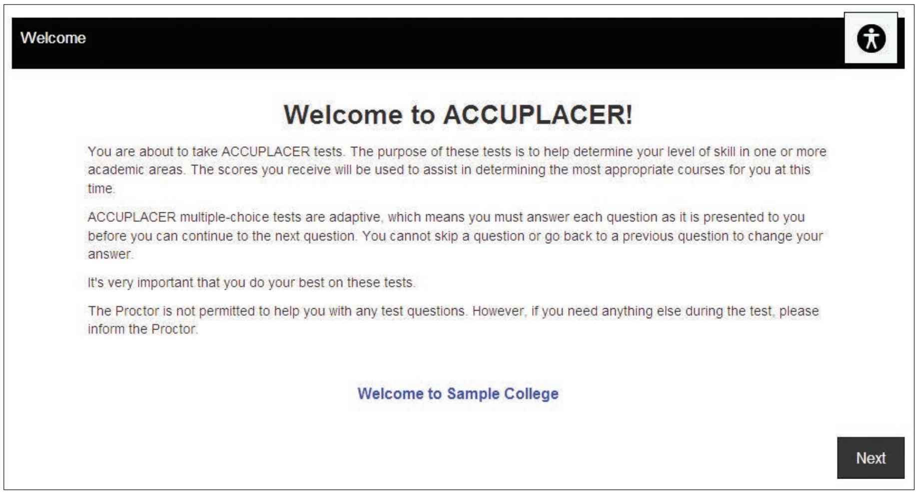
The Student Information screen will display, and the student should complete all required (*) fields and click **Next**.

If the student has tested previously, the **Student Information** page will show all the information that the student entered from the previous test session. The student can modify any of this information and click **Save** to continue to the first page of the test.

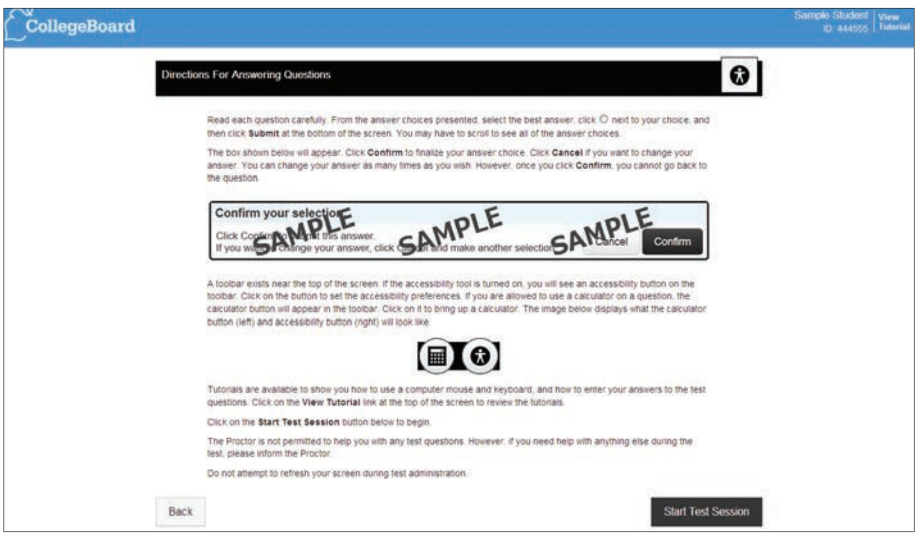


If the student hasn't tested before, a blank **Student Information** page will display, and the student must complete all required (*) fields and click **Save**.

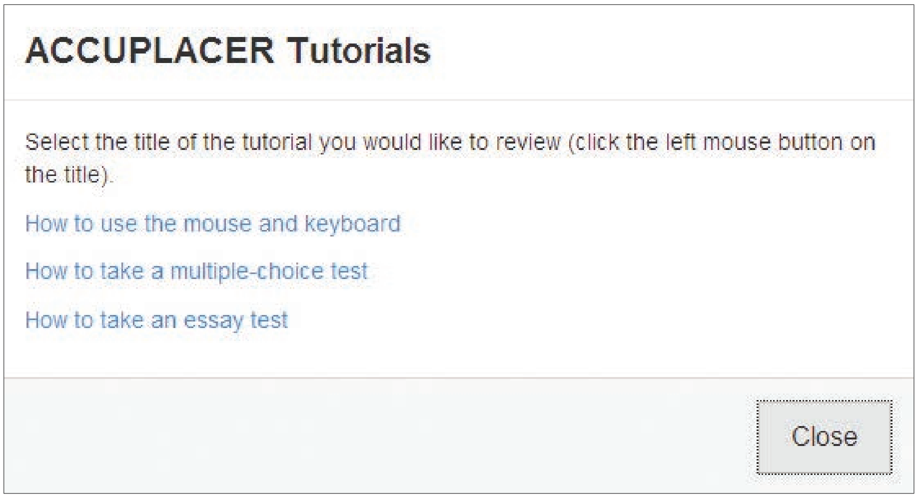
The Welcome to ACCUPLACER screen will display. If you have created a custom Welcome Message in Test Setting, it will appear here. The student should read the instructions and click **Next** to continue.



The Directions for Answering Questions screen will appear. Students should read the instructions carefully and then click **Start Test Session**. The test will begin on the next screen.



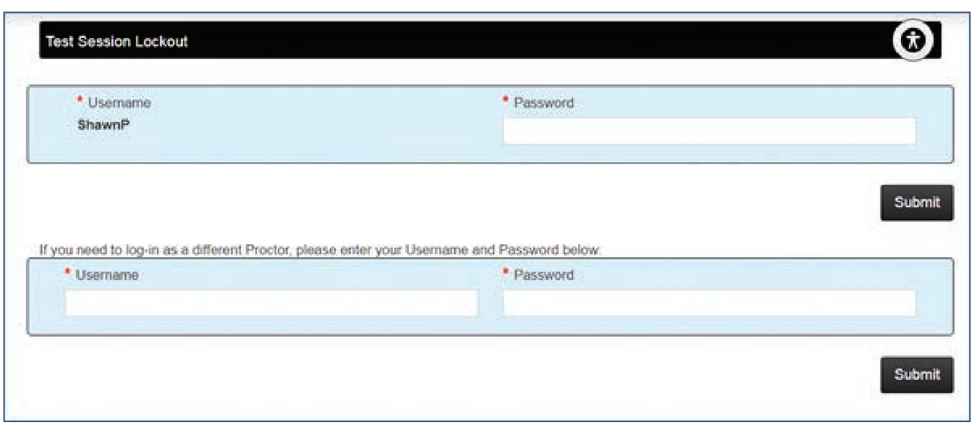
Students can click on **View Tutorial** found at the top of each test page and the screen shown below will display. By clicking on one of the links provided, the student will see short tutorials on how to use the mouse and keyboard and how to take multiple-choice and essay tests.



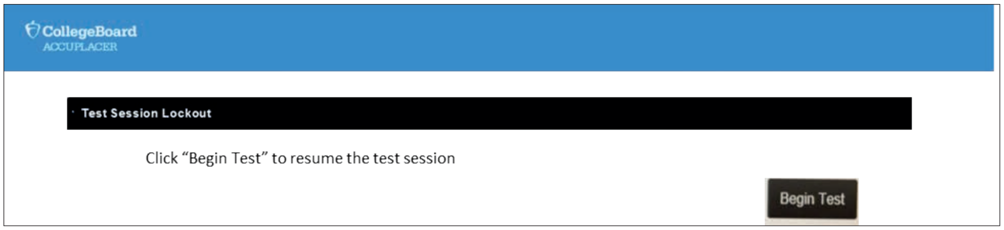
Test Session Lockout

A Test Session Lockout feature was added to increase test security and ensure a student's focus is on the test, not searching for answers during the test. When a student clicks outside the Test Administration window, while an ACCUPLACER Test Session is underway, the student is automatically locked out of the testing environment and prevented from continuing their exam. The screen shown below will appear.

To resume testing, the Proctor is required to log in using their credentials. In the top area of the screen, the username of the Proctor who started the test will appear to the left. Enter your password on the right and click Submit. If you are not the Proctor who started the test, enter your username and password in the two entry boxes at the bottom of the screen and click **Submit**.

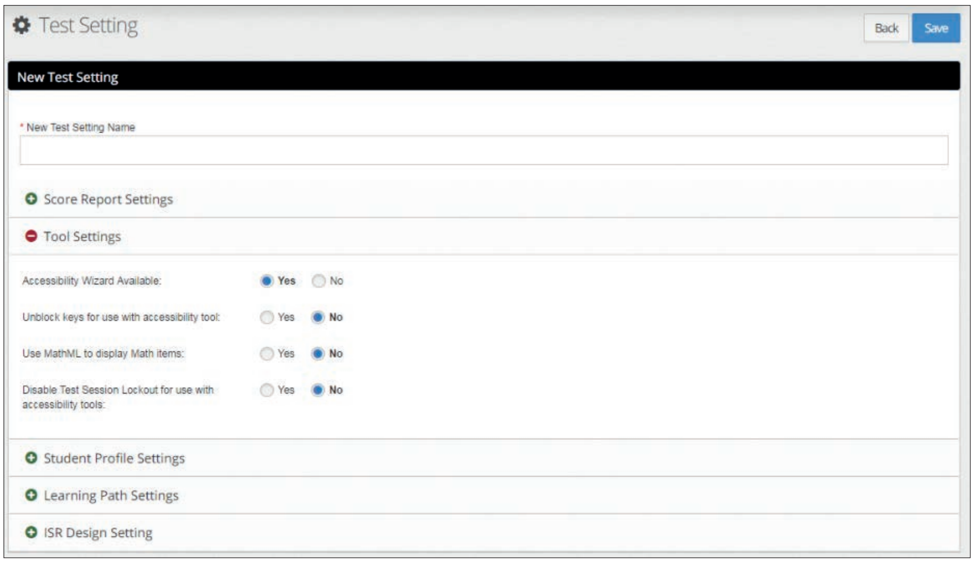


The student will be prompted to accept the terms and conditions again and acknowledge they are ready to begin taking the exam by clicking the “Begin Test” button.



The test will resume in the same location where the student was prior to clicking outside of the Test Administration window. The student will not receive the same question but instead will receive a similar question of equal difficulty.

If you are using a third-party accessibility tool such as Kurzweil, which requires going back and forth between windows, you can disable the Test Session Lockout feature by flipping the Setting to Yes.

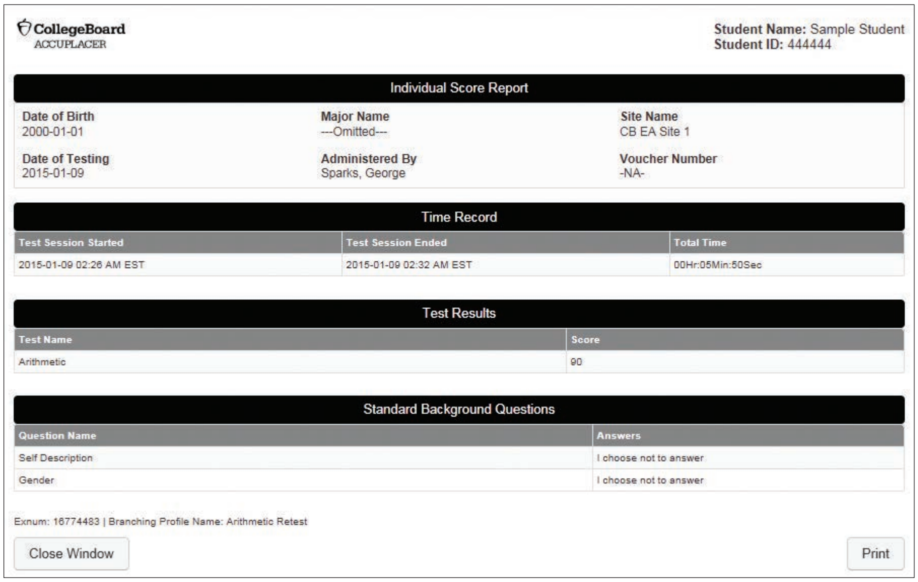


To maintain the proper security, this should only be done when working with a third party accessibility tool that requires another window to complete the test.

At the end of testing, the Individual Score Report will appear on the screen showing the information selected in the Score Report Settings associated with the Branching Profile used to administer ACCUPLACER tests.

The EXNUM (unique test session identifier) and the Branching Profile name appear at the end of the Individual Score Report and will be printed on the header of each printed page of an Individual Score Report (if they were checked within the Score Report Settings). This information is provided to assist Customer Service representatives when troubleshooting test administration discrepancies.

Click **Print** to print a copy of the Individual Score Report.



CollegeBoard ACCUPLACER

Student Name: Sample Student
Student ID: 444444

Individual Score Report

Date of Birth 2000-01-01	**Major Name** ---Omitted---	**Site Name** CB EA Site 1
Date of Testing 2015-01-09	**Administered By** Sparks, George	**Voucher Number** -NA-

Time Record

Test Session Started	Test Session Ended	Total Time
2015-01-09 02:26 AM EST	2015-01-09 02:32 AM EST	00Hr:05Min:50Sec

Test Results

Test Name	Score
Arithmetic	90

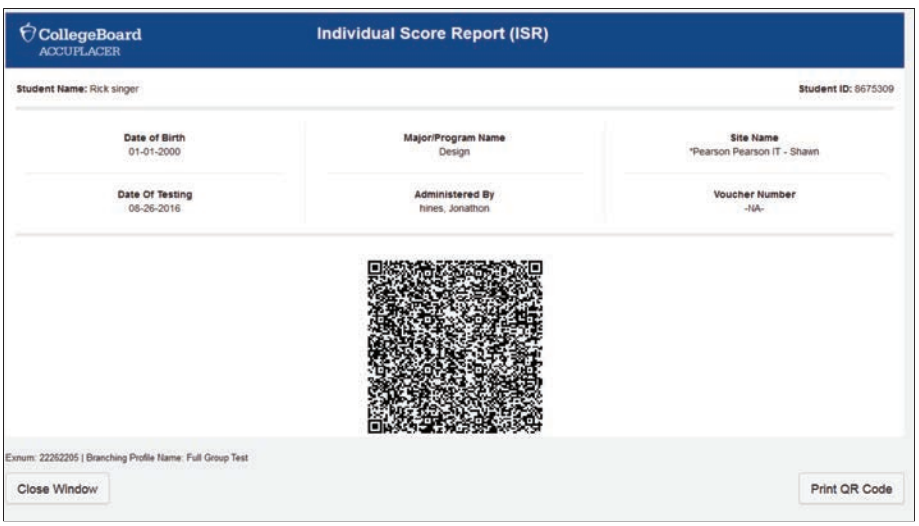
Standard Background Questions

Question Name	Answers
Self Description	I choose not to answer
Gender	I choose not to answer

Exnum: 16774483 | Branching Profile Name: Arithmetic Retest

Close Window Print

If the Generate QR code is set to “**Yes**” in Test Settings, the Generate QR code button will appear at the end of the Individual Score Report. Students can click on the **Generate QR Code** link and a screen like the one below will appear. A student can click on **Print** and use the QR code later to access a copy of their score report.



CollegeBoard ACCUPLACER

Individual Score Report (ISR)

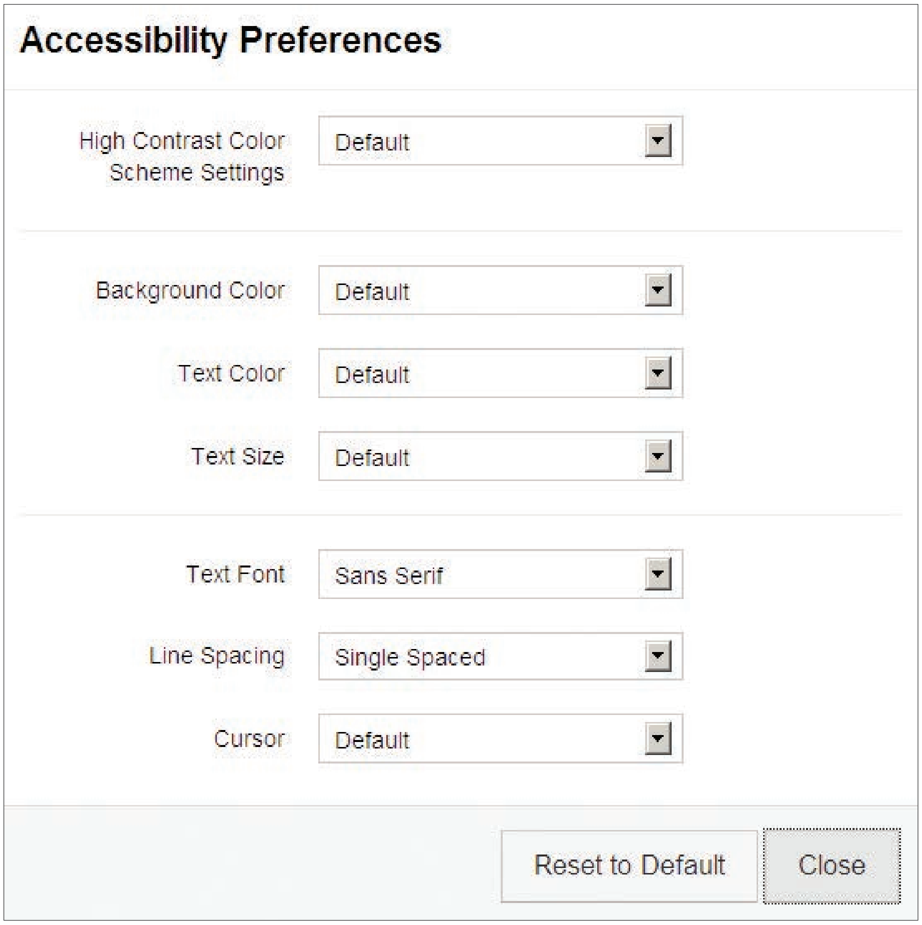
Student Name: Rick singer
Student ID: 8675309

Date of Birth 01-01-2000	**Major/Program Name** Design	**Site Name** *Pearson Pearson IT - Shawn
Date Of Testing 08-26-2016	**Administered By** hines, Jonathon	**Voucher Number** -NA-

Exnum: 22262205 | Branching Profile Name: Full Group Test

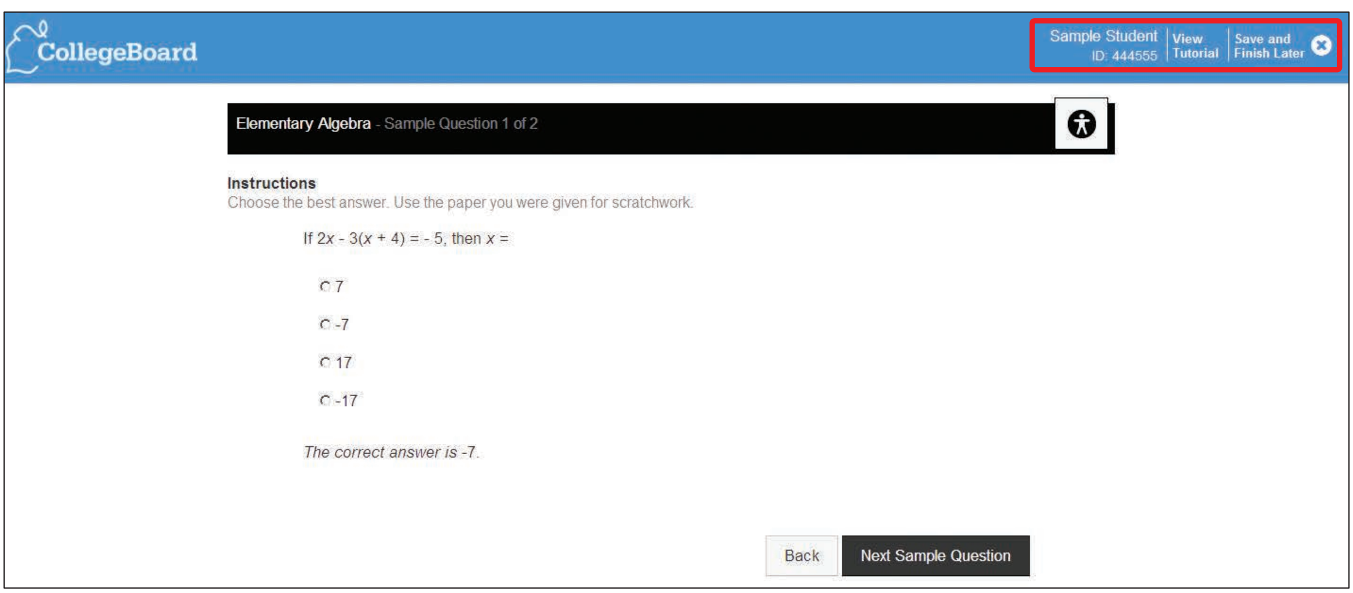
Close Window Print QR Code

If in **Test Setting** you made the Accessibility Wizard available, the Accessibility Wizard icon will be displayed at the bottom of each screen. By clicking the icon, the screen shown below will display. The Site Manager or Proctor can change the font style, font size, font color, background color, etc. For more information about the Accessibility Wizard, refer to the *ACCUPLACER Program Manual* found under the Resources tab.

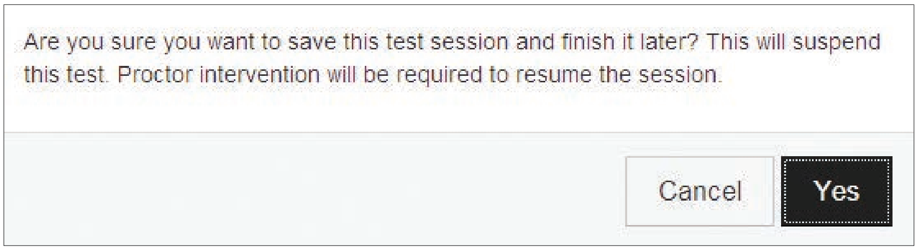


Save and Finish Later

A test session can be interrupted by clicking the **Save and Finish Later** link found in the top right-hand corner of the test screen. An interrupted test session becomes an **Open Test Session**.

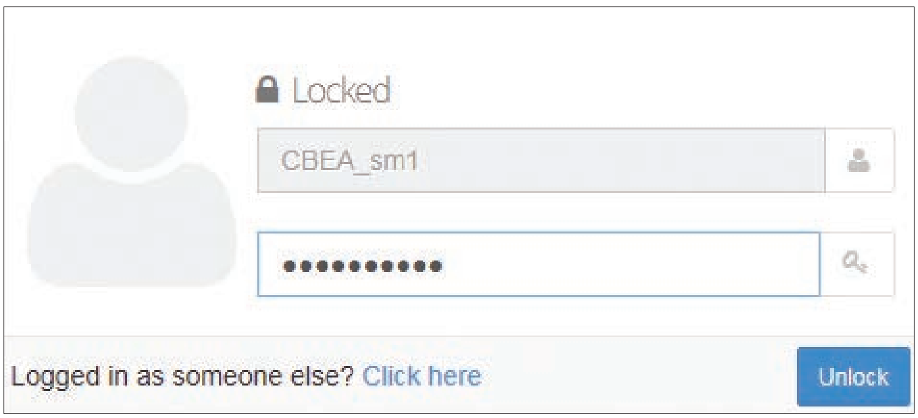


A confirmation screen will appear.



Next, you will be prompted for user credentials. If you are the person who started the test session, enter your password and click **Unlock**.

If you aren't the person who started the test session, click on the **Click here** link and enter your username and password and click **Unlock**.



When a diagnostic (multistrand) test is interrupted in the middle of the test, scores for the completed strands can be reported. Strands that weren't completed will show as **Not Complete**.

Diagnostic Test Results Hide Details ⊟

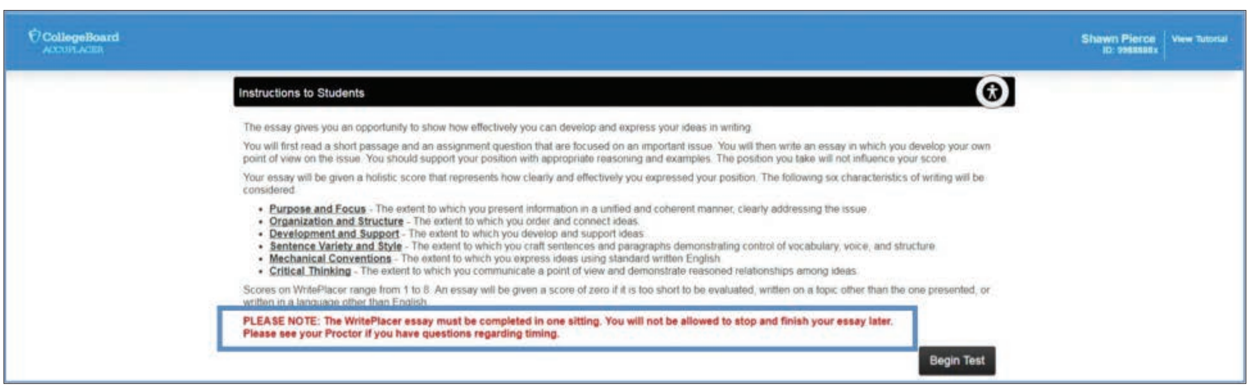
Diagnostic Elementary Algebra

Domain	Score	CSEM	Needs Improvement / Limited Proficiency / Proficient
Real Numbers	1	0.85314	Needs Improvement
Your performance on Real Numbers suggests that you need to improve significantly in this area. These questions test your ability to order integers and rational numbers; add, subtract, multiply, and divide signed numbers; and work with absolute value.			
Linear Equations, Inequalities, and Systems	1	0.90961	Needs Improvement
Your performance on Linear Equations, Inequalities, and Systems suggests that you need to improve significantly in this area. These questions test your ability to evaluate linear expressions, solve linear equations and inequalities, solve systems of linear equations, and graph linear equations and inequalities.			
Quadratic Expressions and Equations	Not Complete		Proficient
Algebraic Expressions and Equations	Not Complete		Proficient
Word Problems and Applications	Not Complete		Proficient

WritePlacer and WritePlacer ESL should be administered and completed in one test session. To maintain test security and ensure the validity of these tests, the **Save and Finish Later** functionality was removed for these tests. Students will no longer be able to start a WritePlacer prompt and come back to it at a later date.

In the event of short-term disruption during the administration of a WritePlacer test (such as a fire drill), the ACCUPLACER platform will automatically save the work of the student. Upon returning to the test, the Proctor will have the capability to reopen the student's essay. A limited amount of text may be lost. Depending on the amount of time that has passed because of the disruption, the Proctor should use their discretion as to whether a student should continue with their original prompt or if a new prompt should be administered.

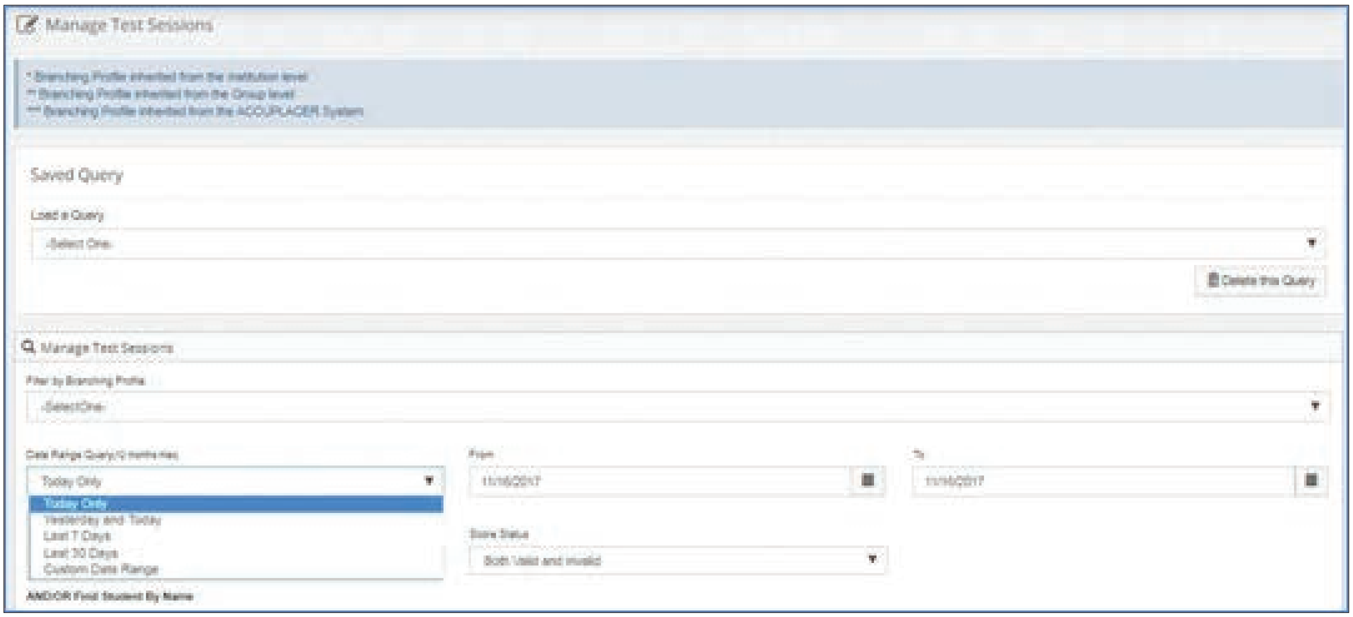
A warning message is displayed in the Instructions to Students screen prior to beginning a WritePlacer test session



Manage Test Sessions

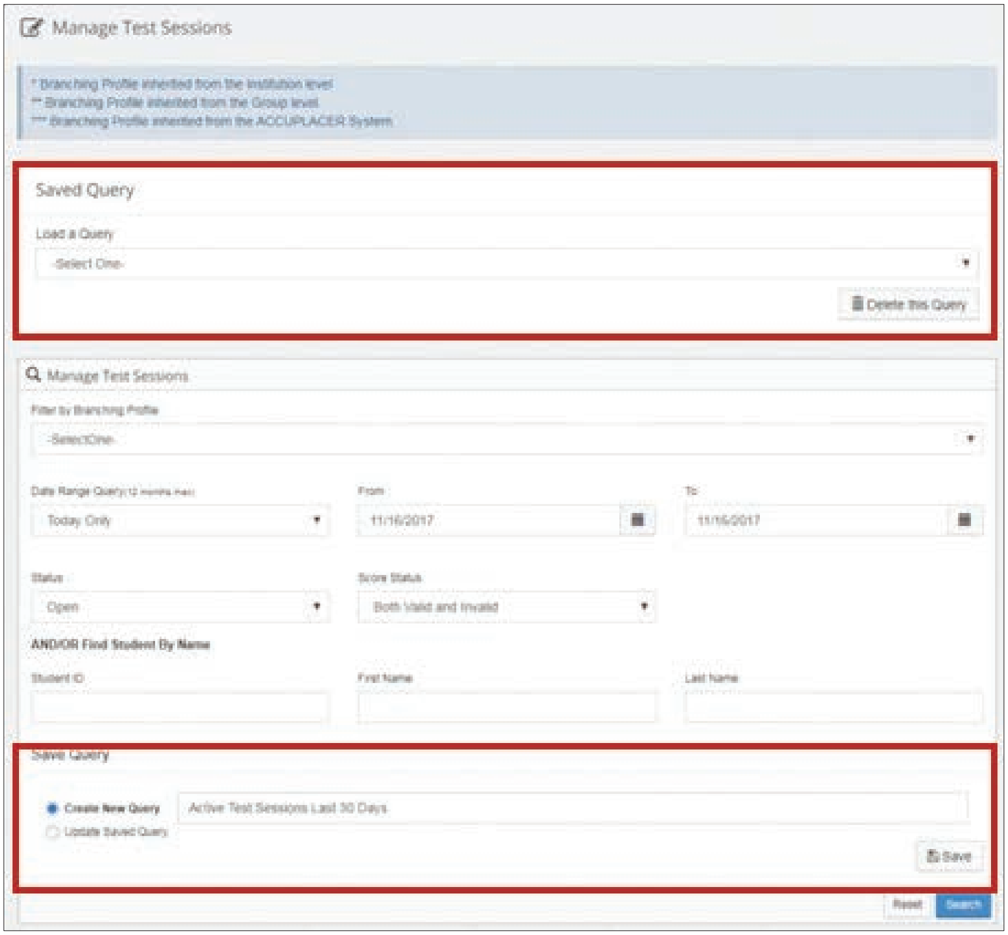
The Manage Test Sessions Date Range has been updated to allow the Site Manger or Proctor to filter by predefined date ranges or to select a custom date range. The date range choices are:

- Today Only—default
- Yesterday and Today
- Last 7 Days
- Last 30 Days
- Custom Date Range—Click the **Calendar** icon and select the dates you want entered into the **From** and **To** fields. You can enter the dates manually using the format MM/DD/YYYY, or you can click on the **Calendar** icon. **Note:** Improper date formatting will trigger an error message.



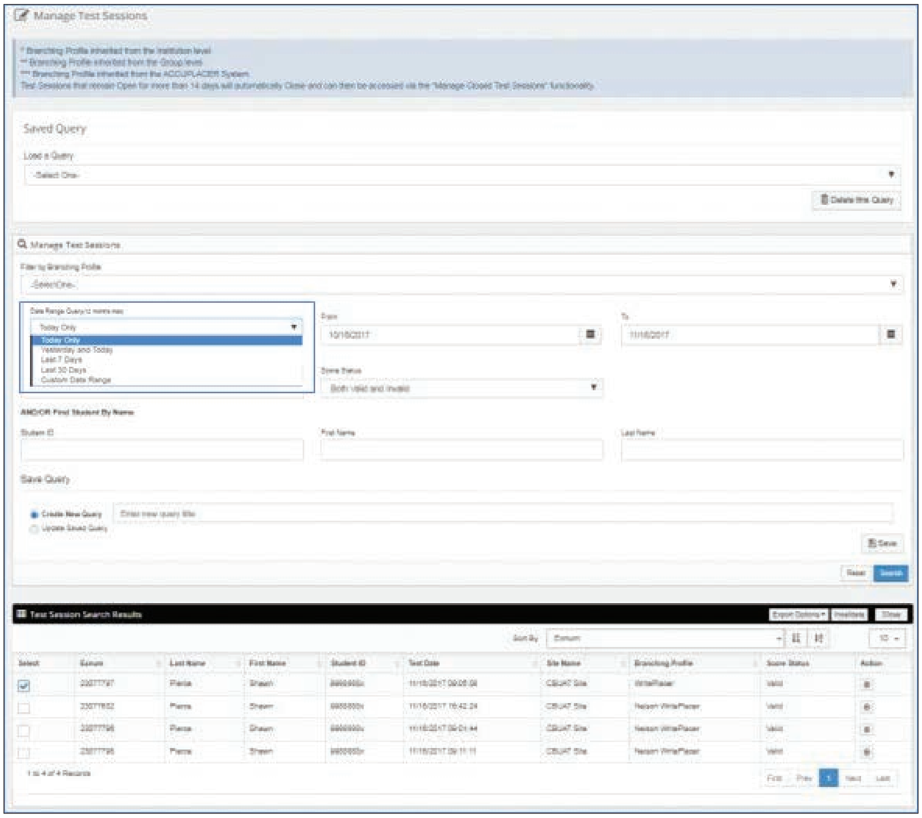
The Site Manager or Proctor can create and save queries within the Manage Test Sessions screen. Select your query criteria, give the query a name in the field next to the Create New Query/Update Saved Query radio buttons, and then select save. The query can then be selected from the Load a Query drop-down menu under the Saved Query section. Previously saved queries can be updated or deleted as well.

Queries created by the Institutional Administrator will be available to the Site Manager, Proctor-Reporter, and Proctor. Results of the query may vary depending upon the data available to the user executing the query.



When a test session is interrupted, an Open Test Session is created. A Proctor or Site Manager can resume an Open Test Session by clicking **Manage Test Sessions** under the **Administer Test** menu.

The Proctor or Site Manager can use the filters below to find a single student or multiple students. To resume a test session, check the student whose test session is to be resumed and click the **Resume** icon in the Action column.



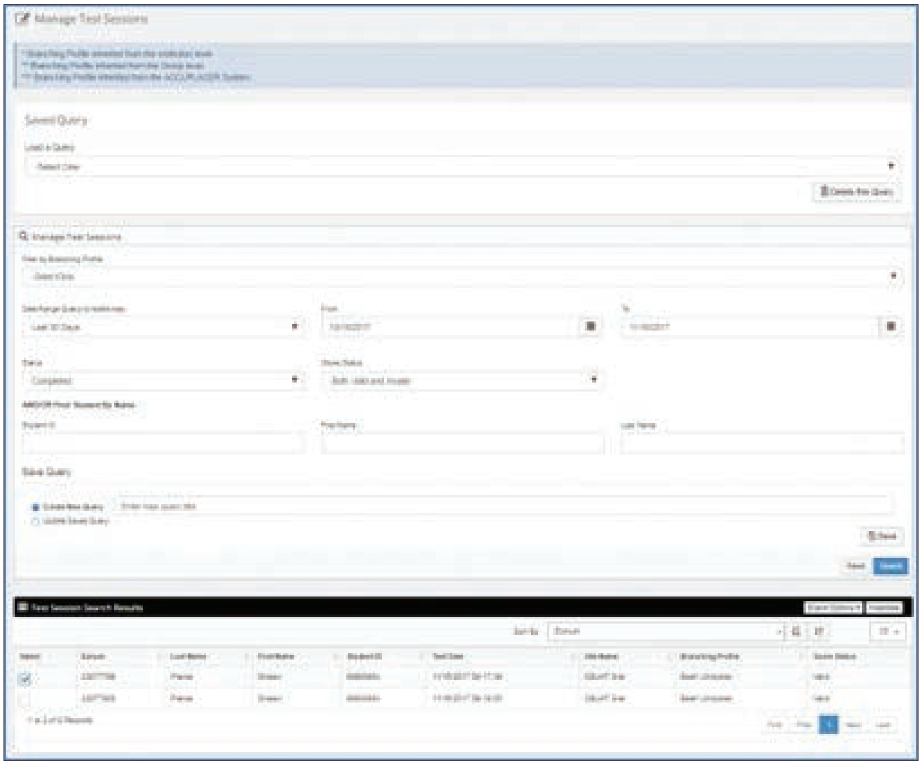
When an Open Test Session is resumed, the test begins at the same screen the student was working on when the test session was interrupted. The screen shown below will appear.

Click **Begin Test** to resume the test session.

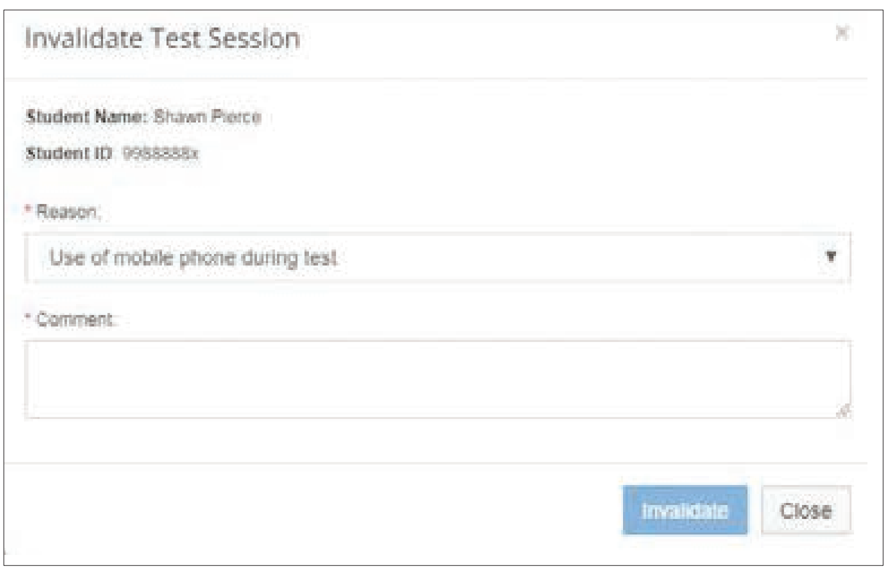
When an Institution Administrator or Site Manager clicks on the **Administer Test** menu and selects Manage Test Sessions, the screen shown below displays.

The Institution Administrator or Site Manager can invalidate any session from this page, no matter what the status is. The Score Status column will be shown in the results to display whether the session has been invalidated or not.

Institution Administrators and Site Managers can use one of the filters presented to find a single student or multiple students; however, they can't resume a test session.



To invalidate a test session, place a check next to the student whose session is to be invalidated and click the **Invalidate** button. A pop-up screen like the one below will display with the student name and ID for the test session that will be invalidated. From the **Reason** drop-down menu, select the reason for invalidating the test session. When necessary, use the **Comments** box to provide additional information.



The Institution Administrator or Site Manager can search using the field entitled "Score Status." This will have the options "Both Valid and Invalid," "Invalid," and "Valid." This will allow the user to search for or filter out invalidated sessions.

When viewing the Individual Score Report of an invalidated session, there will be a message shown at the top of the page that indicates the session is invalid. This message will also include the reason selected and any comments. For all tests that appear in the

Test Results section of the Individual Score Report, “Invalidated” will show rather than the score. The Course Placements section of the Individual Score Report will be blank, as any placements will be removed when the session is invalidated.

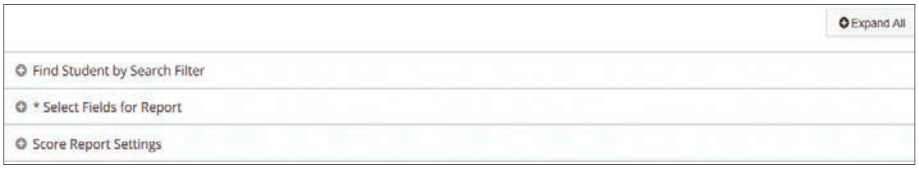
Invalidated test sessions will be hidden from all reports in the application other than the Individual Score Reports. Tests from invalidated sessions won’t be shown in previous test results on the Individual Score Report. An invalidated session will have no course placements associated with it. If the user tries to rebuild course placement for an invalidated session, no course placements will be added. Invalidated sessions will continue to show under Test Center Management. Users won’t be able to email the Individual Score Report of an invalid test session (both in ISR results and in Test Center Management). The QR code won’t be shown for invalidated sessions.

Composite Score will not consider invalid test sessions. If a force closed session is invalidated, it can’t be reopened. Invalidated sessions will still follow the same rules for retest attempts. To save a listing of test sessions, click on the Export Options button and select the format of the file (Delimited text, CSV, Excel, or XML) you wish to view. The resultant file will appear in your download tray.

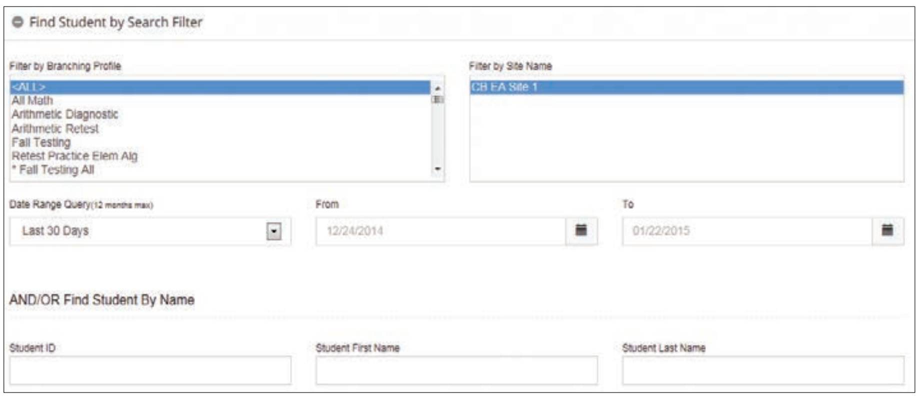
Reports

Individual Score Reports

To print a copy of an Individual Score Report that was generated at the end of a testing session, select **Individual Score Report** from the **Reports** menu and the screen shown below displays:



To find the student's record, use one of the three search options. When searching for an ISR, the date searched has been updated to search on the test session started date and not the test session ended date.



Filter by Branching Profile—All active Branching Profiles are available. The default value is "ALL."

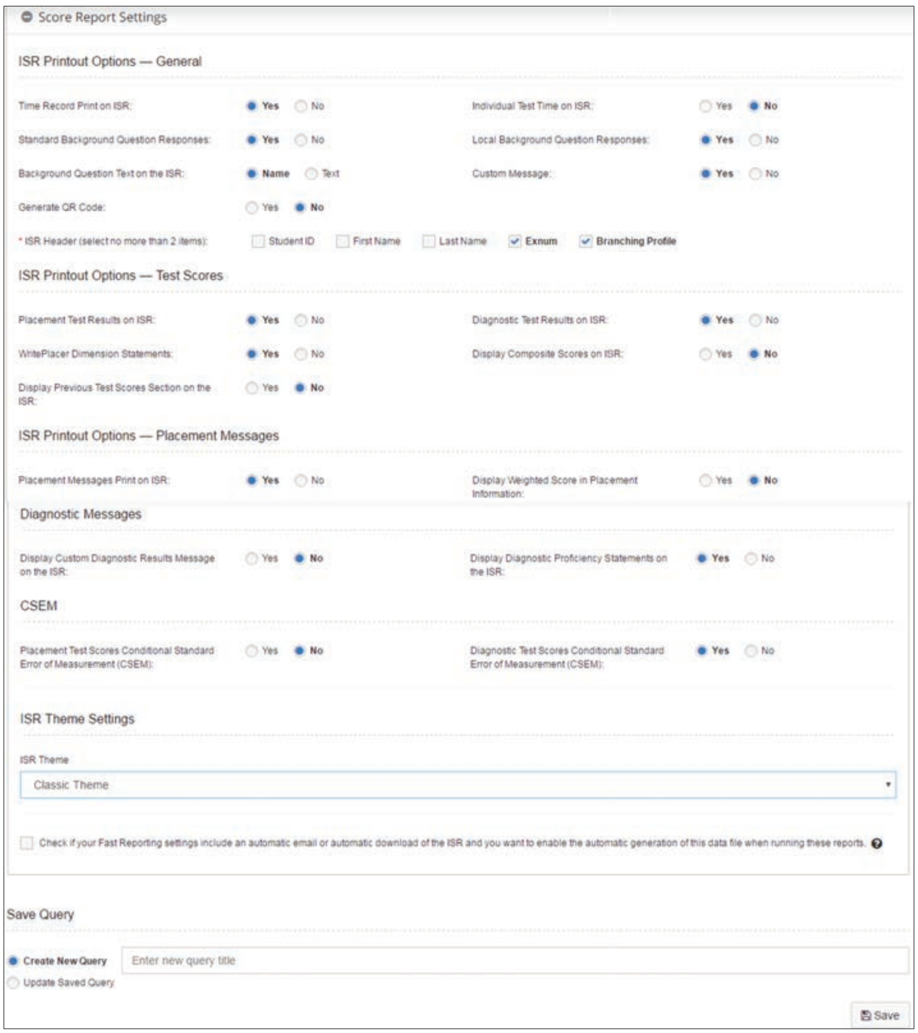
Filter by Site Name—The Institution Administrator can select from the drop-down menu the site(s) to be included. The default value is "ALL." For Site Managers, the drop-down menu is populated with only one entry, their site name.

Date Range Query (12 months max)—Use the drop-down menu to select one of the following:

- Today Only
- Yesterday and Today
- Last 7 Days
- Last 30 Days—default
- Custom Date Range—Click the **Calendar** icon and select the dates you want entered into your **From** and **To** fields. You can enter the dates manually using the format MM/DD/YYYY, or you can click on the **Calendar** icon. **Note:** Improper date formatting will trigger an error message.

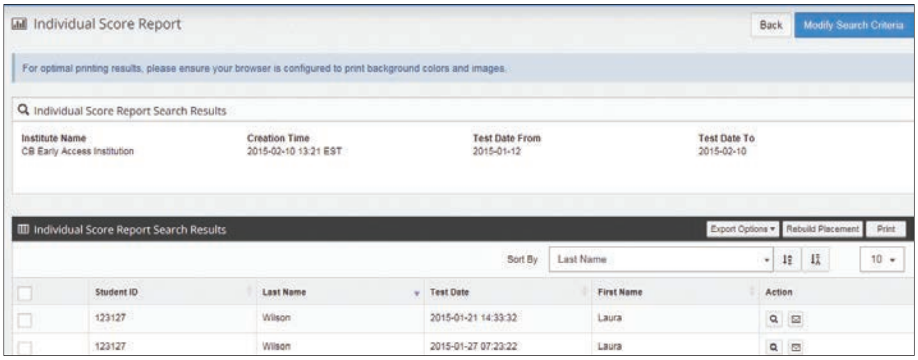
AND/OR Find Student by Name—You can search for a student's Individual Score Report by entering the student's ID, last name, and/or first name.

Next, from the ***Select Fields for Report** section, select the fields you want to appear on the Individual Score Report Search Results display and move them from the **Available Fields** box to the **Selected Fields** box using the right and left arrows in the middle of the screen. **Please note** the selection(s) made here only affects the search results display within the platform and doesn't impact what will display on the individual student version view of the ISR.



On the **Score Report Settings**, select the information that you want to appear on the Individual Score Report. These settings can be different from those selected in Test Settings. You can customize the look of your ISR by selecting a theme that controls the display and order of data on the report. Classic represents what currently exists in the platform. K–12 and Higher Ed options are new options, tailored to their respective data needs. You can also create your own theme and apply it to the ISR. See section entitled ISR Themes for details on how to create your own.

Click **Submit** and a list of all students who match your search criteria will display.



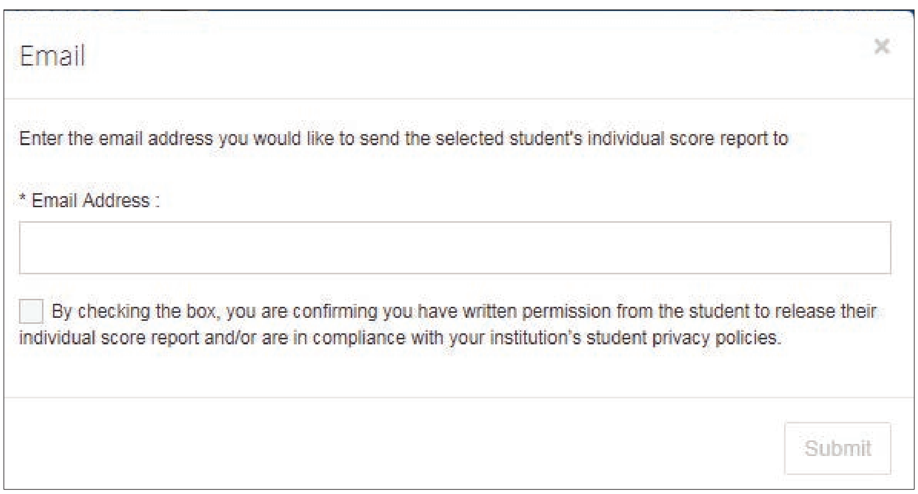
If you click on the **Export Options** button, you can export the list of students that appears below in one of the format options available from the drop-down menu: Delimited Text, CSV, Excel, or XML.

If you have made changes in your Placement Rules since the student tested, you can rebuild the student's placement(s). Check the box for the student whose placements you want to rebuild and click on the **Rebuild Placement** button. The course placements on the Individual Score Report will be updated to reflect the Placement Rules changes.

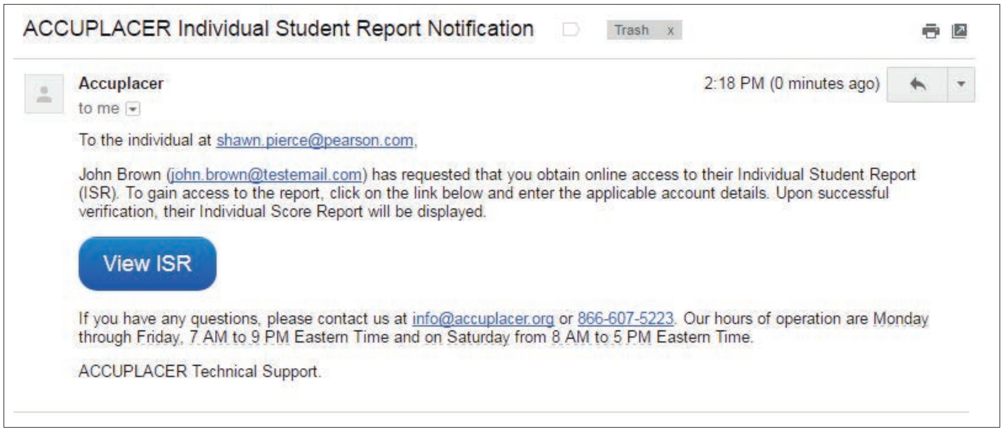
To print an Individual Score Report, check the box for the report that you want to print and click **Print**. You can check multiple boxes to print several reports at the same time. The maximum number of reports that can be printed at one time is 100.

Click the **View** icon and the Score Report will appear on the next screen.

Click the **Email** icon to email the student's Individual Score Report to another institution or person who may need the student's Individual Score Report. A pop-up like the one below will display:



Enter the email address and confirm that the student has given permission to share their Individual Score Report. Click **Submit**. If the box indicating the student has given permission to send the Individual Score Report isn't checked, the Individual Score Report won't be sent. An email with a button/link will be sent to the requestor. Once the requestor clicks on the button/link, they will see a screen like the one below.


ACCUPLACER Individual Student Report Notification

Trash x

Accuplacer

to me

2:18 PM (0 minutes ago)

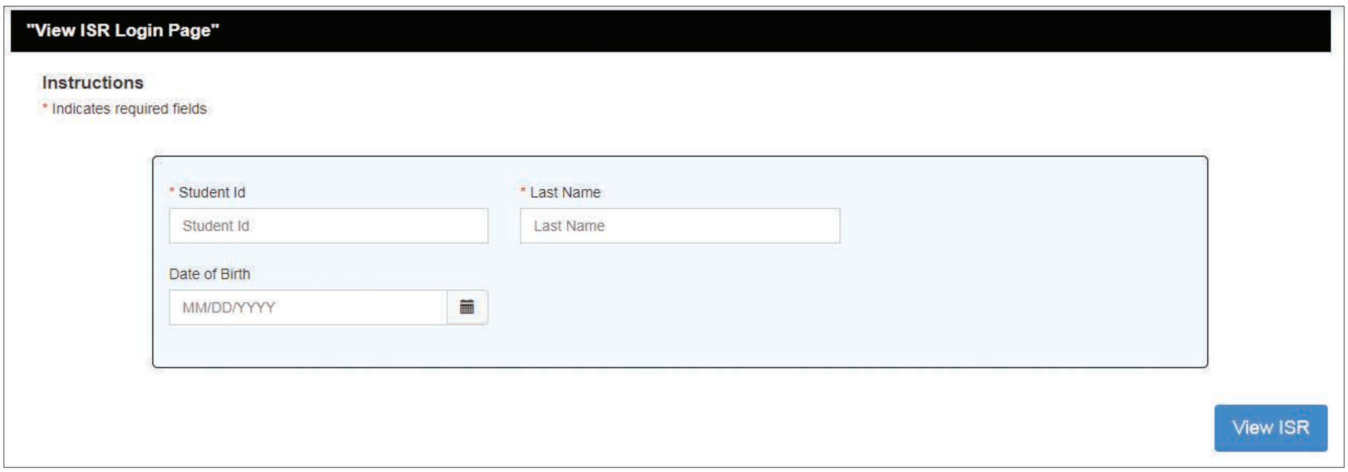
To the individual at shawn.pierce@pearson.com,

John Brown (john.brown@testemail.com) has requested that you obtain online access to their Individual Student Report (ISR). To gain access to the report, click on the link below and enter the applicable account details. Upon successful verification, their Individual Score Report will be displayed.

View ISR

If you have any questions, please contact us at info@accuplacer.org or 866-607-5223. Our hours of operation are Monday through Friday, 7 AM to 9 PM Eastern Time and on Saturday from 8 AM to 5 PM Eastern Time.

ACCUPLACER Technical Support.


"View ISR Login Page"

Instructions

* Indicates required fields

* Student Id

Student Id

* Last Name

Last Name

Date of Birth

MM/DD/YYYY

View ISR

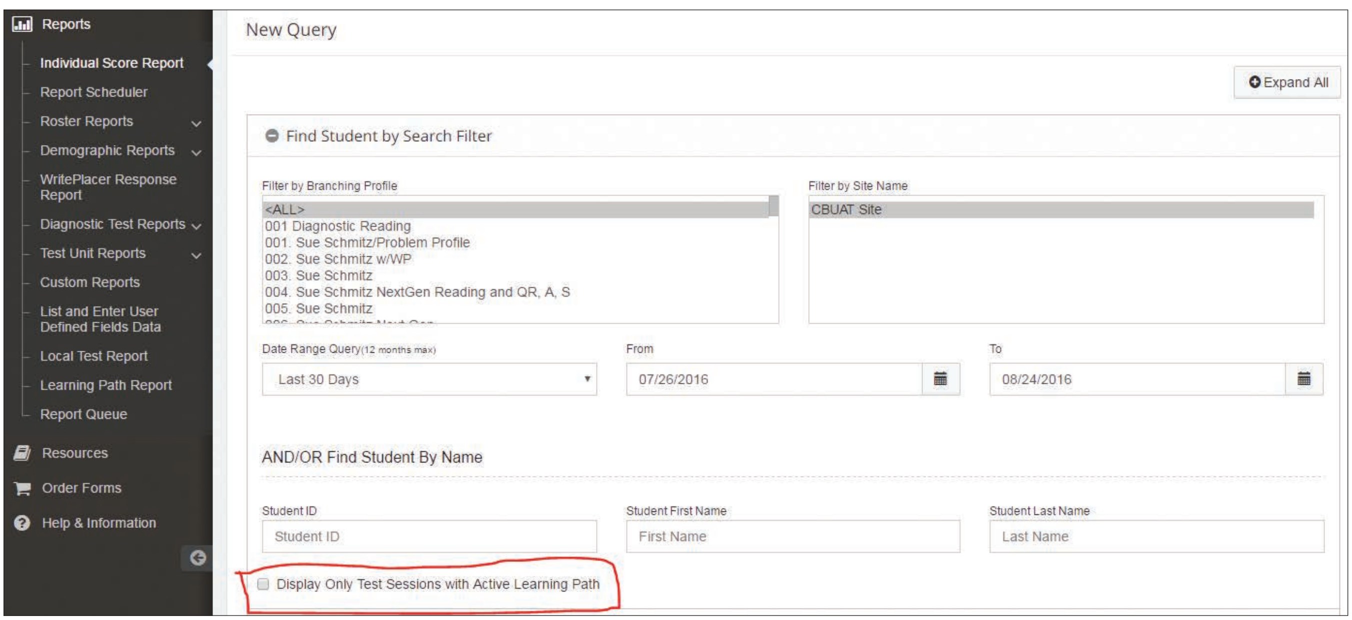
The requestor must know the Student's ID, Date of Birth, and Last Name to access the Individual Score Report. If the correct information is entered, the Individual Score Report will display. Email links will expire after 90 days.

Rebuild Multiple Learning Paths

In some cases, you may administer a Diagnostic exam before completing the ACCUPLACER/MyFoundationLab (ACCU/MFL) activation process. If this occurs, you will still be able to assign course content (create a Learning Path) after successfully completing the activation for your Test Site without having to retest the student.

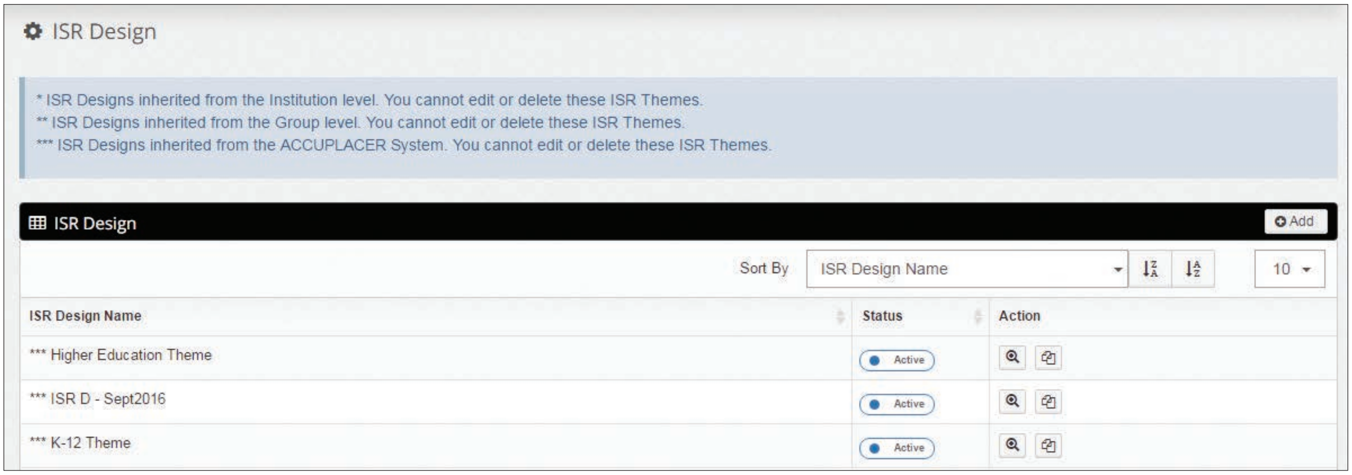
A critical component of the ACCUPLACER/MyFoundationLab (ACCU/MFL) online intervention program is the creation of a personalized Learning Path. The Learning Path matches skill levels from the diagnostic exam, and then assigns online course content for skill development and improvement. A Learning Path is automatically created for each student and reported on their Individual Score Report (ISR) when ACCU/MFL is properly activated prior to the administration of a diagnostic exam. If your institution is an ACCU/MFL user, you can create more than one student's personalized learning path at a time with the "Rebuild Learning Path" functionality. An **Institutional Score Reporter** can rebuild multiple Learning Paths for all testing sites within their account.

To rebuild multiple ACCU/MFL Learning Paths at the same time, log in as an Institutional Score Reporter ONLY. Under the reports tab, search for the student's Individual Score Reports. An IMPORTANT step when looking for a student's ISR, is to click on "Find Student by Search Filter" and click the checkbox to "Display only test session with active learning path"—only when that is selected does the "Rebuild Learning Path" button become active in the search results. Next, click on the box in the upper left-hand corner to select all students at one time; lastly, click on the button at the top right-hand side, "Rebuild Learning Path."

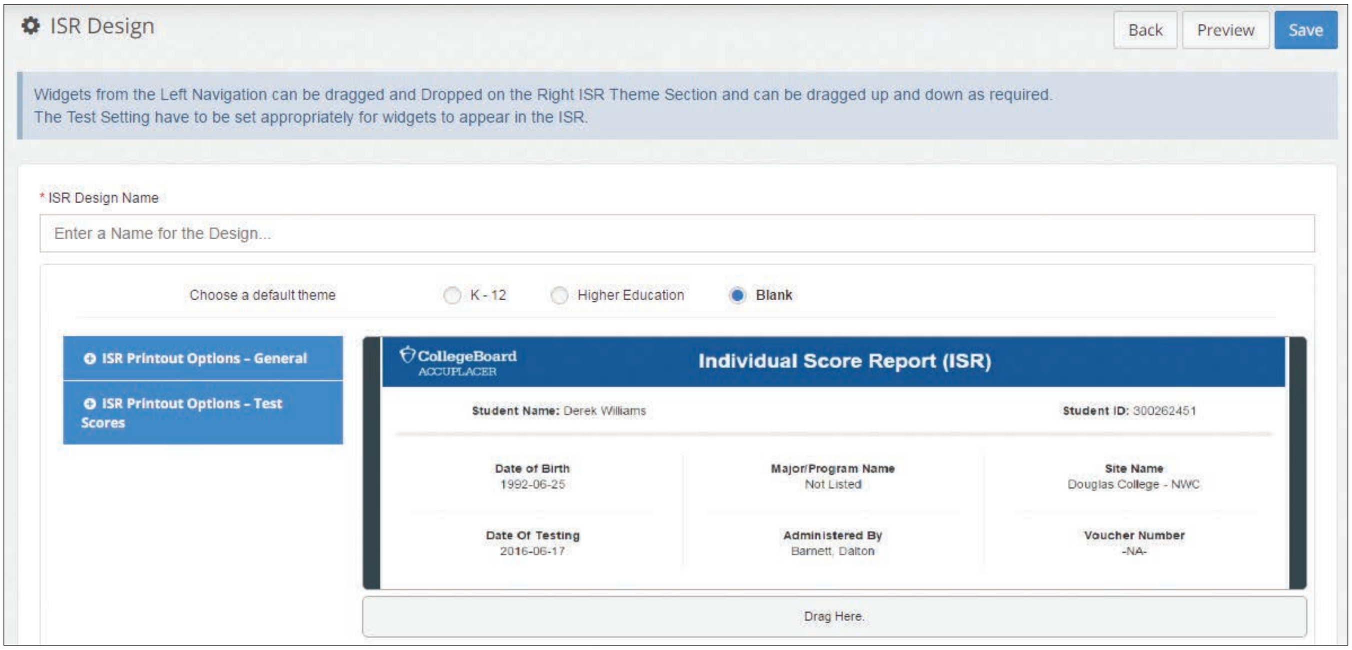


ISR Themes

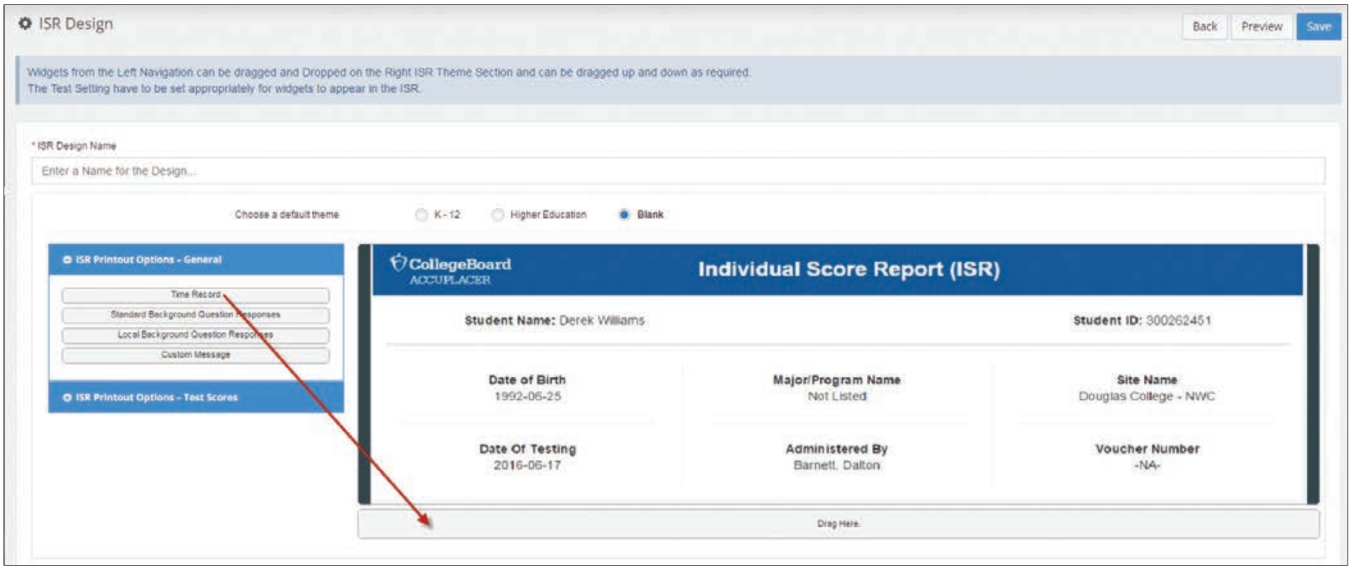
ISR Themes allow users to customize the data and the display order of that data on the ISR. To create a new ISR Theme, click on **ISR Design** under the **Test Setup** menu. ISR Designs can be created by a Group User, an Institution Administrator, or a Site Manager. Designs created at higher permission levels are available for users lower in the permission hierarchy.



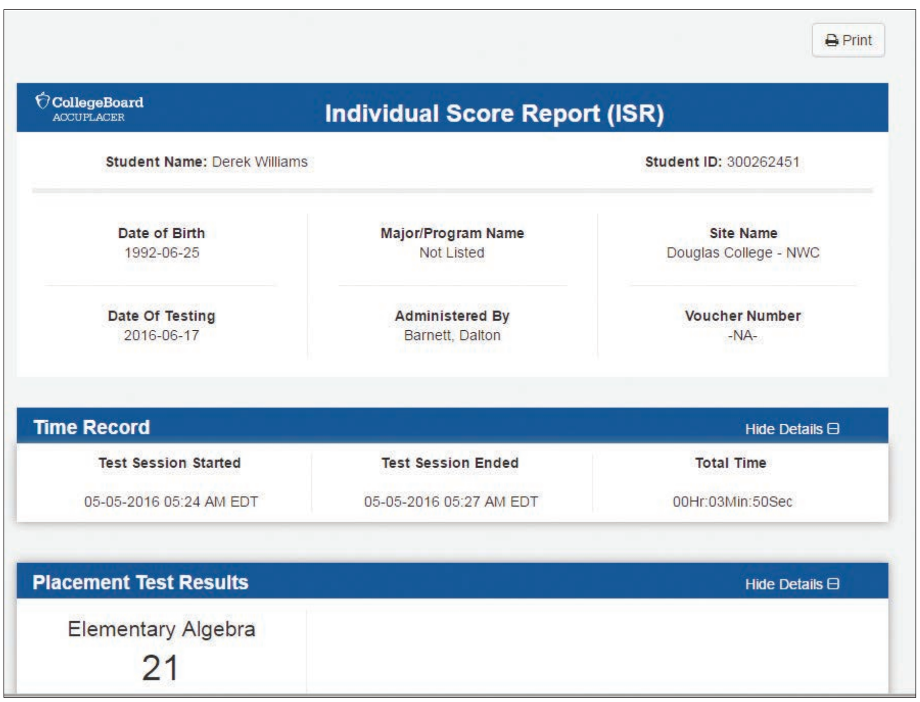
When you click **Add**, you will be prompted to provide a name and to select a theme for your design. There are two preexisting themes that you can start with, K–12 or Higher Ed, or you can start with a blank theme and create your own custom design.



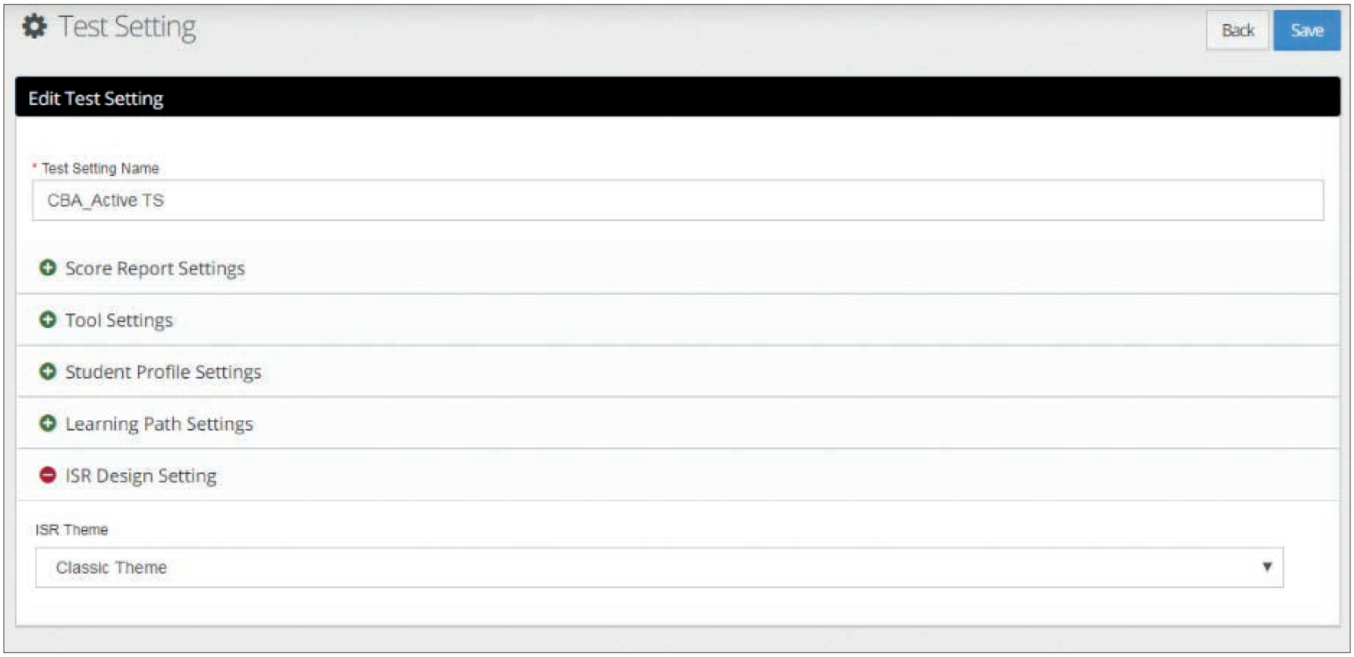
The preexisting themes are populated with what is generally regarded as data those institution types would typically want to see on an ISR, but they are editable. To edit a theme, expand the category of data by clicking the **+** sign and simply drag the “widget” (aka chunk of data to be displayed) to the design on the right-hand side of the screen. If you would like to change the display order, simply drag the “widget” up or down and place it where desired. To remove a widget from the display, drag it back to the category on the left.



Click on the **Preview** button to see a simulated version of what your theme will look like. Once satisfied with your design, click **Save**.



To utilize these new themes, you must select the desired ISR Theme from within your Test Settings. Upon launch of this new capability, all ISRs will remain in the current "Classic" theme. Use of the new ISR themes are optional but provide significantly more control to users. Once the ISR Theme has been selected and the Test Settings have been saved, any branching profile that uses that Test Setting will print the ISR in the theme that was selected.



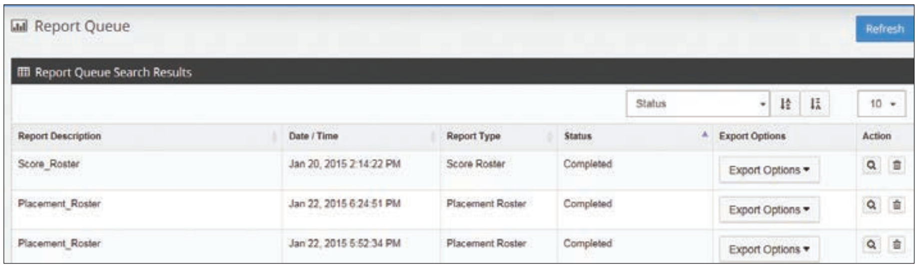
For the desired data to display on the ISR, the Score Report Settings must be in sync with the data selected within the theme. If the data are on the theme, but not turned on within the Score Report setting, the data won't display. The table below maps the theme "widget" to the Score Report Setting.

ISR Theme Setting	Score Report Setting
ISR Printout Options—General	ISR Printout Options—General
Time Record Print on ISR	Time Record Print on ISR
Standard Background Question Responses	Standard Background Question Responses
Local Background Question Responses	Local Background Question Responses
Custom Message	Custom Message
ISR Printout Options—Test Scores	ISR Printout Options—Test Scores
Placement Test Results	Placement Test Results on ISR
Diagnostic Test Results	Diagnostic Test Results on ISR
Composite Scores	Display Composite Score on ISR
Previous Test Scores Section	Display Previous Test Scores Section on the ISR
	ISR Printout Options—Placement Messages
Course Placement	Placement Messages Print on ISR
Learning Path	N/A—displayed if the Learning path is active for the site/institution

After the ISR is available, you can still change the display of the printed report from within the **Reports** menu, **Individual Score Report** option. From here, you can update Score Report Settings, choose a different ISR Theme, and then Submit. The resultant ISRs that meet your search criteria can then be printed in the format you just specified.

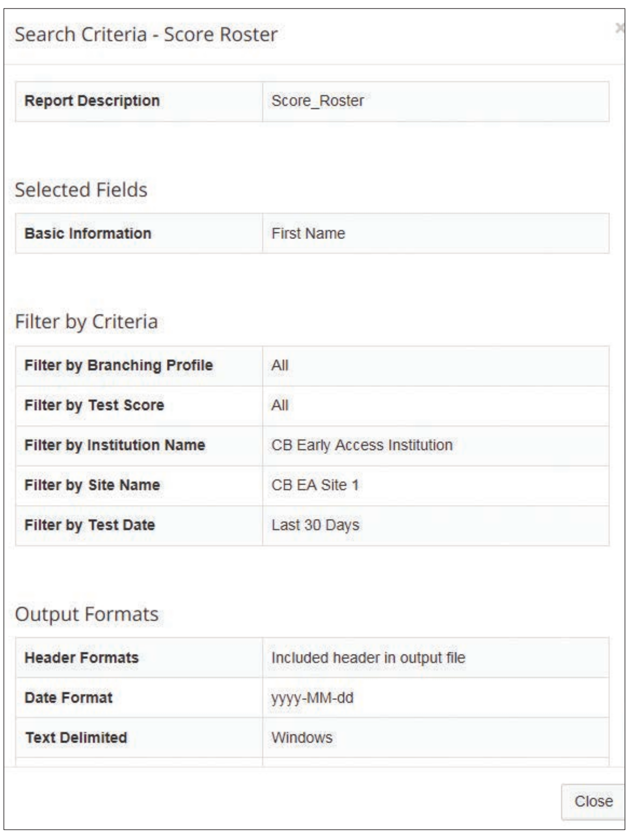
Report Queue

The Report Queue lists all reports that have been created using the Report Queue feature. All reports remain available for 30 days. To view the Report Queue, click on the **Reports** menu and select **Report Queue**.



Click on the **Export Options** drop-down menu to select the format for your report and the report will be downloaded to your local machine where you can view it.

Click on the **Query** icon and a pop-up will display that shows the Search Criteria used to generate the report.



Click on the **Delete** icon to delete the report.

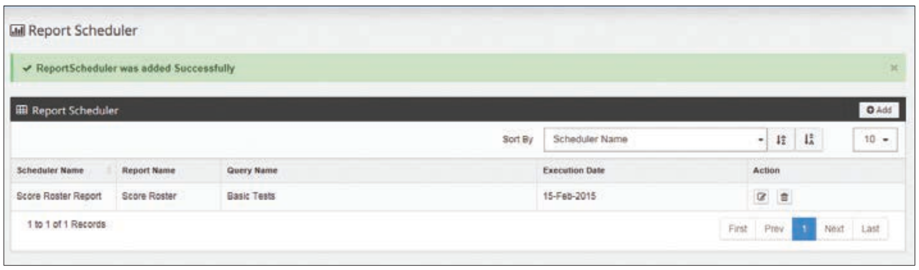
Report Scheduler

By using the **Report Scheduler**, you will be able to run a report at a time that you specify. The report will run in the background utilizing the offline reporting functionality.

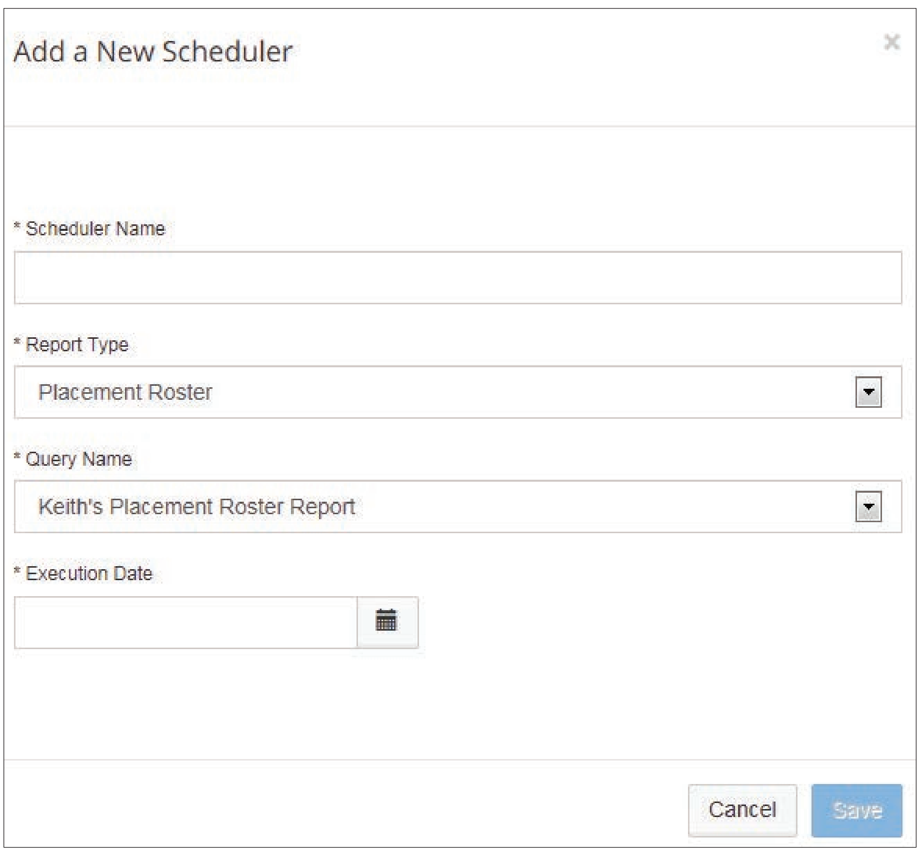
Reports will be completed by 9 a.m. CST the day scheduled and will be posted in the **Report Queue**. Each user can have up to seven reports scheduled at a time. Reports can only be scheduled one month in advance.

When the report is completed, an email will be sent to the user who scheduled the report, notifying them that the report is available. If the report completes with an error, the user will receive an email to notify them that the report was completed but with an error code.

To schedule a report, click on the **Report Scheduler** under the **Reports** menu. A list of scheduled reports will display.



Click **Add** and the screen below will display:



Enter your name in the **Scheduler Name** field.

From the **Report Type** drop-down menu, select Placement Roster or Score Roster.

From the **Query Name** drop-down menu, select the Query that you want used to generate the report. You must have created a query before attempting to schedule a report.

Enter the **Execution Date** you want the report to run. You can enter the date manually using the MM/DD/YYYY format, or you can click on the **Calendar** icons and select your dates.

Click **Save** and your scheduled report will show on the **Report Scheduler** page. Once a report has been completed, it will be removed from the list.

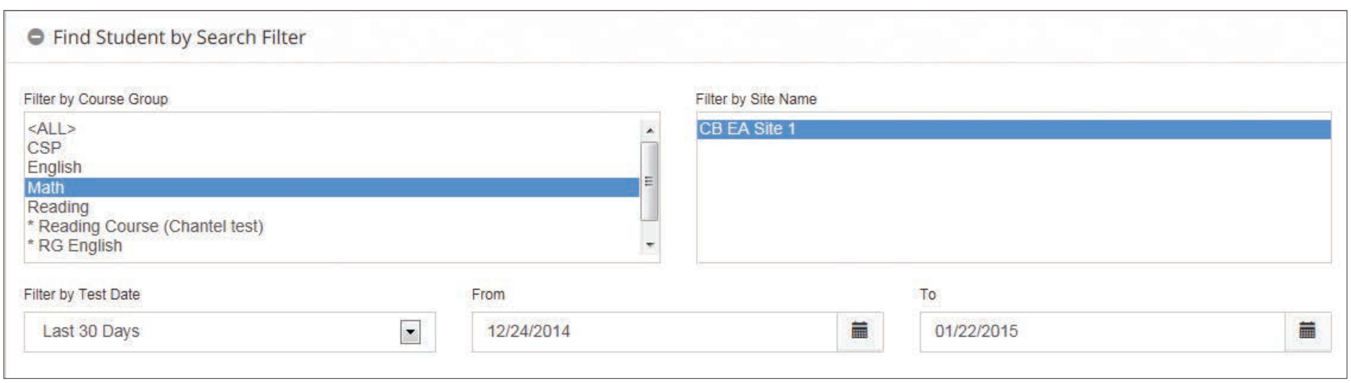
Click on the **Edit** icon to make changes to your request. Click on the **Delete** icon to remove your request.

Roster Reports

Placement Roster Report

A Placement Roster report provides a list of students who placed into courses associated with a specified Course Group. To create a report, click on the **Roster Reports** submenu and select **Placement Roster Report** and the screen shown below will display.

Find Student by Search Filter—This section of the screen allows you to refine your search and pinpoint what you are looking for.



Select from the drop-down menus:

Filter by Course Group—From the drop-down menu, select the Course Group(s) to be included in the report. The default value is "ALL."

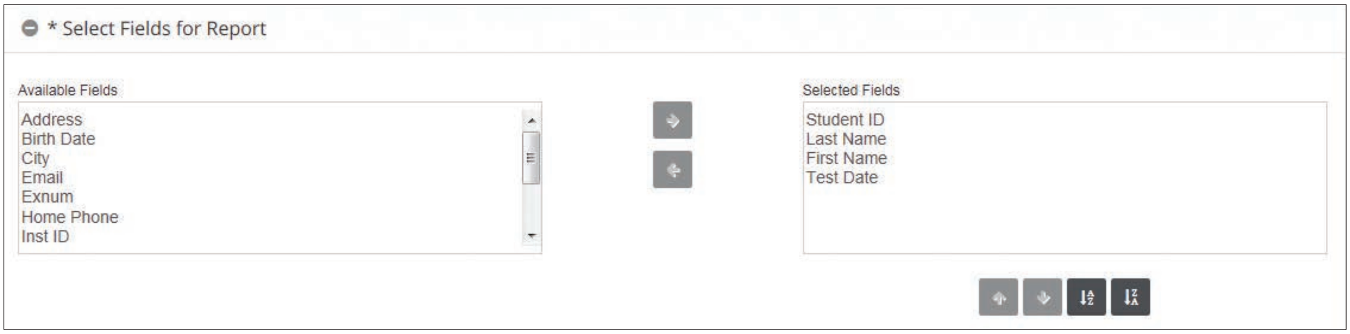
Filter by Site Name—The Institution Administrator can select from the drop-down menu those sites to be included in the report. The default value is "ALL."
For Site Managers, the drop-down menu is populated with only one entry, their site name.

Filter by Test Date—Use the drop-down menu to select one of the following:

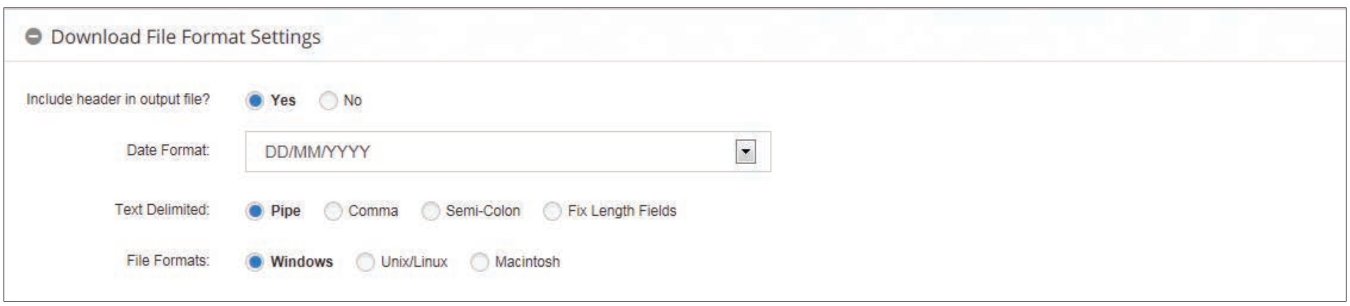
- Today Only
- Yesterday and Today
- Last 7 Days

- Last 30 Days—default
- Custom Date Range—Click the **Calendar** icon and select the dates you want entered into your **From** and **To** fields. You can enter the dates manually using the format MM/DD/YYYY, or you can click on the **Calendar** icon. **Note**: Improper date formatting will trigger an error message.

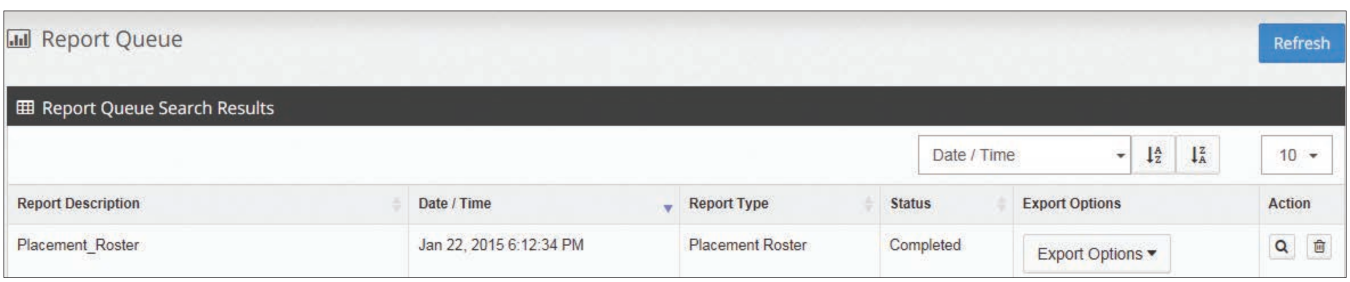
Select Fields for Report—Determine the content of your report by selecting fields from the **Available Fields** list and moving them to the **Selected Fields** box using the right and left arrows in the middle of the screen. At least one item is required to run a report.



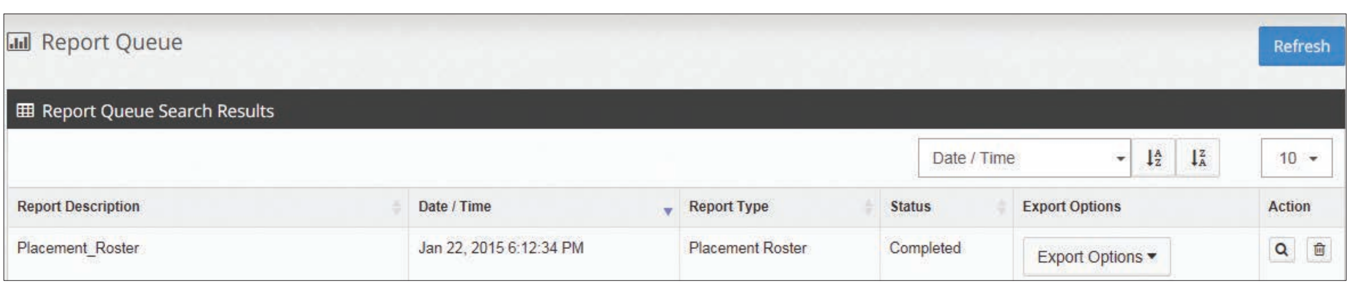
Download File Format Settings—Select your settings for the downloaded file and click **Submit**.



To find your report, click on **Report Queue** under the **Reports** menu.



Click on the **Export Options** drop-down menu to select your desired format and your report will display. See sample report below:



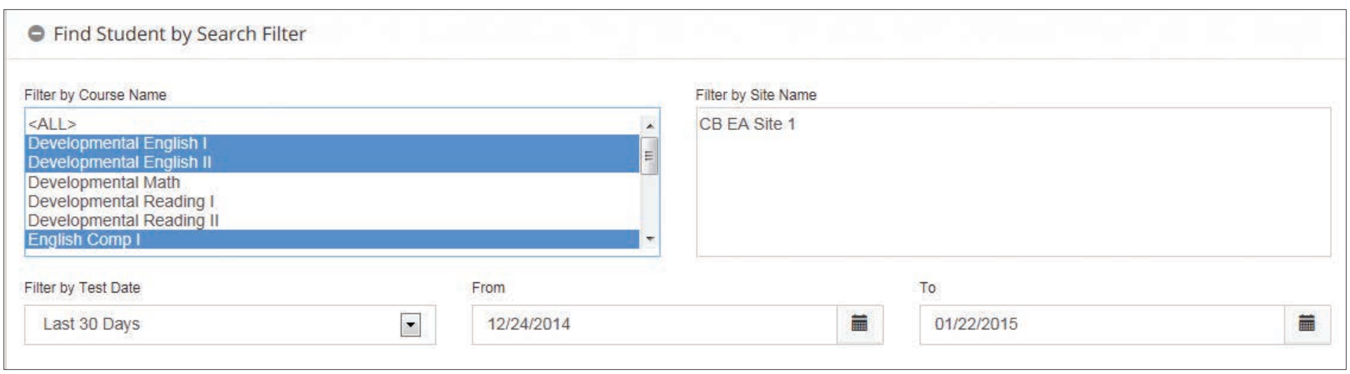
Click on **Export Options** and select your format from the drop-down menu and your report will display. See sample report below:

Student ID	Last Name	First Name	Test Date	English	Math	Reading
42587591	Sanderson	Renee	01/17/2015	ENGL 0113	MATH 0134	READ 0123
12445337	Walker	Gary	01/18/2015	ENGL 1313	MATH 1123	READ 0123
98924423	Dunn	Spencer	01/22/2015	ENGL 1313	MATH 0113	READ 0134
09876543	Lee	Clara	01/18/2015	ENGL 0123	MATH 0113	READ 0123
63087250	George	Keith	01/12/2015	ENGL 1313	MATH 0124	READ 0123

Course Roster Report

Course Roster provides a list of students who placed into a specified course. To create a report, click on the **Roster Reports** menu and select **Course Roster Report**. Click the **+** sign to expand the options and select the relevant information to run the report.

Find Student by Search Filter



Filter by Course Name—From the drop-down menu, select the courses to be included in the report. The default value is “ALL.” Use the Control key to select multiple courses. All courses that have been added to the site/institution will be included in the drop-down menu.

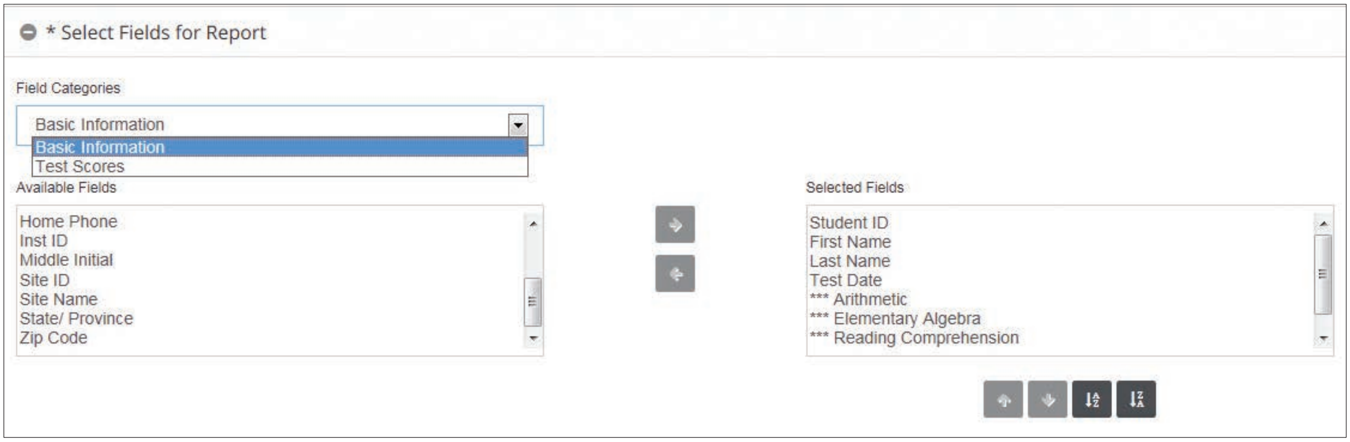
Filter by Site Name—From the drop-down menus, the Institution Administrator can select those sites to be included in the report. The default value is “ALL.” For Site Managers, the drop-down menu is populated with only one entry, their site name.

Filter by Test Date—Use the drop-down menu to select one of the following:

- Today Only
- Yesterday and Today
- Last 7 Days

- Last 30 Days—default
- Custom Date Range—Click the **Calendar** icon and select the dates you want entered into your **From** and **To** fields. You can enter the dates manually using the format MM/DD/YYYY, or you can click on the **Calendar** icon. **Note:** Improper date formatting will trigger an error message.

Select Fields for Report

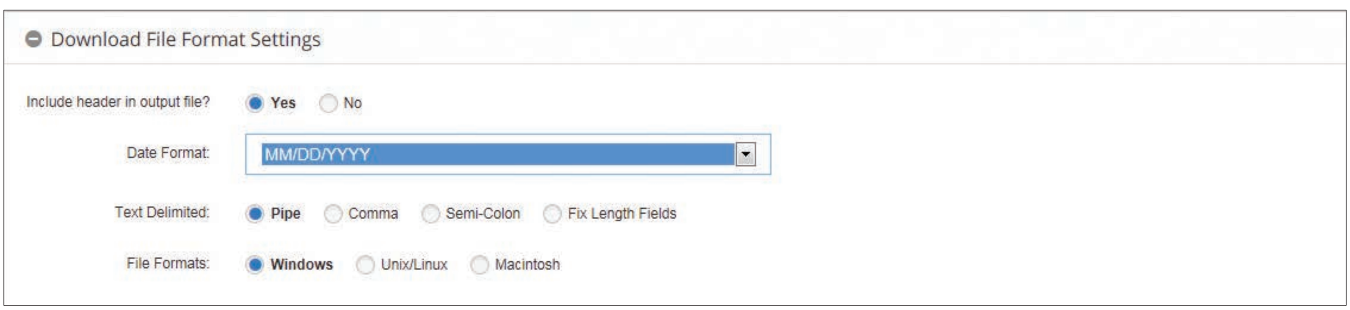


Field Categories

With **Basic Information** selected in the drop-down menu, select the basic information you want included in the report and move them to the Selected Fields box on the right-hand side of the screen.

With **Test Scores** selected from the drop-down menu, select the test scores you want included in the report and move them to the Selected Fields box on the right-hand side of the screen.

Download File Format Settings—Select your settings for the downloaded file and click **Submit**.



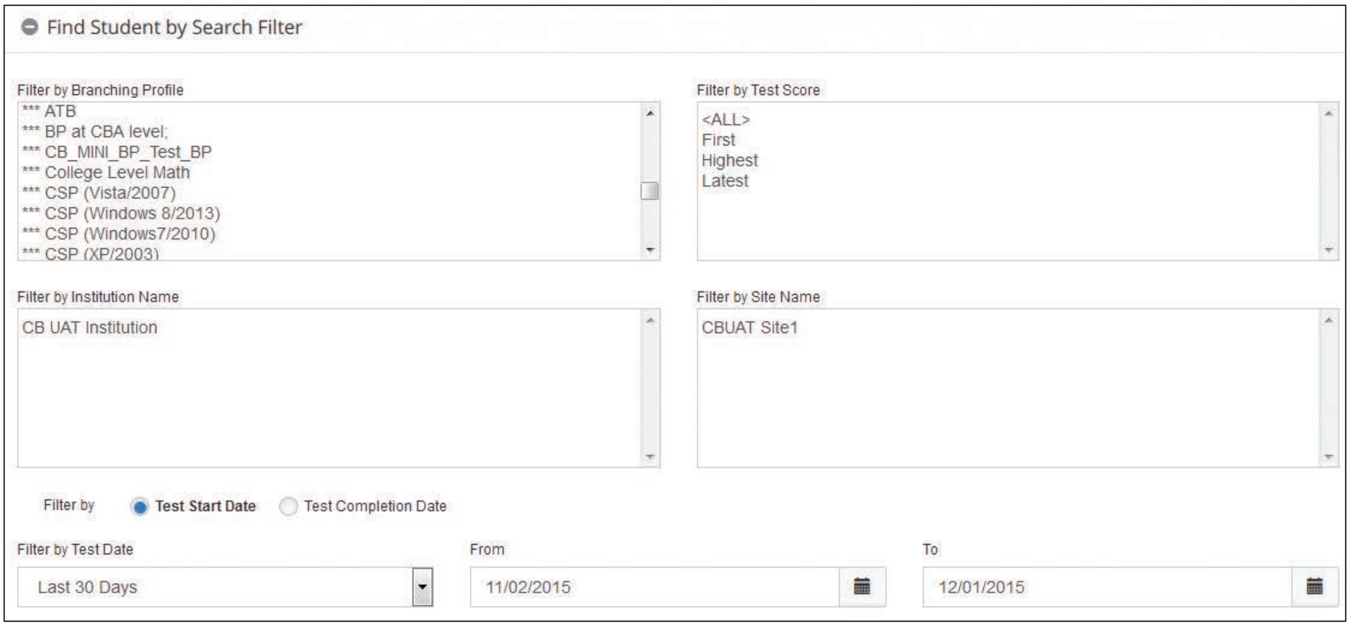
Click on **Report Queue** under the **Reports** menu to find your report. Click on the **Export Options** drop-down menu to select your export format and the report will be downloaded to your local machine. Shown below is a sample report:

Course Name	Student ID	First Name	Last Name	Reading Comprehension	Sentence Skills
ENGL 1313	12587	Wilson	Jackson	82	90
ENGL 1313	15879	Sally	Sutton	78	96
ENGL 1313	12579	George	Thompson	88	81

Score Roster Report

Score Roster provides a report that shows students' test scores, demographic information, answers to Background Questions, and local test category level scores as specified by the user. To create a Score Roster report, click on the **Roster Reports** sub-menu and select **Score Roster Report** and the screen below will display:

Find Student by Search Filter



Filter by Branching Profile—All active Branching Profiles are available. The default value is "ALL."

Filter by Test Score—In the event that a student has more than one score on a test, the report may be limited by All Scores, First Score, Highest Score, or Latest Score. The default value is "ALL."

Filter by Site Name—The Institution Administrator can select from the drop-down menu the sites to be included in the report. The default value is "ALL." For Site Managers, the drop-down is populated with only one entry, their site name.

Filter by—For the Test Date filter, you can select either

Test Start Date

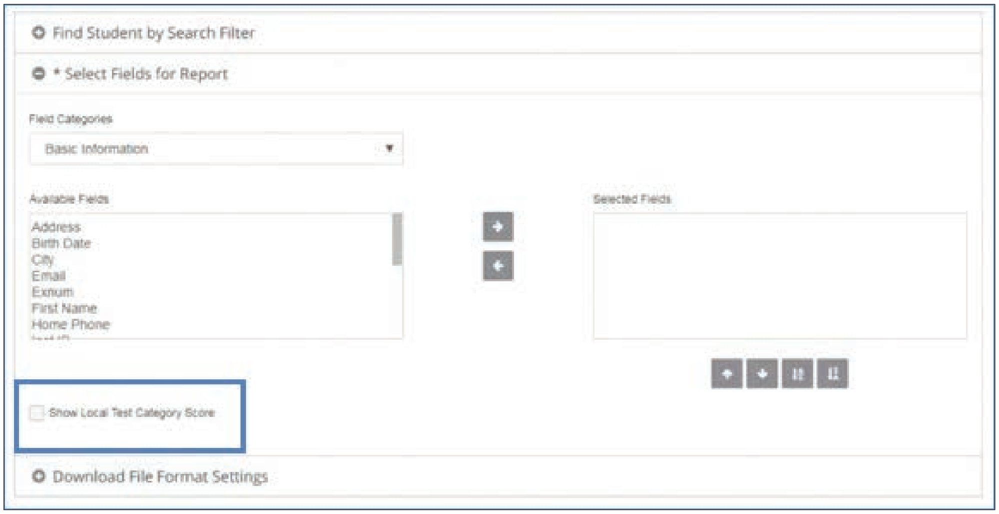
Test Completion Date

Filter by Test Date—Use the drop-down menu to select one of the following:

- Today Only
- Yesterday and Today
- Last 7 Days
- Last 30 Days—default

- Custom Date Range—Click the **Calendar** icon and select the dates you want entered into your **From** and **To** fields. You can enter the dates manually using the format MM/DD/YYYY, or you can click on the **Calendar** icon. **Note:** Improper date formatting will trigger an error message.

Select Fields for Report—There are four types of data categories where you can select individual pieces of data to include in your report: Basic Information, Standard Background Questions, Local Background Questions, and Test Scores. For each category, select the filed you want included in your report and move them to the Selected Fields box.



Basic Information—This category includes items such as Address, Last Name, and Test Duration.

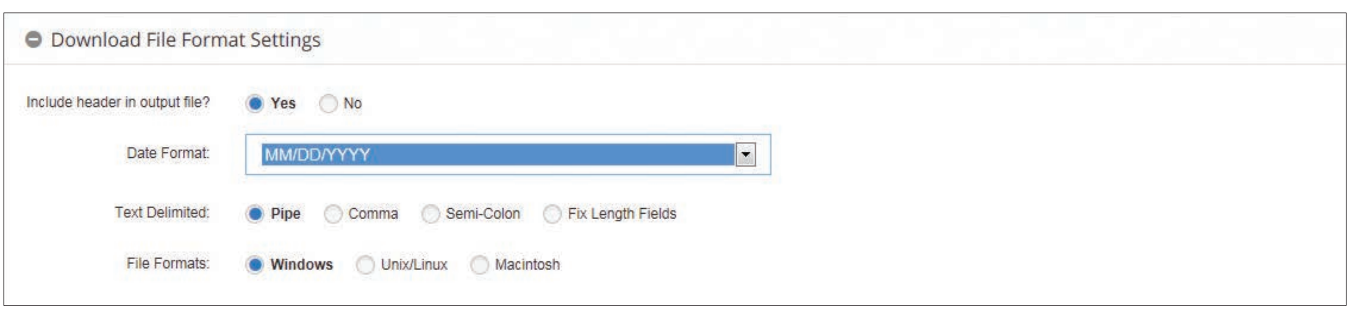
Standard Background Questions—This category includes the list of standard background questions that are available.

Local Background Questions—This category includes the list of local background questions that are available.

Test Scores—This category includes the name of the test that you want the score from (e.g., Elementary Algebra).

Show Local Test Category Score—Check this box if you want to include the local test category scores in the score roster report.

Download File Format Settings—Select your formats.



Click **Submit**. Click on **Report Queue** under the **Reports** menu to find your report. Shown below is a sample report. Click on the **Export Options** button; select your export format and the report will display. Shown below is a sample report.

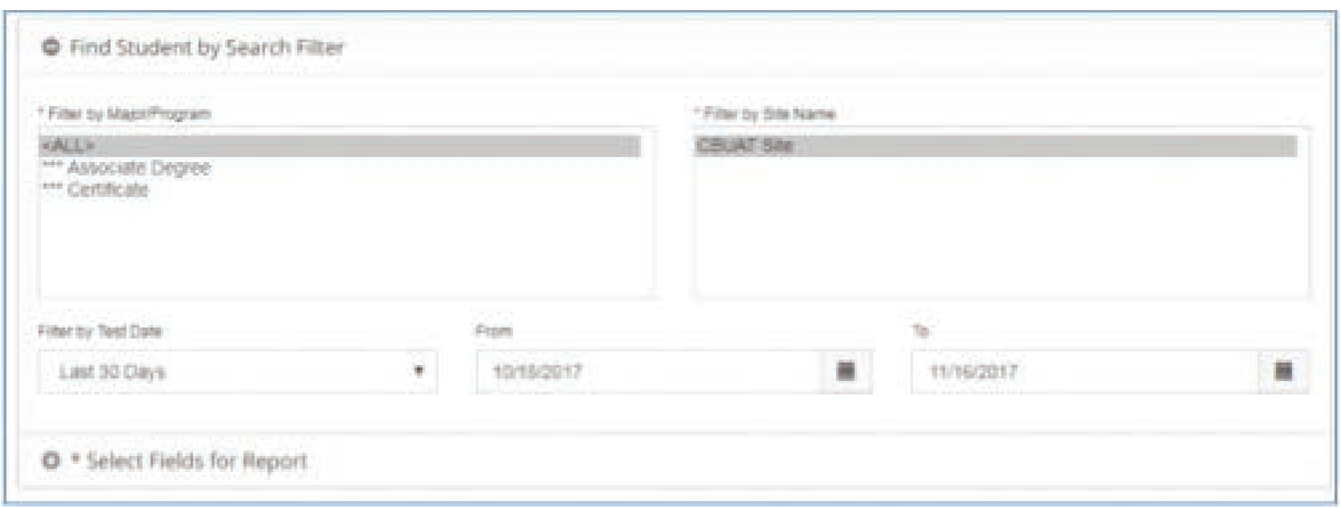
Student ID	First Name	Last Name	Reading Comprehension	Sentence Skills	Arithmetic	Elementary Algebra
12587	Wilson	Jackson	82	90	78	56
15879	Sally	Sutton	78	96	55	72
12579	George	Thompson	88	81	89	11

Demographic Reports

Background Overview Report

The Background Overview Report provides a summary report of answers to standard and local Background Questions. It shows the number and the percentage of responses to each of the Background Questions. To create a report, click on the **Demographic Reports** sub-menu and select **Background Overview Report** under **Reports**, and the screen below will display:

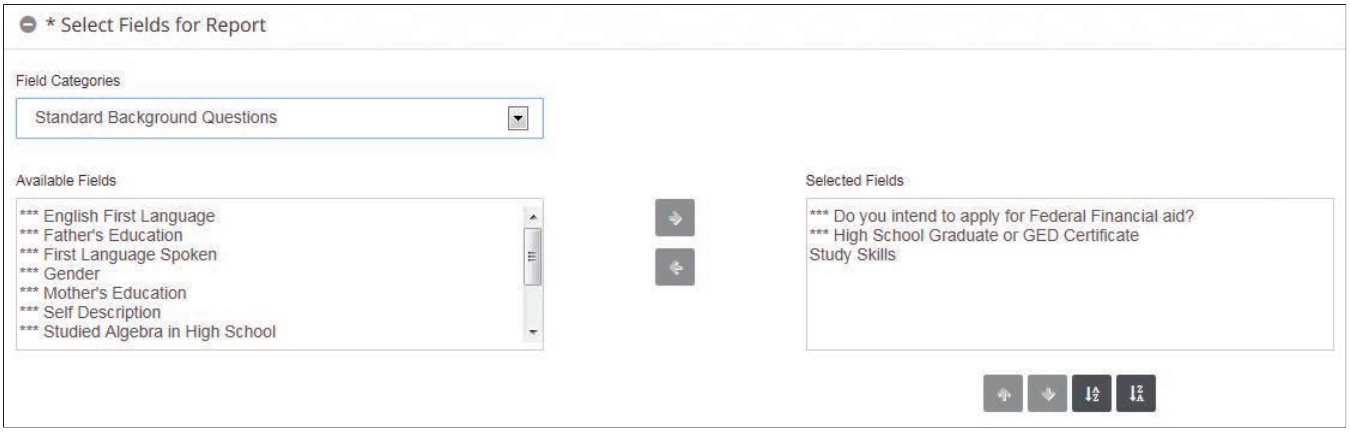
Find Student by Search Filter



Filter by Major/Program—All active majors/programs are available. The default value is "All."

Filter by Site Name—From the drop-down menu, the Institution Administrator can select the sites to be included in the report. The default value is "ALL." For Site Managers, the drop-down is populated with only one entry, their site name.

Select Fields for Report—There are two types of data categories where you can select individual pieces of data to include in your report: Standard Background Questions and Local Background Questions. For each category, select the field(s) you want included in your report and move them to the Selected Fields box.

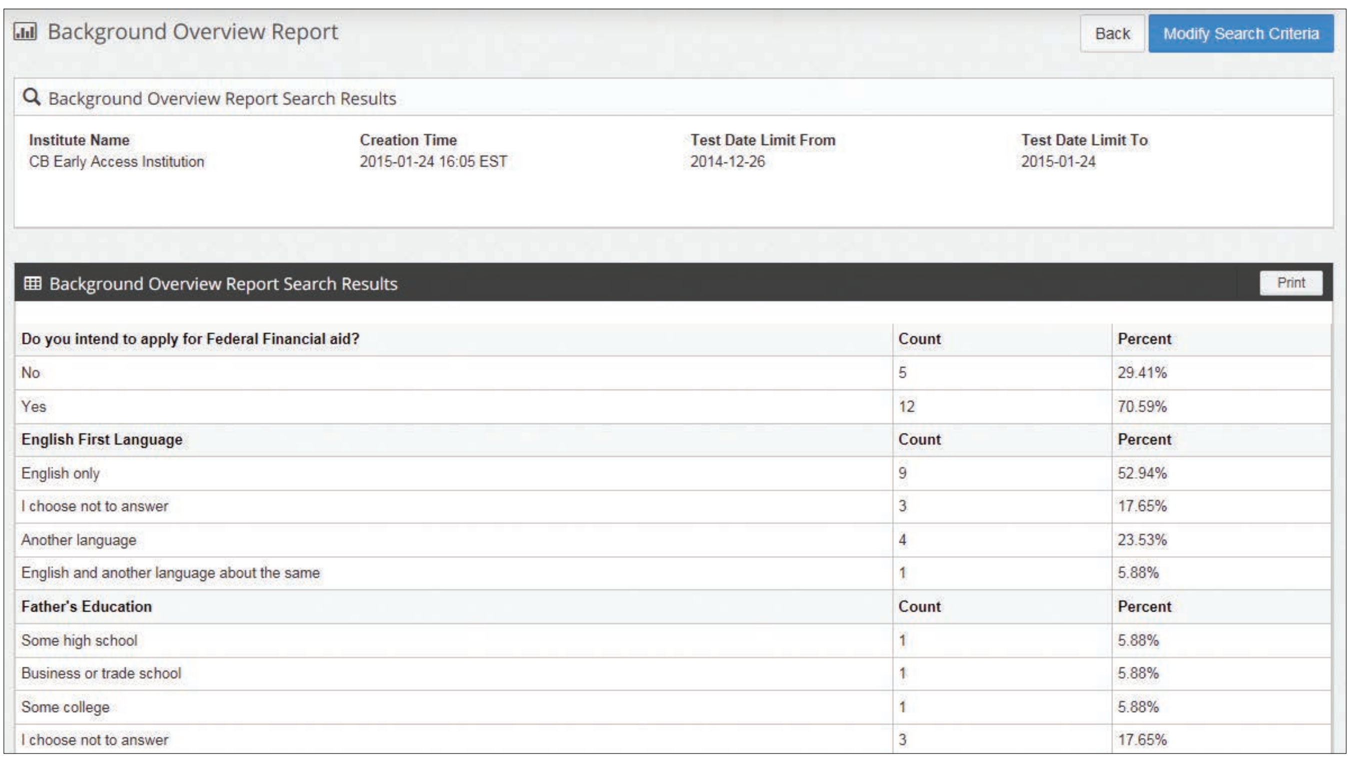


From the **Available Fields** drop-down menu, select:

Standard Background Questions—This category includes the list of standard background questions that are available.

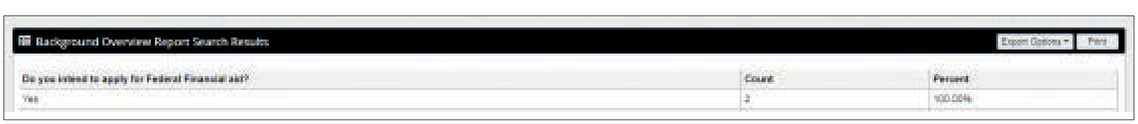
Local Background Questions—This category includes the list of local background questions that are available.

Click **Submit** and the report will display. Shown below is a sample report:



Do you intend to apply for Federal Financial aid?	Count	Percent
No	5	29.41%
Yes	12	70.59%
English First Language	**Count**	**Percent**
English only	9	52.94%
I choose not to answer	3	17.65%
Another language	4	23.53%
English and another language about the same	1	5.88%
Father's Education	**Count**	**Percent**
Some high school	1	5.88%
Business or trade school	1	5.88%
Some college	1	5.88%
I choose not to answer	3	17.65%

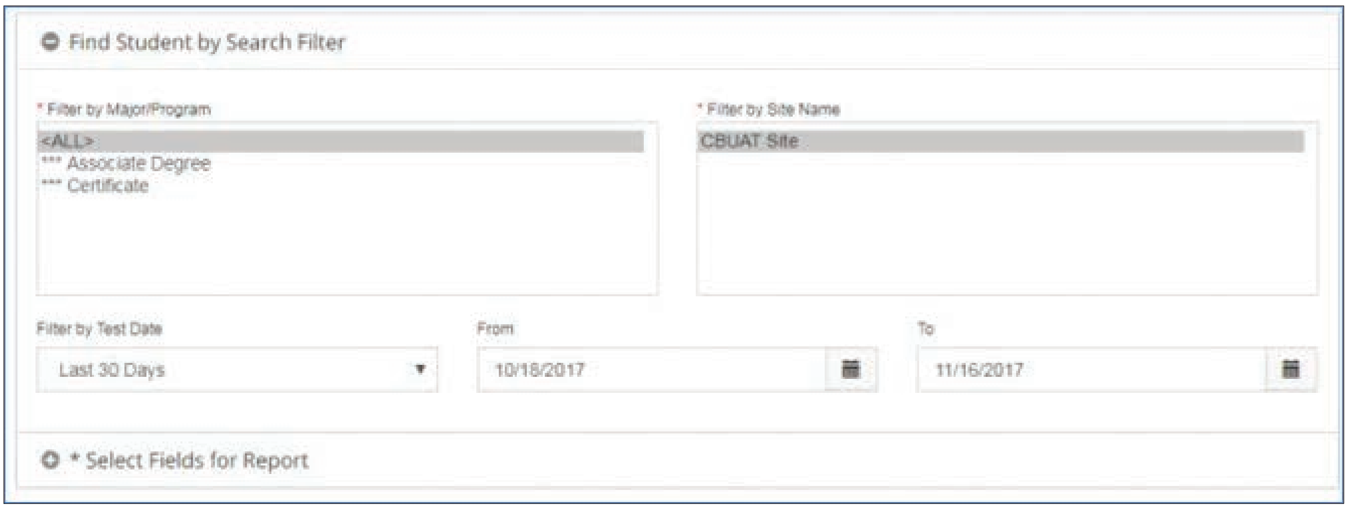
The Local Background Report can be exported by clicking on the Export Options dropdown next to the Print button.



Background Detail Report

Background Detail Reports show student responses to each of the local and standard Background Questions selected in your filter criteria. To create a Background Detail Report, click on the **Demographic Reports** sub-menu and select **Background Detail Report**, and the screen shown below will display:

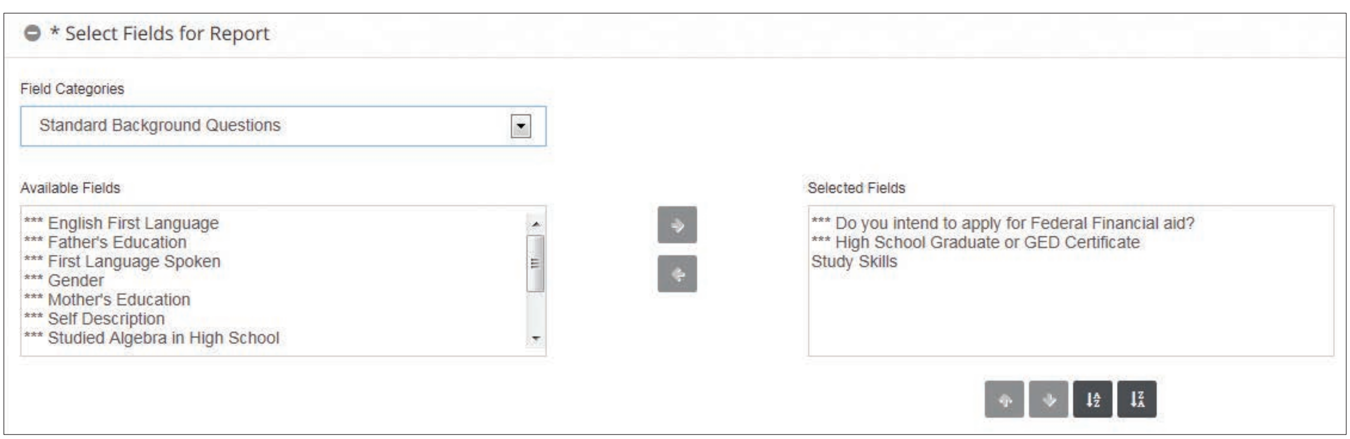
Find Student by Search Filter



Filter by Major/Program—All active majors/programs are available. The default value is "ALL."

Filter by Site Name—From the drop-down menu, the Institution Administrator can select the sites to be included in the report. The default value is "ALL." For Site Managers, the drop-down is populated with only one entry, their site name.

Select Fields for Report—There are two types of data categories where you can select individual pieces of data to include in your report: Standard Background Questions and Local Background Questions. For each category, select the fields you want included in your report and move them to the Selected Fields box.

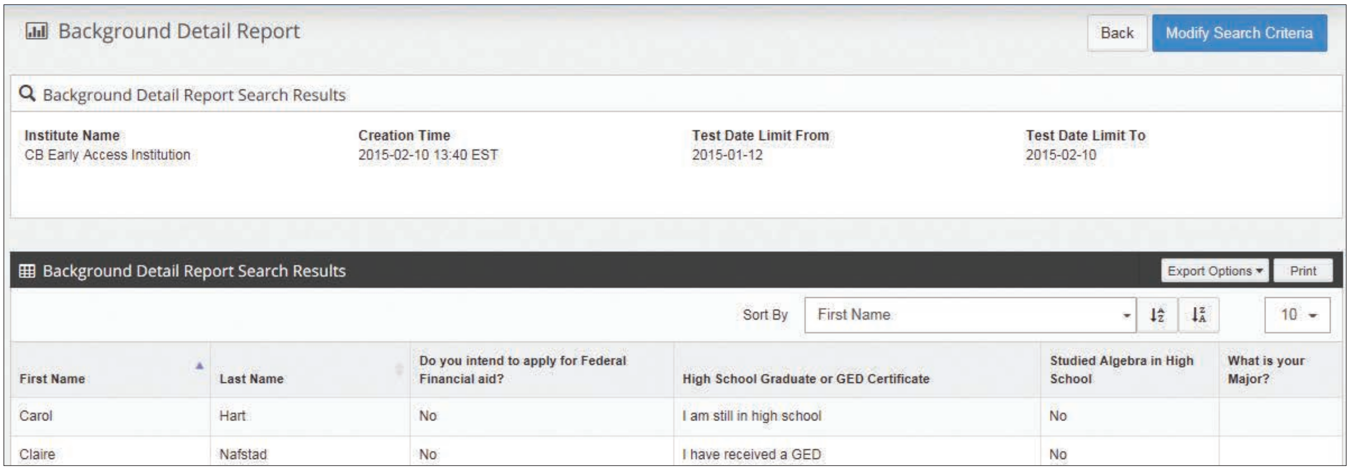


From the **Available Fields** drop-down menu, select

Standard Background Questions—This category includes the list of standard background questions that are available.

Local Background Questions—This category includes the list of local background questions that are available.

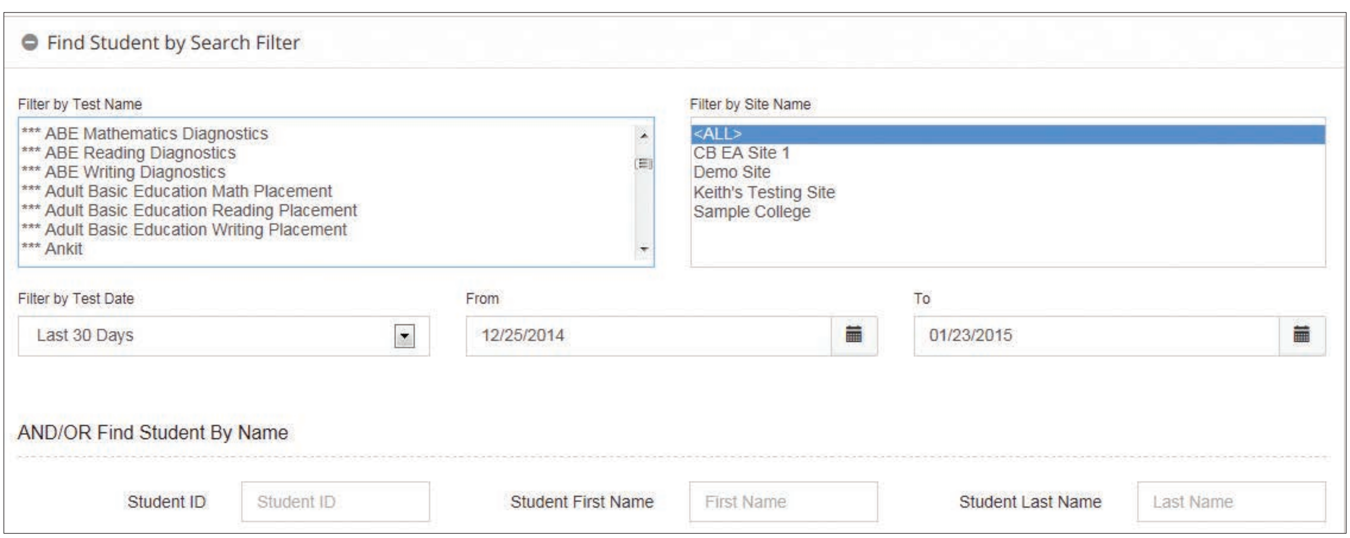
Click **Submit** and the report will display. Shown below is a sample report:



Student Address Report

The Student Address Report provides a summary report of addresses provided by students. This report can be exported and used to create mailings. If you intend to use this report, turn on the Address, City, State, and ZIP Code required (*) fields on the Student Information Test Setting and the screen below will display:

Find Student by Search Filter



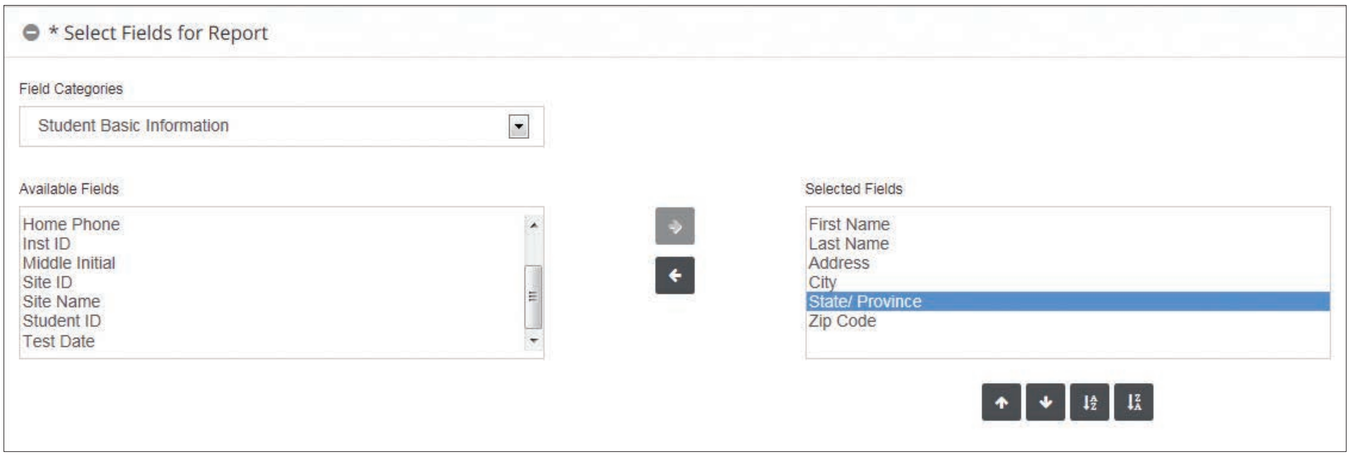
Filter by Test Name—All active tests and WritePlacer Settings are available. The default value is "ALL."

Filter by Site Name—From the drop-down menu, the Institution Administrator can select the sites to be included in the report. The default value is "ALL." For Site Managers, the drop-down is populated with only one entry, their site name.

Filter by Test Date—Use the drop-down menu to select one of the following:

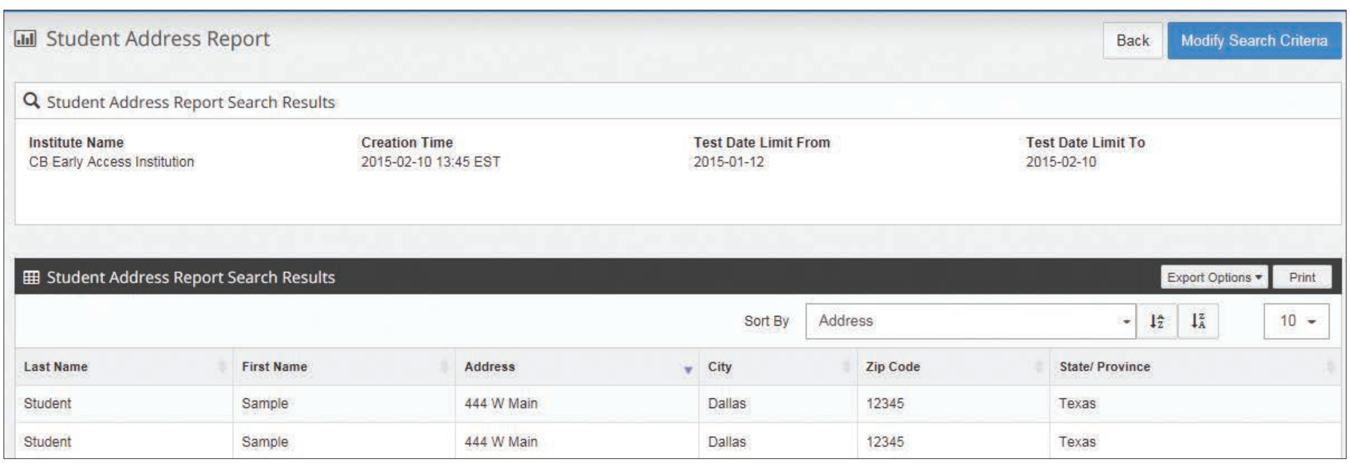
- Today Only
- Yesterday and Today
- Last 7 Days
- Last 30 Days—default
- Custom Date Range—Click the **Calendar** icon and select the dates you want entered into your **From** and **To** field. You can enter the dates manually using the format MM/DD/YYYY, or you can click on the **Calendar** icon. **Note:** Improper date formatting will trigger an error message.

AND/OR Find Student by Name—You can search for a student's report by entering the student's ID, last name, and/or first name.



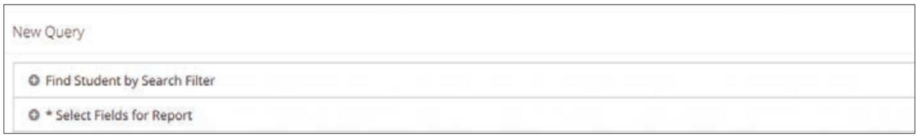
When **Student Basic Information** is selected in the drop-down menu, select the fields you want included in your report and move them to the Selected Fields box.

Click **Submit** and the report will display.

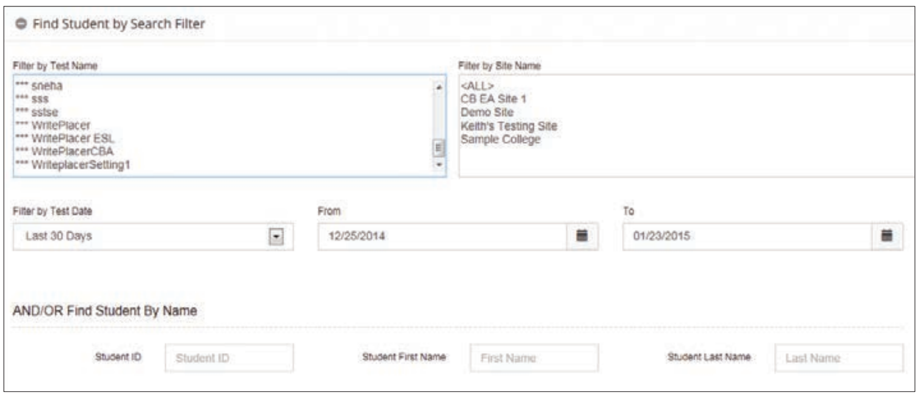


WritePlacer Response Report

You can use this feature to search and print essays submitted by students in response to a WritePlacer prompt. Taking a student's essays or related prompts out of a testing center is considered a test security risk. Students shouldn't be allowed to take a copy of their WritePlacer or WritePlacer ESL essay or its associated prompt out of the testing center. Faculty should be made aware of this policy and should be directed to keep essays and prompts confidential. To search for a WritePlacer essay, click on the **WritePlacer Response Report** submenu from the **Reports** menu and the screen shown below will display:



Find Student by Search Filter

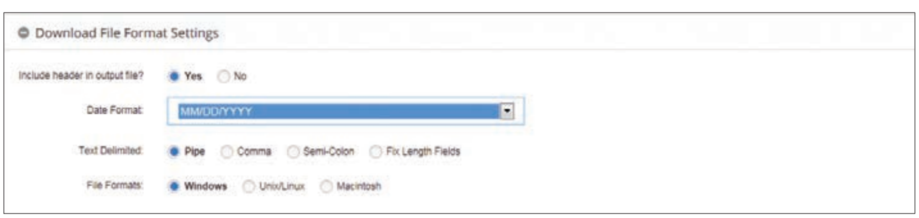


Filter by Test Name—All active WritePlacer Settings are available. The default value is "ALL."

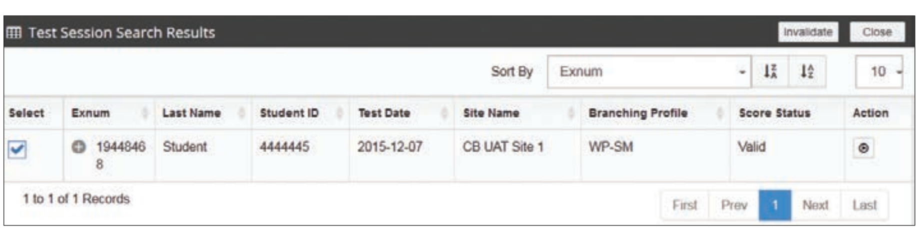
Filter by Site Name—From the drop-down menu, the Institution Administrator can select the sites to be included in the report. The default value is "ALL." For Site Managers, the drop-down menu is populated with only one entry, their site name.

AND/OR Find Student by Name—You can search for a student's report by entering the student's ID, last name, and/or first name.

Download File Format Settings—Select your formats.



Click **Submit**. Search results will appear on the **WritePlacer Response Reports** page.



Click on the **Export Options** button and select your export format. A report containing all displayed student records will be created.

Put a check in the box next to the student whose essay you want to print and click **Print**. Multiple essays can be checked. The maximum number of reports that can be printed at one time is 100.

Click **View** icon to see the student's essay.

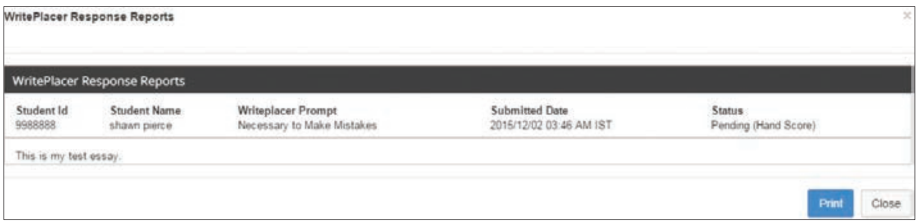
In the Status column you will see:

Scored—the essay has been scored successfully

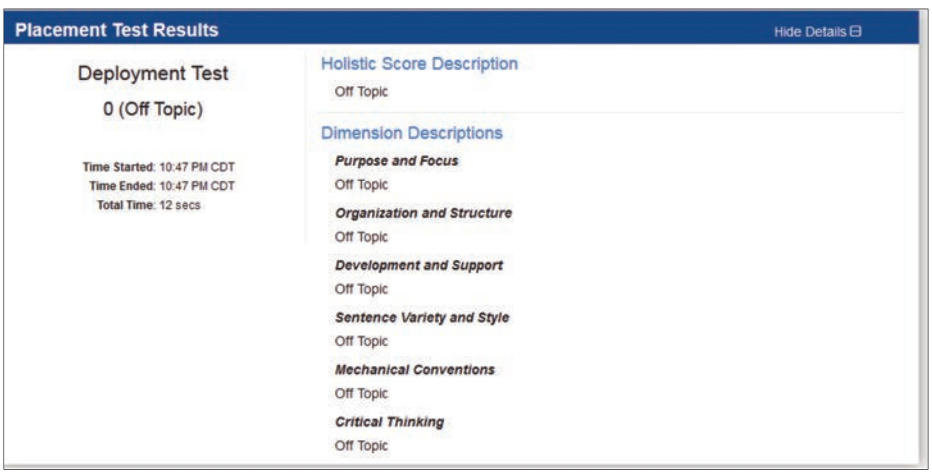
Pending (Hand Score)—the essay has been submitted to a human reader for scoring.

No Score Returned (Forced Closed)—the essay was forced closed and was never submitted for scoring.

The WritePlacer Response Report will show the **Status** of an essay.



The WritePlacer **Status** will be printed on the Individual Score Reports with the different pending statuses.



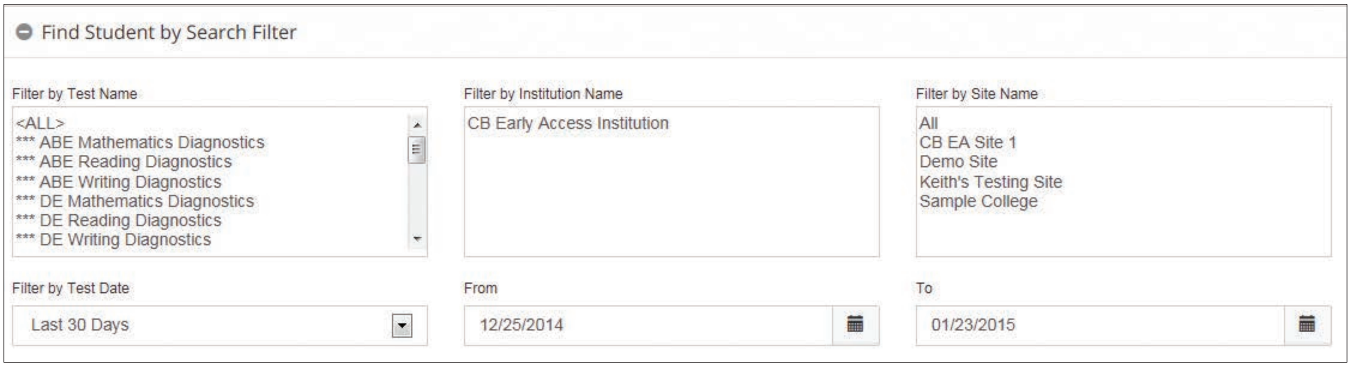
Diagnostic Test Reports

There are two Diagnostic Test Reports: Diagnostic Test Score Roster and Diagnostic Test Summary Report.

Diagnostic Test Score Roster Report

This report provides a score roster that can show student demographics, diagnostic category scores, and Standard Error of Measures (SEM) for each score. Click on **Diagnostic Test Score Roster Report** under the **Diagnostic Test Reports** submenu and the screen shown below will display:

Find Student by Search Filter



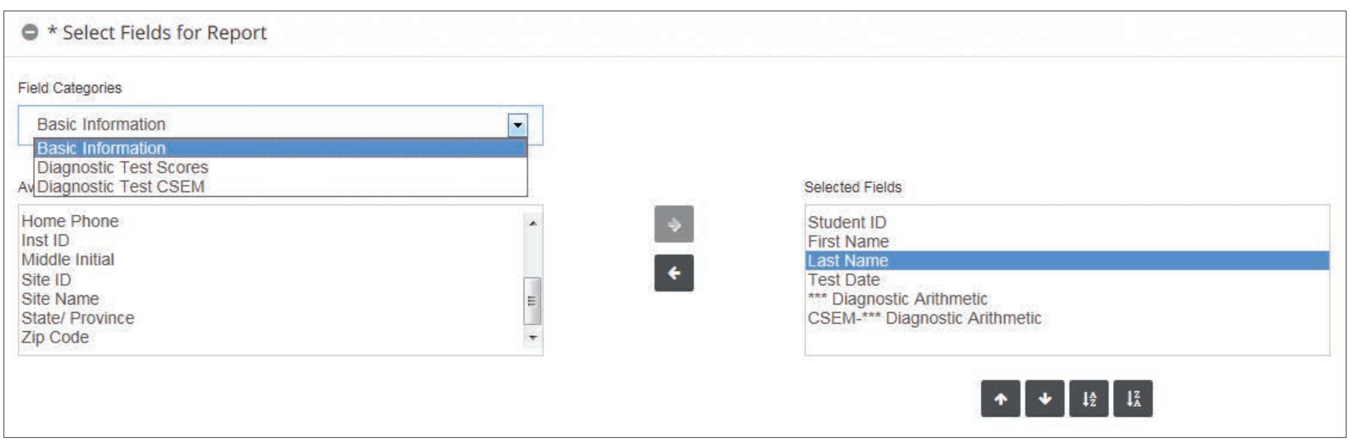
Filter by Test Name—Select a diagnostic test from the given list. You can select more than one option by holding the **Ctrl** key.

Filter by Site Name—From the drop-down menu, the Institution Administrator can select the sites to be included in the report. The default value is "ALL." For Site Managers, the drop-down is populated with only one entry, their site name.

Filter by Test Date—Use the drop-down menu to select one of the following:

- Today Only
- Yesterday and Today
- Last 7 Days
- Last 30 Days—default
- Custom Date Range—Click the **Calendar** icon and select the dates you want entered into your **From** and **To** fields. You can enter the dates manually using the format MM/DD/YYYY, or you can click on the **Calendar** icon. **Note:** Improper date formatting will trigger an error message.

Select Fields for Report



Basic Information—Select the fields you want included in your report and move them to the Selected Fields box.

Diagnostic Test Scores—Select the fields you want included in your report and move them to the Selected Fields box.

Diagnostic Test CSEM—Select the fields you want included in your report and move them to the Selected Fields box.

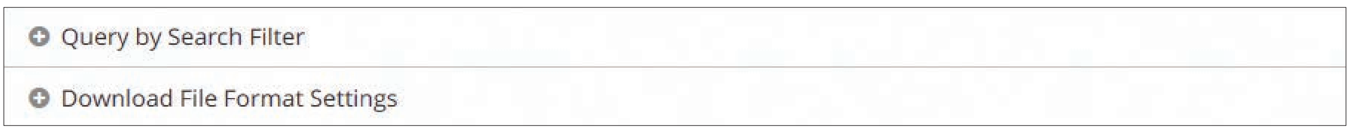
Click **Submit**. When the report is ready, the message shown below will display in the bottom right-hand corner of the screen:

Click Download button, and a screen like the one below will display.

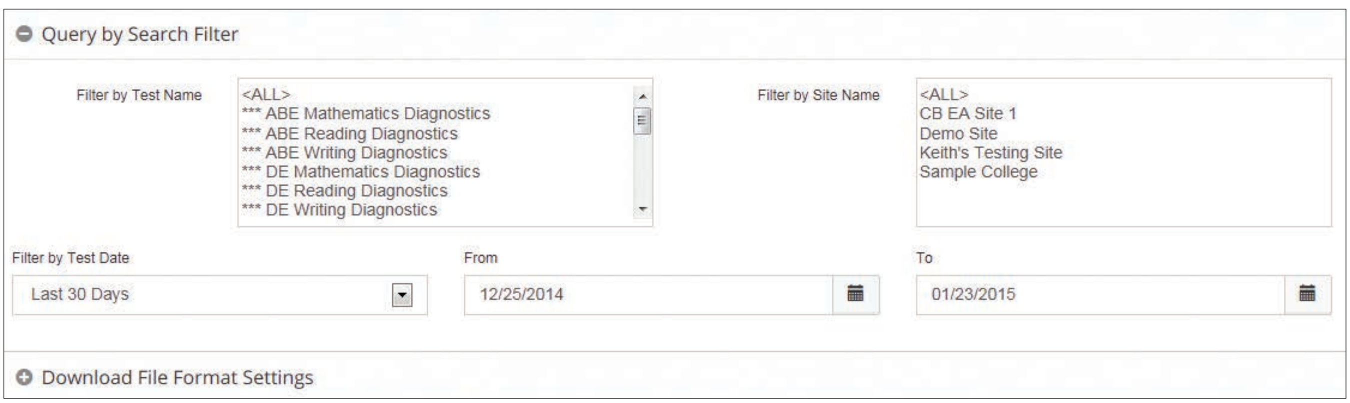
First Name	Last Name	Test Date	AR—Decimal Numbers	AR—Estim, Ordering, Numb. Sense	AR—Integers and Fractions	AR—Percent	AR—Word Problems
Sally	Wilson	2015-01-17	15	10	5	4	2
David	Pitts	2015-01-17	10	11	8	5	7
George	Adams	2015-01-17	11	6	9	6	5

Diagnostic Test Summary Report

This report provides a summary of students' performance on a diagnostic test. It shows the percentage of students who scored in each of the three categories (Needs Improvement, Limited Proficiency, and Proficient), as well as the mean score and standard deviation of the scores for each of the domains within the diagnostic test.



Query by Search Filter



Filter by Test Name—Select a diagnostic test from the given list. You can select more than one by using the **Ctrl** key.

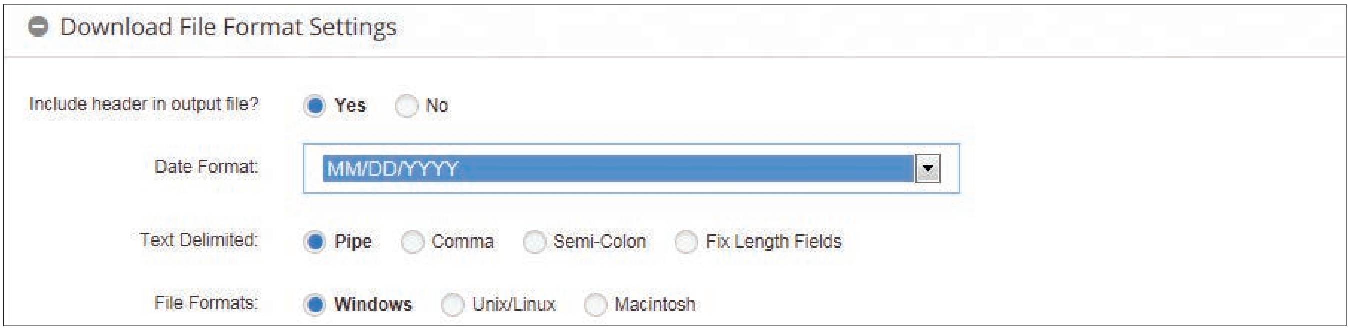
Filter by Site Name—From the drop-down menu, the Institution Administrator can select the sites to be included in the report. The default value is "ALL." For Site Managers, the drop-down is populated with only one entry, their site name.

Filter by Test Date—Use the drop-down menu to select one of the following:

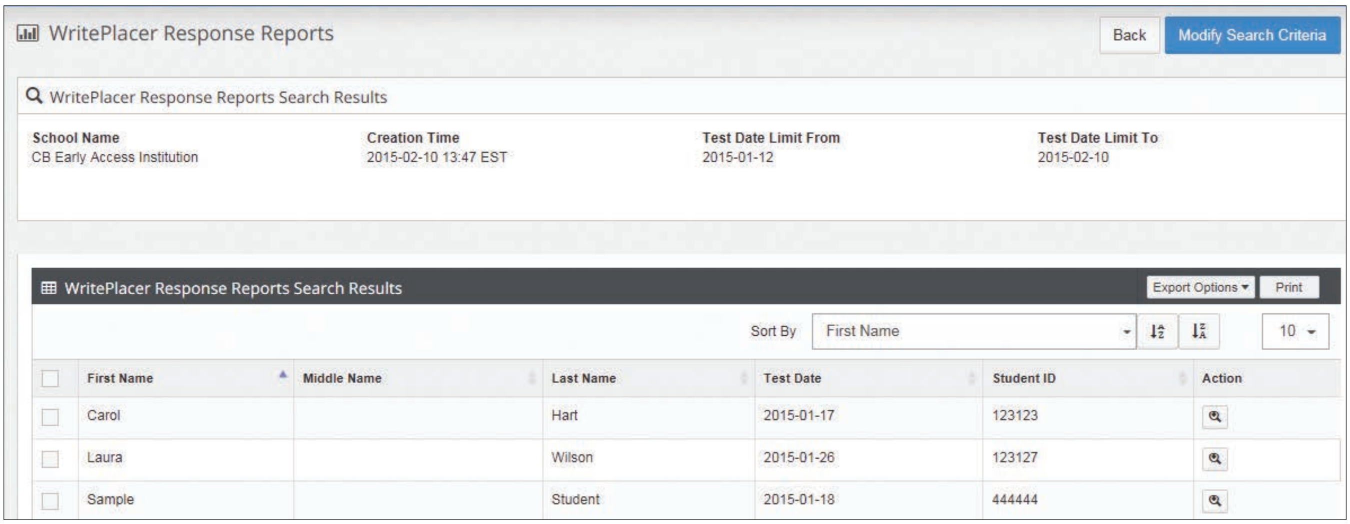
- Today Only
- Yesterday and Today
- Last 7 Days
- Last 30 Days—default

- Custom Date Range—Click the **Calendar** icon and select the dates you want entered into your **From** and **To** fields. You can enter the dates manually using the format MM/DD/YYYY, or you can click on the **Calendar** icon. **Note:** Improper date formatting will trigger an error message.

Download File Format Settings—Select your formats.



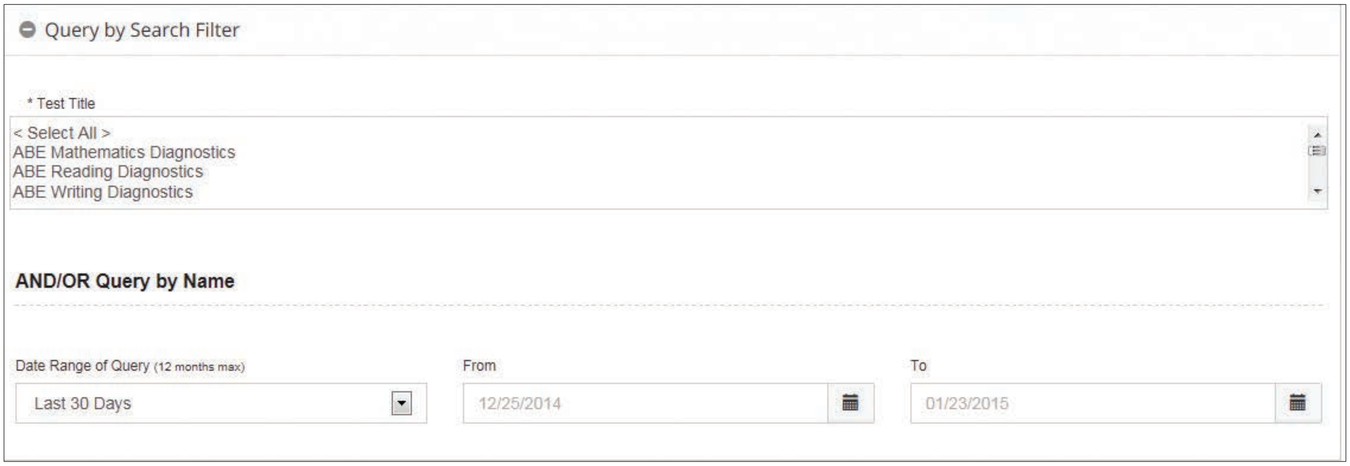
Click **Submit**, and the report will display.



Test Units Reports

Test Activity Report

Test Activity Reports show the number of units used and the number of units remaining as well as the number of units used for each test during the time span selected. To create this report, click on **Test Activity Report** under the **Test Unit Reports** of the **Reports** menu.

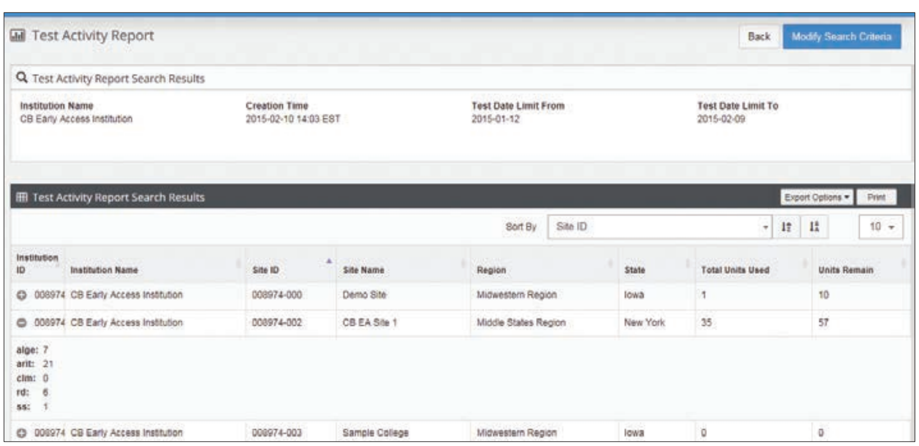


From the **Test Title** drop-down menu, select all tests that you want included in your report. Use the **Control** key to select multiple titles.

Date Range of Query (12 months max)—Use the drop-down menu to select one of the following:

- Today Only
- Yesterday and Today
- Last 7 Days
- Last 30 Days—default
- Custom Date Range—Click the **Calendar** icon and select the dates you want entered into your **From** and **To** fields. You can enter the dates manually using the format MM/DD/YYYY, or you can click on the **Calendar** icon. **Note:** Improper date formatting will trigger an error message.

Click **Submit** and your report will display. If you click on the **+** sign in the Institution ID column, the number of units for each of the selected tests will display. In the example shown below, there were 7 units for the Elementary Algebra Test, 21 for the Arithmetic Test, 0 for the College-Level Math Test, 6 for Reading Comprehension, and 1 for Sentence Skills:

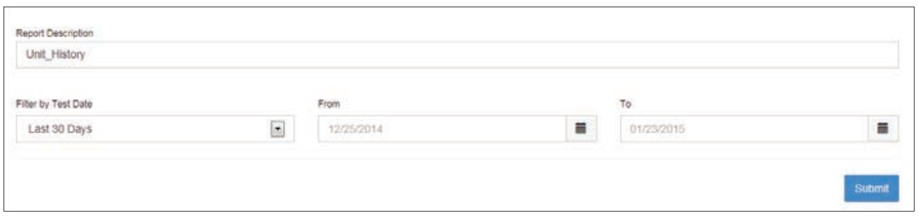


If you click on **Export Option,** a file like the one shown below will display. (Site Name, Region, and State have been hidden.)

Institution ID	Institution Name	Site ID	Total Units Used	Units Remain	alge	arit	clm	rd	ss
008974	Sample College	008974-000	1	10	0	0	0	1	0
008974	Sample College	008974-001	35	57	7	21	0	6	1
008974	Sample College	008974-002	0	0	0	0	0	0	0
008974	Sample College	008974-003	0	0	0	0	0	0	0
008974	Sample College	008974-004	2	18	0	2	0	0	0

Unit History Reports

Unit History Reports provide information about how test units have been added to an institution or site and used during the selected date range. They show the number of units added (purchased, transferred, provided free, and consumed). The remarks column shows what tests were administered for the number of units consumed. To run these reports, select **Unit History Reports** under the **Test Unit Reports** menu of the **Reports** menu.



Select a date range for the report.

Filter by Test Date—Use the drop-down menu to select one of the following:

- Today Only
- Yesterday and Today
- Last 7 Days
- Last 30 Days—default
- Custom Date Range—Click the **Calendar** icon and select the dates you want entered into your **From** and **To** fields. You can enter the dates manually using the format MM/DD/YYYY, or you can click on the **Calendar** icon. **Note:** Improper date formatting will trigger an error message.

Click **Submit** and the report will display. Shown below is a sample report:

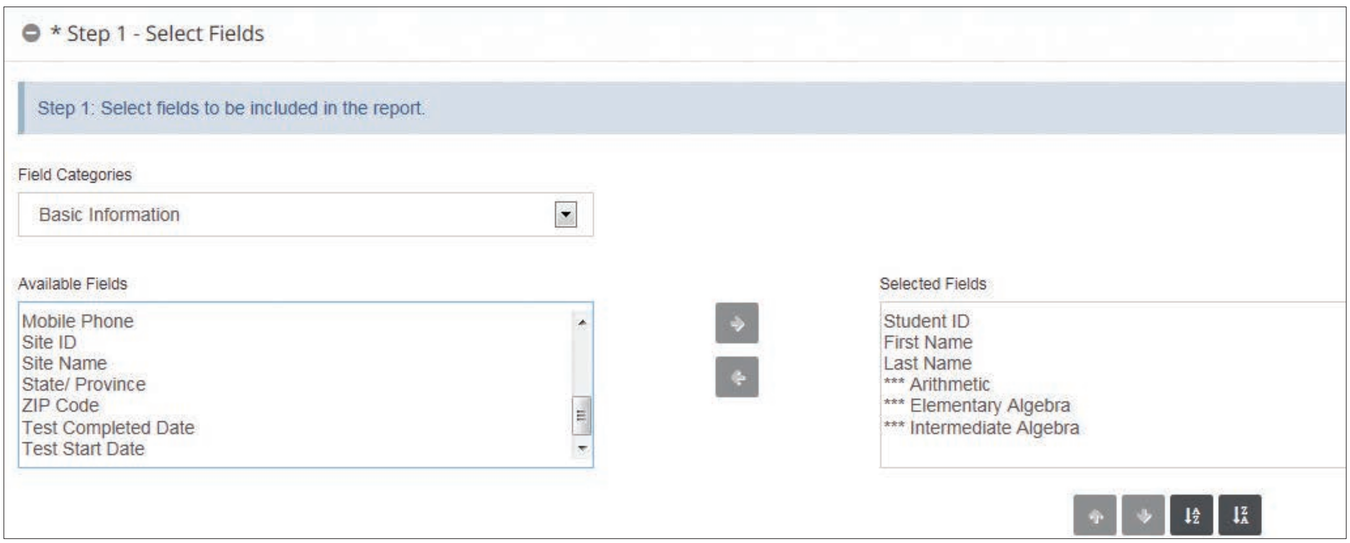
Transaction ID	Site Name	Transaction Date	Units Consumed	Units Added	Reference Number	Type	IOC Number	User Name	Remarks
50423823	CB EA Site 1	2015-01-07	2	0	42369313	CONSUMED			2 UNITS CONSUMED FOR WritePlacer BY CB EA Site 1
50423831	CB EA Site 1	2015-01-07	2	0	42369320	CONSUMED			2 UNITS CONSUMED FOR WritePlacer BY CB EA Site 1
50423833	CB EA Site 1	2015-01-07	2	0	42369322	CONSUMED			2 UNITS CONSUMED FOR WritePlacer BY CB EA Site 1
50423835	CB EA Site 1	2015-01-07	2	0	42369324	CONSUMED			2 UNITS CONSUMED FOR WritePlacer BY CB EA Site 1
50465439	CB EA Site 1	2015-01-17	2	0	42411293	CONSUMED			2 UNITS CONSUMED FOR WritePlacer BY CB EA Site 1
50465440	CB EA Site 1	2015-01-17	2	0	42411294	CONSUMED			2 UNITS CONSUMED FOR WritePlacer BY CB EA Site 1
2521163799	CB EA Site 1	2015-01-07	0	100	42369219	Purchase	987642	CBEA_CBad	
2522887076	CB EA Site 1	2015-01-14	5	0	42406397	TRANSFER		CBEA_IA	5.0 UNITS TRANSFERED FROM CB EA Site 1 TO Keith's Testing Site

Custom Reports

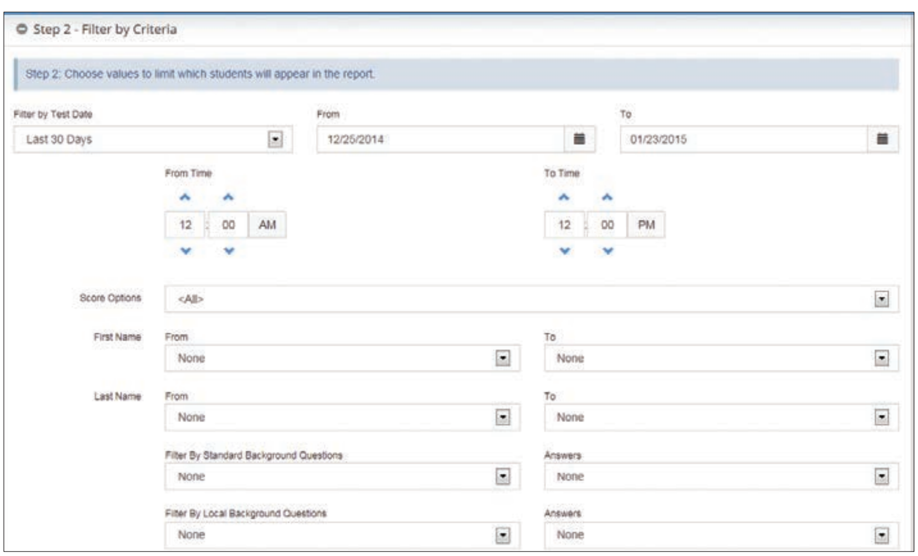
Custom Reports enable users to produce reports specific to their institution's needs. Four steps must be followed to create a custom report. From the **Reports** Menu, select **Custom Reports**.

Select Fields

When the COMPANION Form box is checked, the form numbers will be shown in the output.



Filter by Criteria



Filter by Test Date—Use the drop-down menu to select one of the following:

- Today Only
- Yesterday and Today
- Last 7 Days
- Last 30 Days—default
- Custom Date Range—Click the **Calendar** icon and select the dates you want entered into your **From** and **To** fields. You can enter the dates manually using the format MM/DD/YYYY, or you can click on the **Calendar** icon. **Note:** Improper date formatting will trigger an error message.
- You can also filter by a specific time range within a day.

Score Option—"ALL" is the default.

First

Highest

Latest

First Name

From A to Z

To A to Z

Last Name

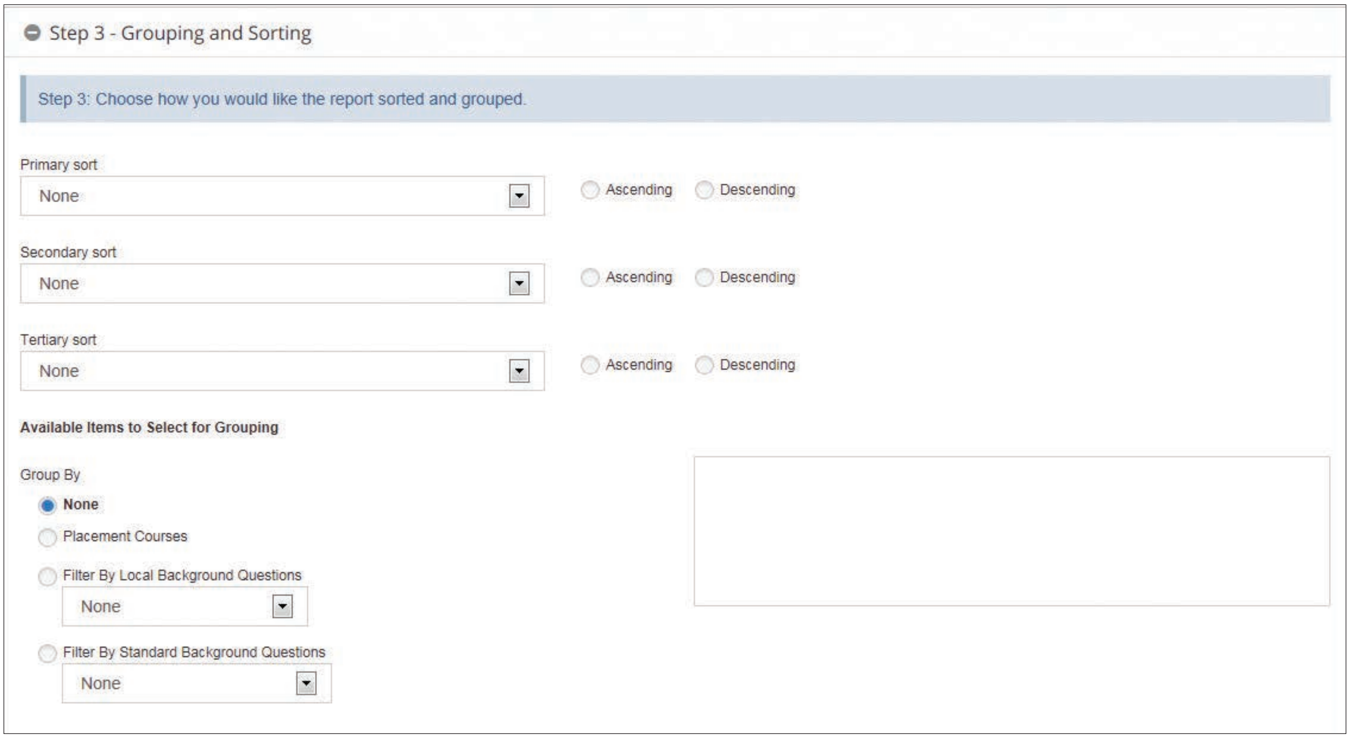
From A to Z

To A to Z

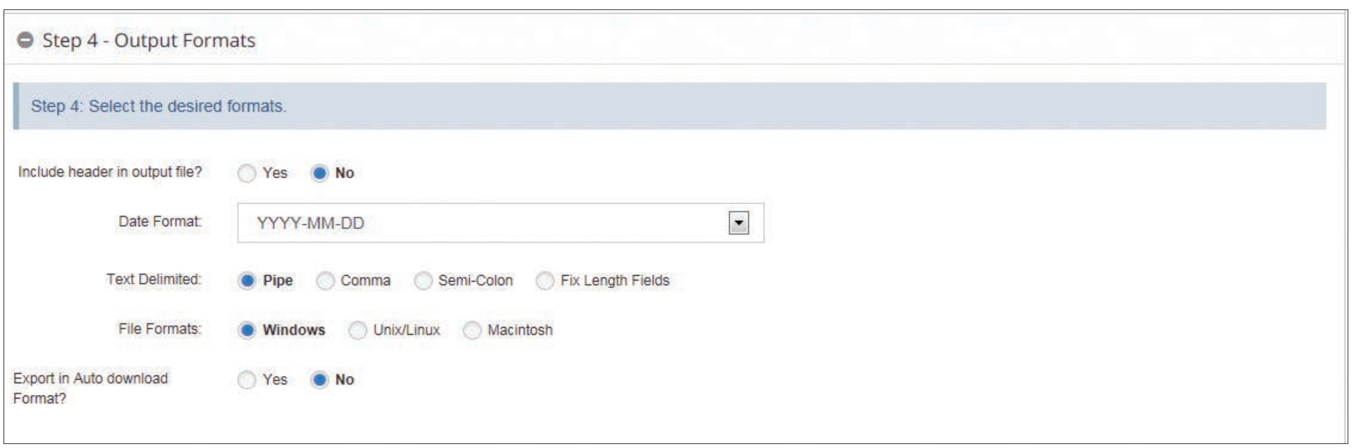
Filter by Standard Background Questions—All Standard Background Questions are available from the drop-down menu. If you select a question, all answer choices to that background question will display in the Answer drop-down menu.

Filter by Local Background Questions—All Local Background Questions are available from the drop-down menu. If you select a question, all answer choices to that background question will display in the Answer drop-down menu.

Grouping and Sorting—Select your grouping and sorting criteria.



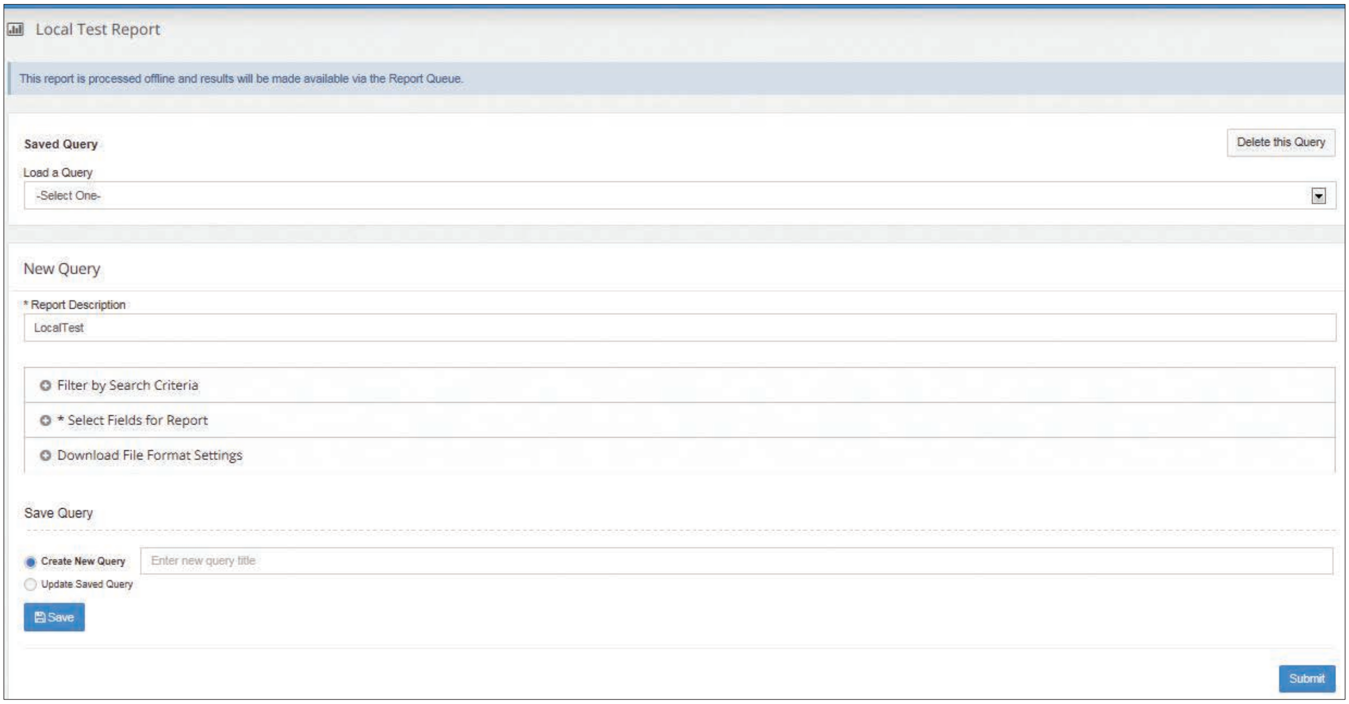
Output Format—Select your formats.



Click **Submit**. Click on **Report Queue** under the **Reports** menu and find your report. Click on the **Export Options** button and select your export format and the report will display.

Local Test Report

The Report is accessible to the following users: Group/CB/IA/SM. When you click on **Local Test Report** under Report tab, the screen shown below will display:

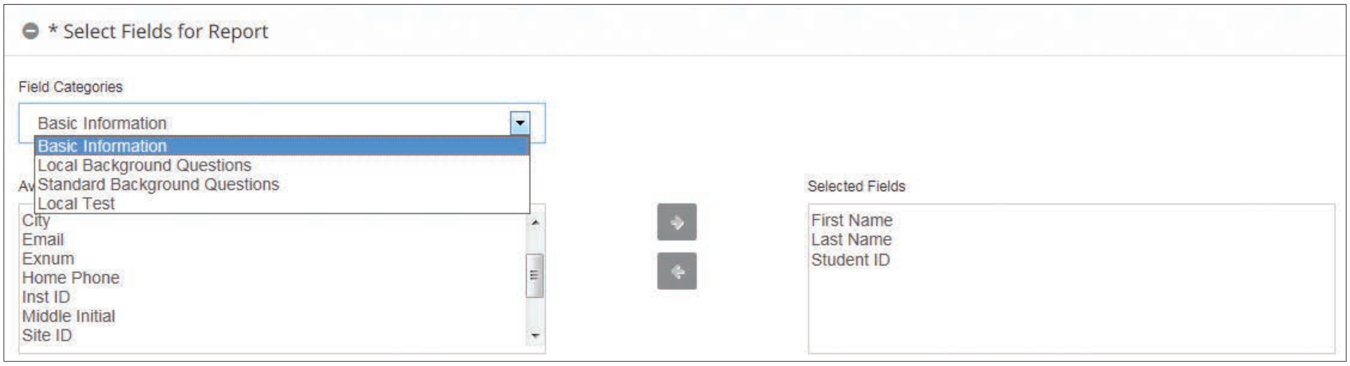


Filter by Search Criteria

Date Range Query (12 months max) Use the drop-down menu to select one of the following:

- Today Only
- Yesterday and Today
- Last 7 Days
- Last 30 Days—default
- Custom Date Range—Click the **Calendar** icon and select the dates you want entered into your **From** and **To** fields. You can enter the dates manually using the format MM/DD/YYYY, or you can click on the **Calendar** icon. **Note:** Improper date formatting will trigger an error message.

Select Fields for Report



Select from available fields those you want to be displayed on the report and move them to the list of **Selected Fields** using the right arrow. Fields include:

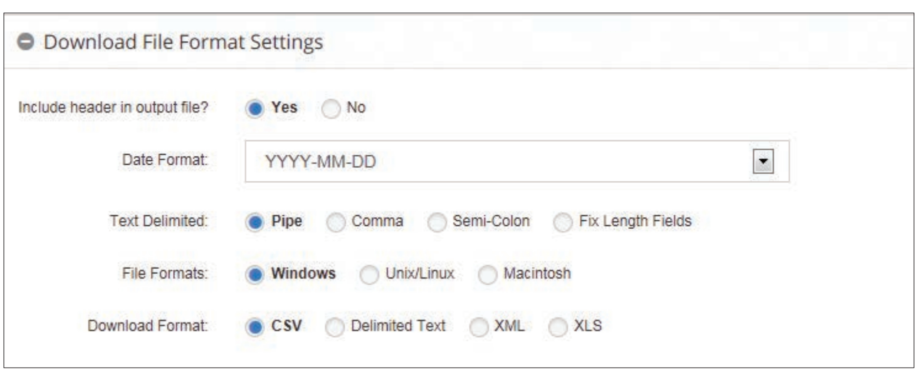
- Basic Information
- Standard Background Questions
- Local Background Questions.
- Local Test—This will list all the Local Tests that were created by the user.

The user can select the fields that get generated for the selected tests. Fields include:

- Question Name
- Question Category
- Question Type
- Question Text
- Response Key
- Response Text
- Response Outcome
  - Correct
  - Incorrect
- Passage

Download File Format Settings

Select the format you want to use for your report.



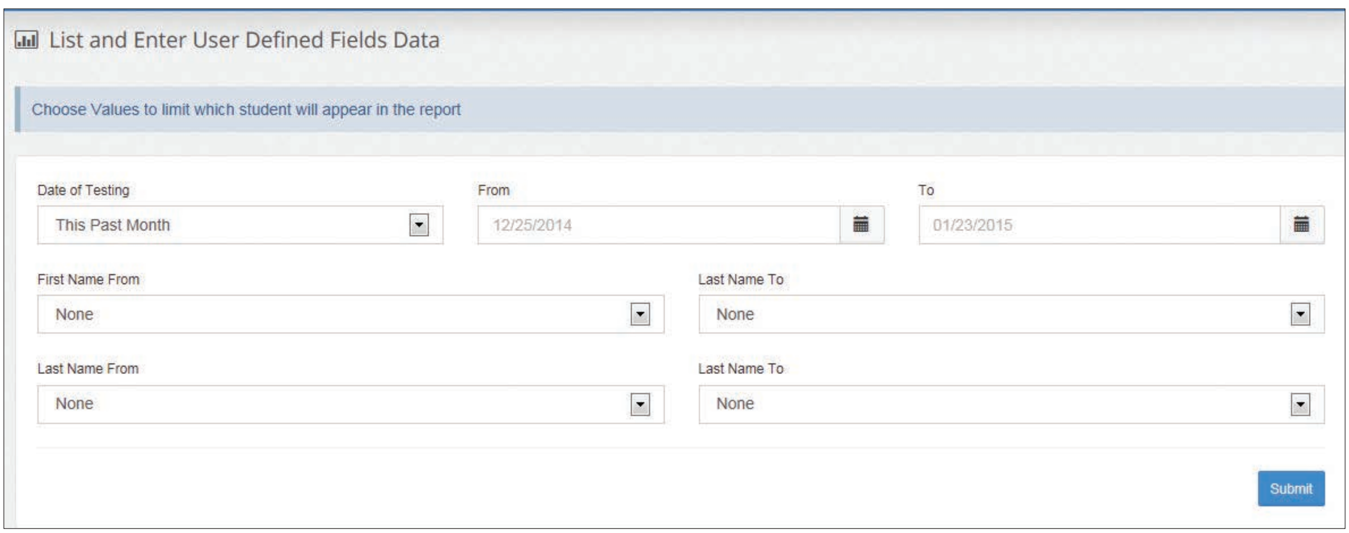
Shown below is a sample report.

Student ID	Test Date	Item Id	Question Name	Question Category	Question Type	Question Text	Response Key	Response Text	Response Outcome	Passage Name
8286490	11/1/2015	14916859	Animal	Category A	Multiple Choice	Which animal jumped?	0	The fox.	Correct	Fox and Dog
8286490	11/1/2015	14916912	Color	Category A	Multiple Choice	What color is the fox?	0	Black	Incorrect	Fox and Dog
8286490	11/1/2015	14916913	Energy	Category A	Multiple Choice	How much energy did the dog have?	1	Less than the fox.	Correct	Fox and Dog
6308477	11/18/2015	14916859	Animal	Category A	Multiple Choice	Which animal jumped?	0	The fox.	Correct	Fox and Dog
6308477	11/18/2015	14916912	Color	Category A	Multiple Choice	What color is the fox?	2	Brown	Correct	Fox and Dog
6308477	11/18/2015	14916913	Energy	Category A	Multiple Choice	How much energy did the dog have?	1	Less than the fox.	Correct	Fox and Dog

List and Enter User Defined Fields Data

If you have included **User Defined Fields** in your **Placement Rules**, you will use this feature to enter the values for each of the User Defined Fields. You can enter the User Defined Field data only after the student has completed testing. Once you have entered the data, you will need to use the **Rebuild Placement** function to update the student's Individual Score Report so that Placement Rules with User Defined Fields can be applied.

From the **Reports** tab, select **List and Enter User Defined Fields Data**.

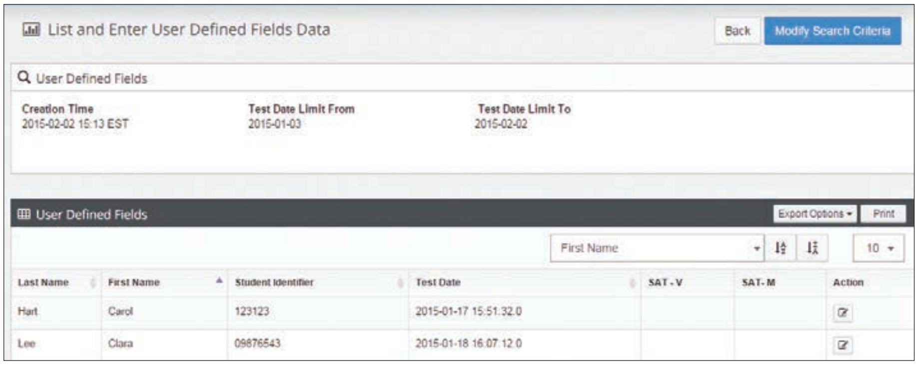


Enter/select search criteria on the List and Enter User Defined Fields Data page and click **Submit**.

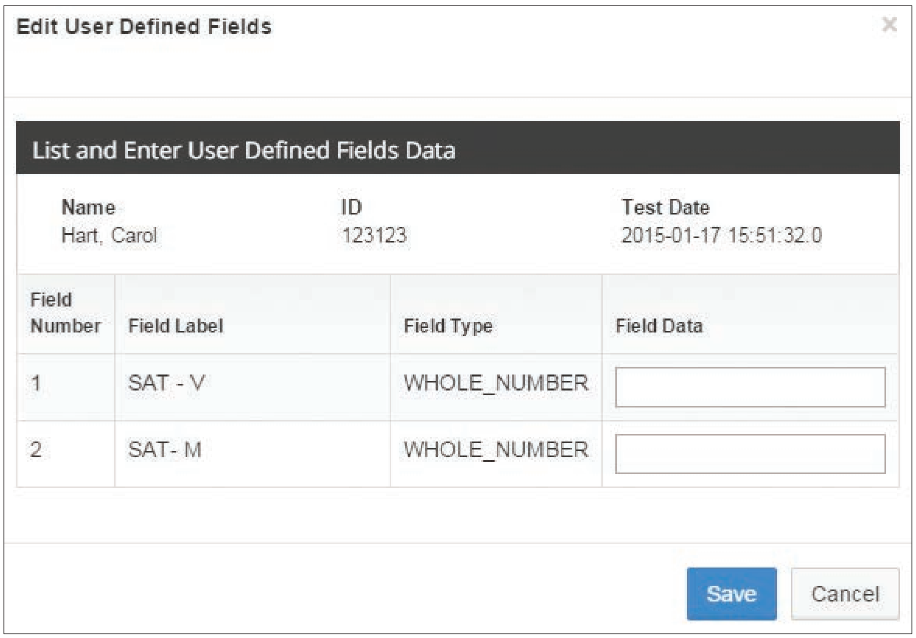
Date of Testing—Use the drop-down menu to select one of the following:

- Today Only
- Yesterday and Today
- Last 7 Days
- This Past Month—default
- Custom Date Range—Click the **Calendar** icon and select the dates you want entered into your **From** and **To** fields. You can enter the dates manually using the format MM/DD/YYYY, or you can click on the **Calendar** icon. **Note:** Improper date formatting will trigger an error message.

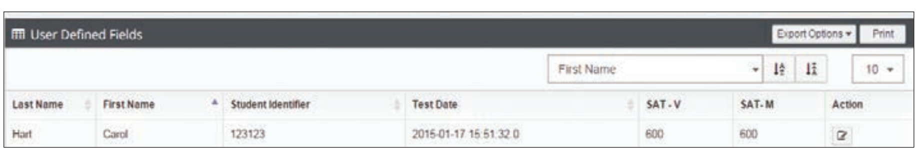
Search results will appear on the User Defined Fields page. In the Action column, click **Edit** for the student whose information you want to edit.



Enter field values on List and Enter User Defined Fields Data page, then click **Save**.

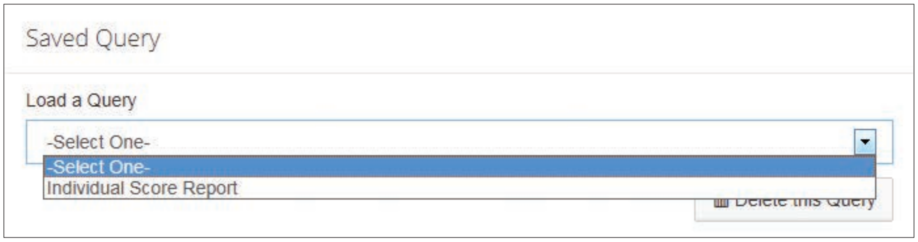


The User Defined Fields page will display showing the scores you entered.



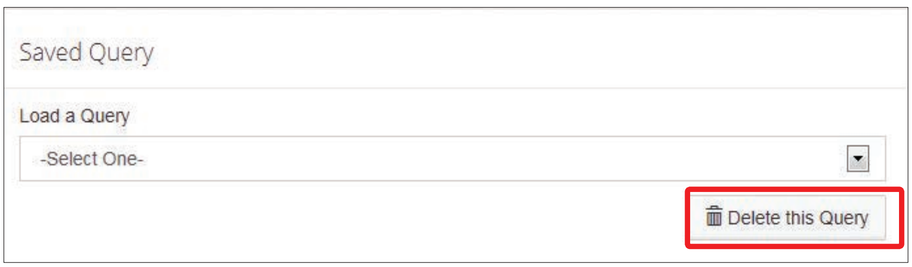
Saved Query Feature

For frequently generated custom reports, you can build a query and save it for repeated use at any time. Each time you want to create that report, from the **Custom Reports** option under the **Reports** menu, click on the **Load a Query** drop-down box and select the query that you want to use.



To build a query, select the fields to be included in your report, enter the name of the query in the **Create New Query** box, and click Save. Now, your new query will be available in the **Load a Query** drop-down box.

Delete this Query allows you to delete previously saved queries. To delete a query, select the query from the **Load a Query** drop-down menu and click **Delete this Query**.



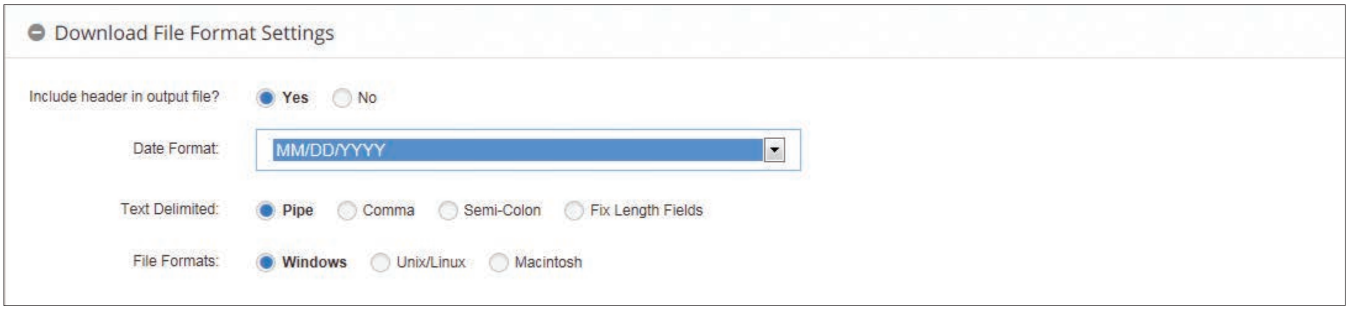
If you load a saved query and made changes to the query, you can save the changes by selecting **Update Saved Query** and then clicking the **Save** button.

If you want to use the **Report Scheduler** feature, you will have to use **Saved Queries**.

Export Options Feature

The Export Option is common across all reports. It allows you to export reports using a predefined format, which enables you to download and view reports offline and use them with any automation system. ACCUPLACER supports these formats: Delimited Text, CSV, Excel, and XML.

You can further define the format of some downloaded files by using the options listed below.



Header Format determines if the downloaded file will show page headers on each page of the report.

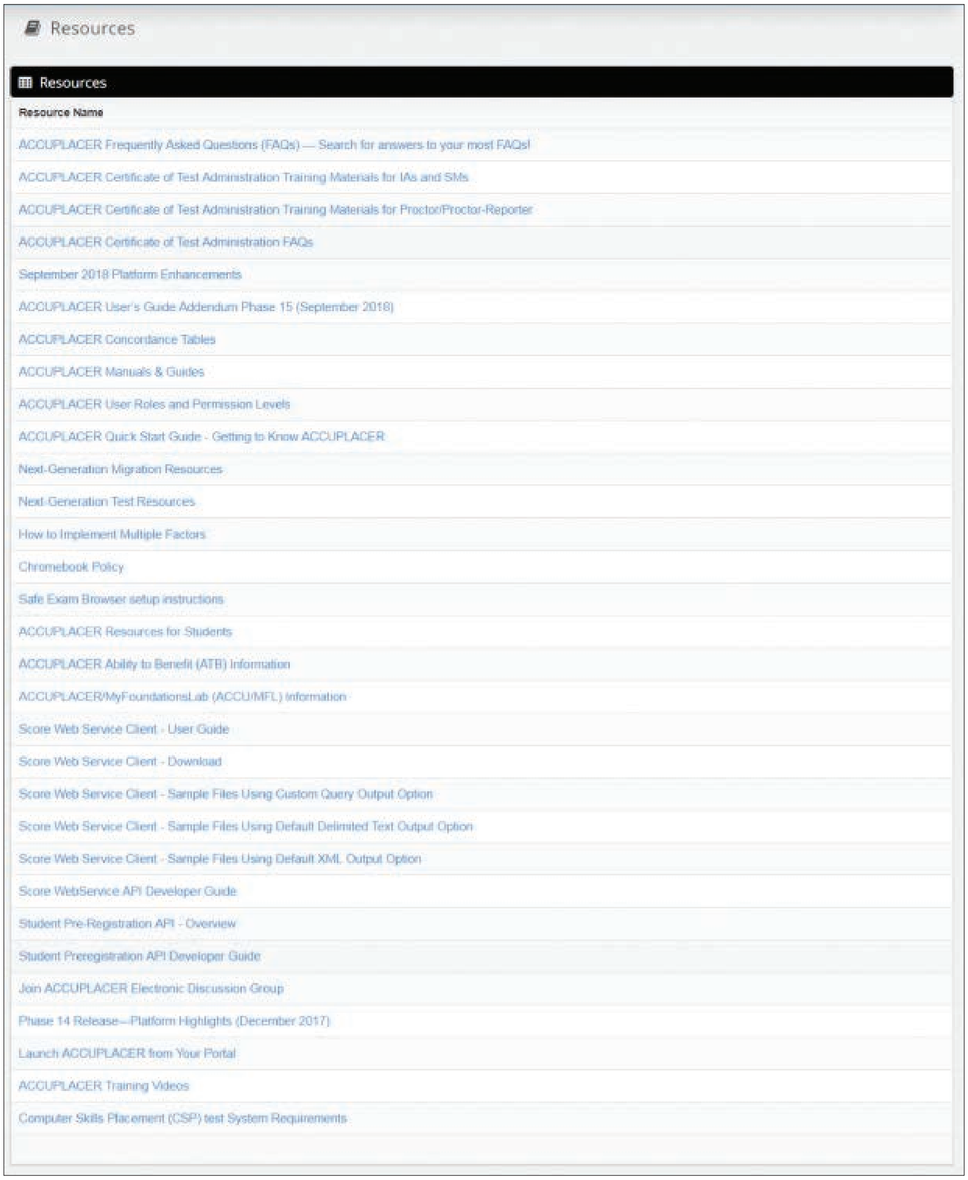
Date Format determines how dates will be displayed in the downloaded file. From the Date Format drop-down menu, select the format you want to use.

Text Delimiter determines the field delimiter of the downloaded file: Pipe (|), Comma (,), Semicolon (;), Fixed Length Fields.

File Format determines if a file is downloaded in Windows, Linux, or Macintosh® compatible file format.

Resources

Under the Resources tab, there are several helpful documents that provide additional information about setting up your ACCUPLACER site. You are encouraged to review these materials thoroughly.



Knowledge Base

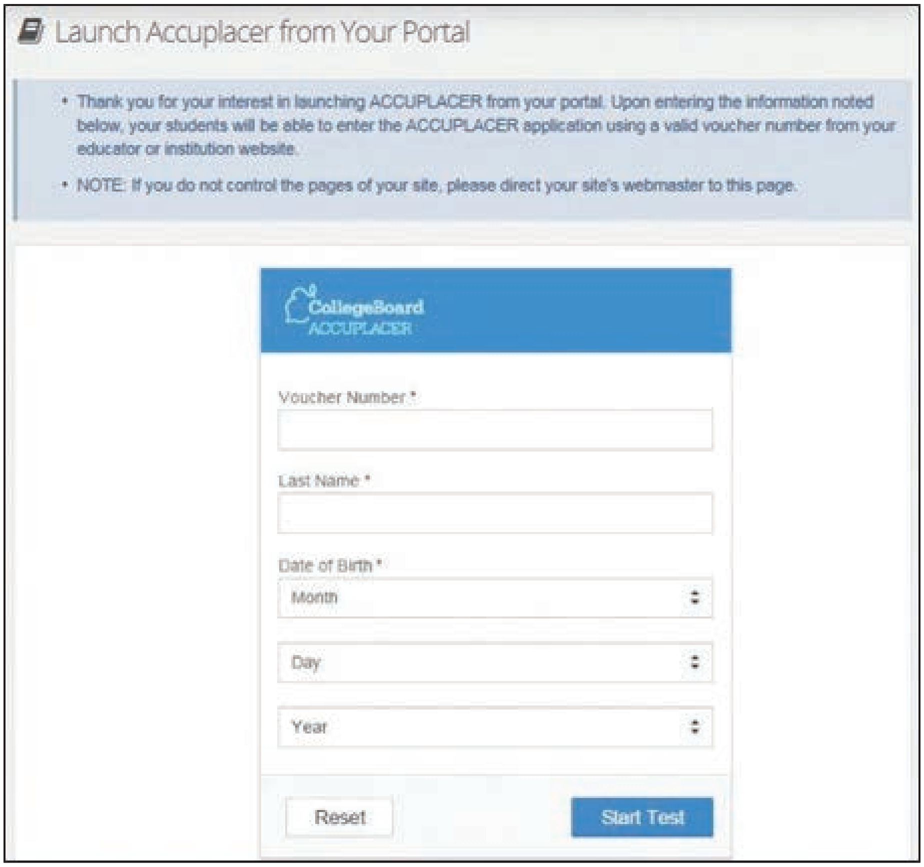
By selecting this link, you can search for and view supporting information on ACCUPLACER.

If you have specific questions about implementing ACCUPLACER, you can contact the Customer Service Center via email to info@accuplacer.org, or by phone 866-607-5223.

Hours of operation are Monday through Friday, 7 a.m.–9 p.m., and Saturday, 8 a.m.–5 p.m. Eastern Time.

Launch ACCUPLACER from Your Portal

By copying the html code from the box at the bottom of the screen, a Proctor can launch an ACCUPLACER test via a third-party website using the voucher functionality. If desired, this feature should only be used by your site's webmaster.



Order Forms

Order Forms

Order Forms

ACCUPLACER Order Form

Policies and Ordering Procedures

Policies

- All ACCUPLACER tests, including COMPANION tests, are to be administered under proctored conditions.
- The College Board does not provide refunds for any purchased products, including online test units, COMPANION tests, or accompanying materials.
- The College Board will provide an exchange of COMPANION products returned in new, un-used condition, and in original packaging within 30 days of purchase. The appropriate online unit rate will be used for the exchange.
  - The customer is responsible for return shipping and handling. Exchange shipping charges are not refundable; additional shipping on exchanges will be billed at the customer's expense.
  - Contact Customer Service directly at 866-607-5223 to arrange item exchange.
- All COMPANION product orders are subject to a shipping charge. There is no exchange value for the shipping charge.
- The College Board reserves the right to expire any ACCUPLACER test units if there is no usage by an institution for a period of three (3) years.

Ordering Procedures

- All orders require the following:
  - a signed order form and either
    - a signed purchase order;
    - a check made payable to "The College Board," or,
    - valid credit card information.

  Please note: an institutional purchase order is only valid if **all** of the following are present:

  1. Institutional letterhead (not required if document indicates that it was generated in an electronic procurement system)
  2. Language which clearly identifies the document as a purchase order
     - A requisition is not a purchase order, and it cannot be used in place of a purchase order.
  3. Complete institutional billing and shipping information
  4. Purchase order number
  5. A date indicating when the purchase order was generated
  6. Correct line item and total pricing
  7. An authorization signature (required if a designated signature area is present on the document)

- Orders associated with invalid purchase orders will not be processed.
- Orders can be submitted via US Postal mail, email or telephone (see Order form for details).
- Upon receipt, orders can take up to seven (7) business days to process (additional processing time will be added for orders submitted incorrectly).
- For security purposes, The College Board will destroy incomplete orders after seven (7) business days.

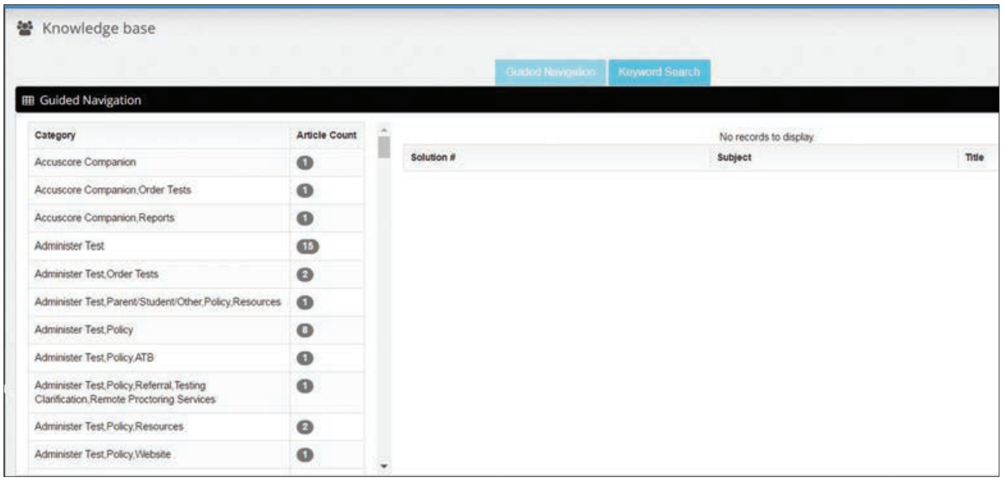
Please note: Credit card orders can ONLY be placed by telephone. Credit card orders submitted via email will be destroyed for security purposes and will **not** be processed.

Under the Order Forms tab, you will find the policies and procedures for ordering ACCUPLACER tests. From here, you can download the ACCUPLACER Order Form.

Help & Information

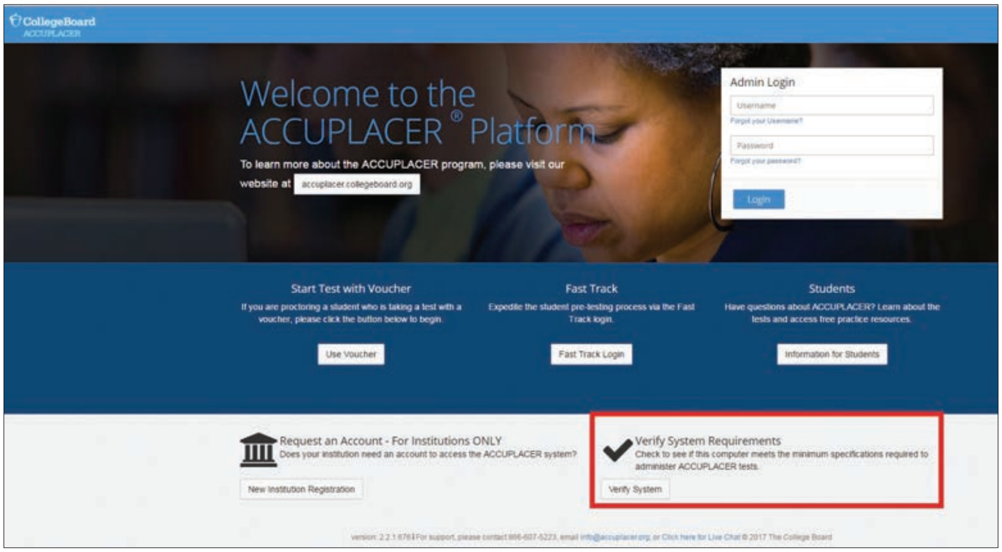
Knowledge Base

If you click on **Knowledge Base** under the **Help & Information** menu, the screen shown below will display. You can search for and view supporting information on ACCUPLACER.



System Requirements

If you click on **Systems Requirements** under the **Help & Information** menu, the screen below will display detailed information about the system requirements needed for the ACCUPLACER program to run properly.

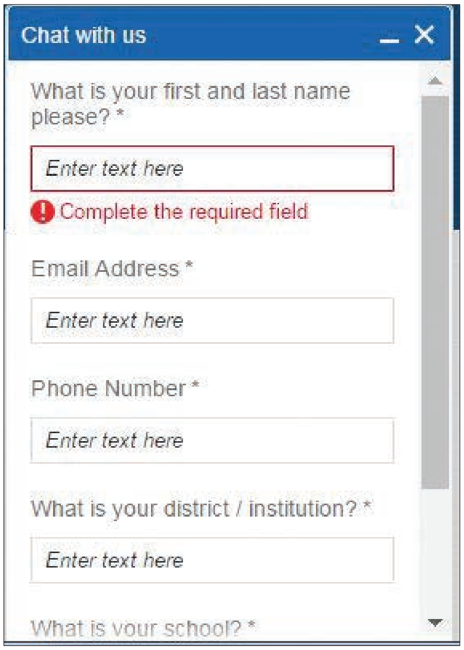


Extended Information

Features	You Have
Screen Resolution	1200 x 750
Browser Size	1200 x 626
Connection Type	T1 or greater connection
Connection Speed (kilobyte/sec)	Infinity Kbps (High)
IP Address	10.160.66.1
Work Station Time Zone	Your workstation indicates that you are in Eastern time (US & Canada) zone
Proxy	No proxy

Live Chat

If you click on **Live Chat** under the **Help & Information** menu, the screen below will display. Provide the required (*) information and click on **Start Chat**, and you will be connected to a "live person" who will assist you.



Help

If you click on Help under the Help & Information menu, the *ACCUPLACER Users Guide* displays where you can find detailed instructions on the many features of the ACCUPLACER System.

Appendix

Lock Down Your ACCUPLACER Testing Experience with the Safe Exam Browser

To improve test security, ACCUPLACER is now fully compatible with Safe Exam Browser (SEB) open source software. As noted at http://safeexambrowser.org, the Safe Exam Browser software "changes any computer into a secure workstation. It regulates access to resources like system functions, other websites, and applications and prevents unauthorized resources being used during an exam."

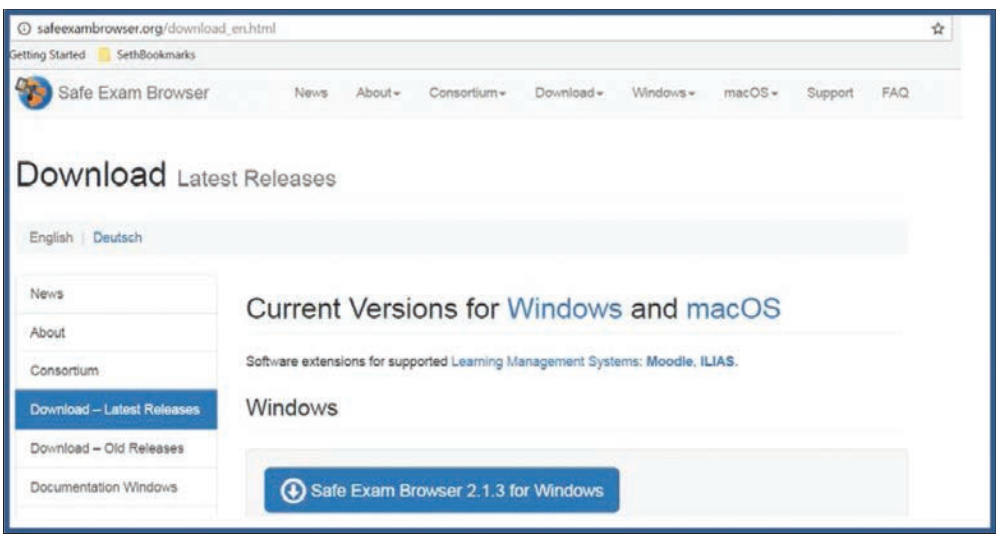
The software must be installed on each testing workstation you would like to secure. It isn't recommended for use with the administrative screens of ACCUPLACER. For more information on the Safe Exam Browser, please visit http://safeexambrowser.org

For those users interested in using the Safe Exam Browser with ACCUPLACER, please follow these steps for installation and configuration. Some key points to know:

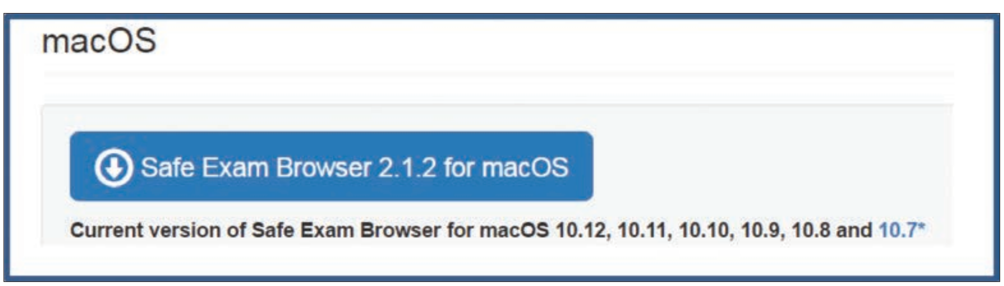
- You must have administrative rights to the local machine to install the software.
- This is a one-time installation that is applied to ACCUPLACER only.
- Installing will restrict a student from going elsewhere on a machine while taking an ACCUPLACER test.

Installing the Safe Exam Browser

- Navigate to http://safeexambrowser.org.
- Click on **Download** in the left-hand menu. Then, click on **Download—Latest Releases**. Refer to the Appendix for supported operating systems.



- If you are administering tests on Windows, click on **Safe Exam Browser 2.1.3 for Windows** to download the software.
- If you are administering tests on a Macintosh, click on **Safe Exam Browser 2.1.2 for macOS** to download the software.

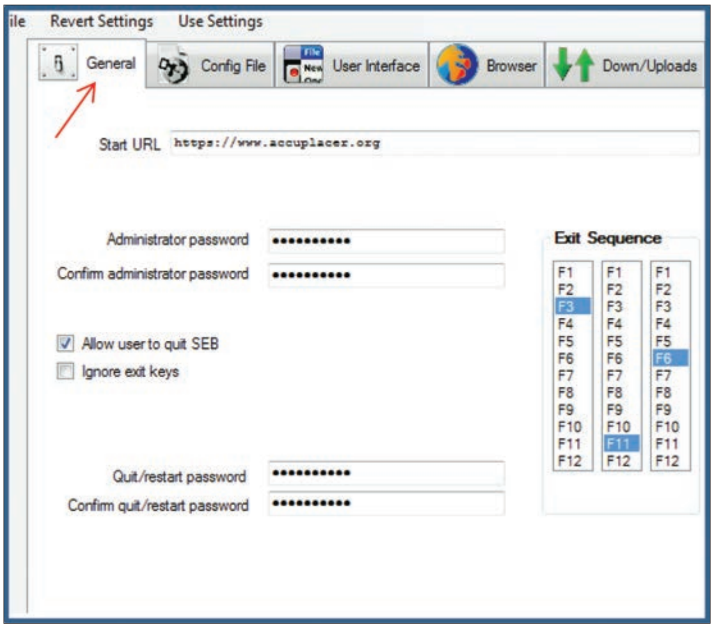


- The download should begin almost instantaneously. An installable called SafeExamBrowserInstaller for Windows or SafeExamBrowser-2.1.dmg for the Macintosh will be downloaded.
- Double click on the installable file and follow the prompts to install the software. The installation process should take about 5–10 minutes and will require a reboot.
- The Safe Exam Browser is ready to be configured.

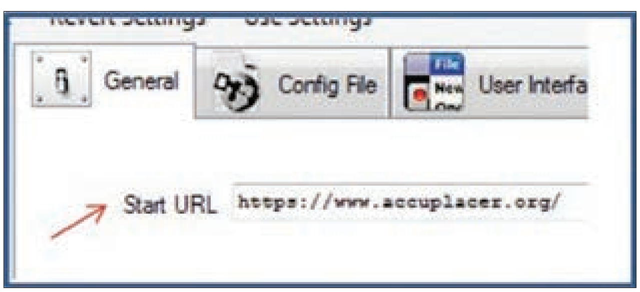
Configuring the Safe Exam Browser for Use with ACCUPLACER

From the Programs menu, launch the SEB Config Tool (by clicking on the **Safe Exam Browser** folder and then selecting **SEB Config Tool**) and configure the following settings before launching ACCUPLACER tests in the Safe Exam Browser.

General Settings



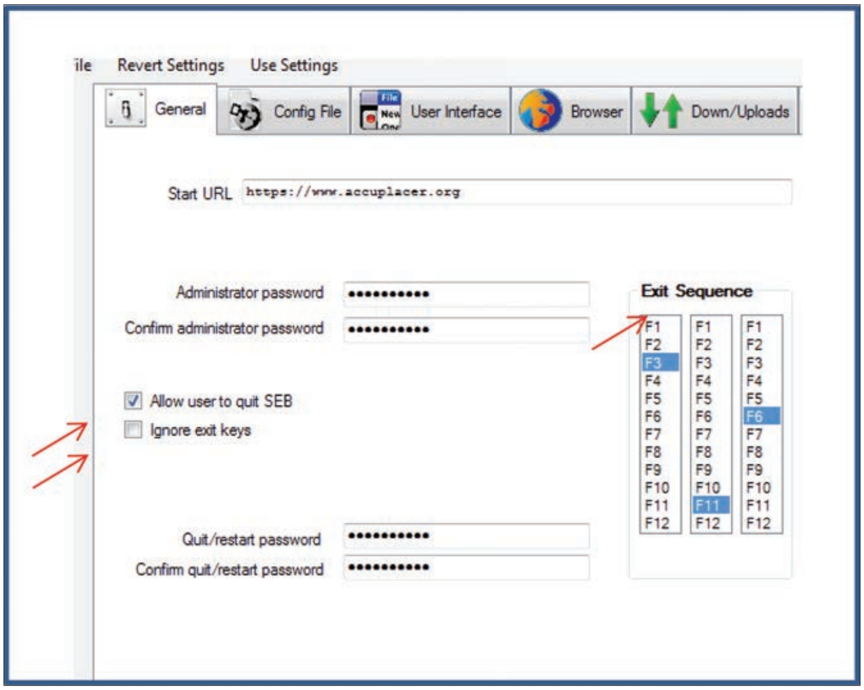
1. Enter the **Start URL** as https://www.accuplacer.org.



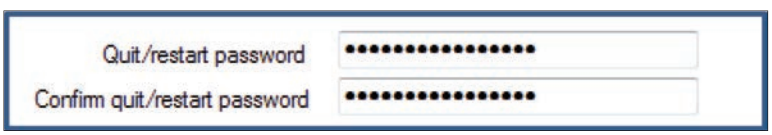
2. Enter and confirm an Administrator password. Note: This is a unique password for your Safe Exam Browser and shouldn't be your ACCUPLACER Administrator password.

3. ACCUPLACER recommends that the “Allow user to quit SEB” option be **checked**. This will allow the students to close the browser with a required ‘Quit password’ by the Administrator (see Step 4). This feature is optimal for use with ACCUPLACER.

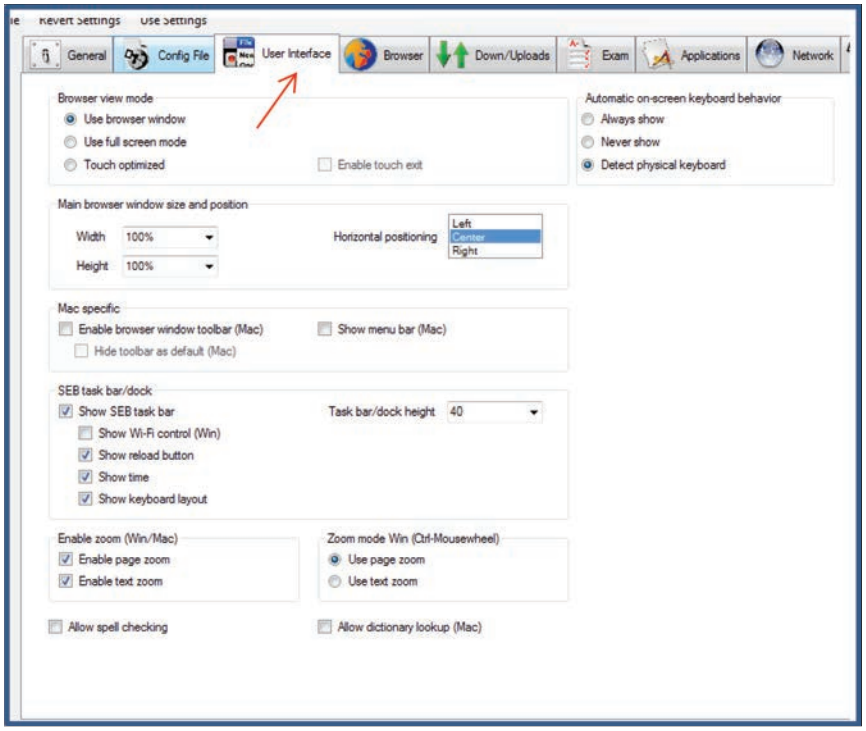
   While we recommend “Allow user to quit SEB” feature over the “Exit Sequence” keys feature, if you **do** use the “Exit Sequence” keys do NOT check the “Ignore exit keys” checkbox.



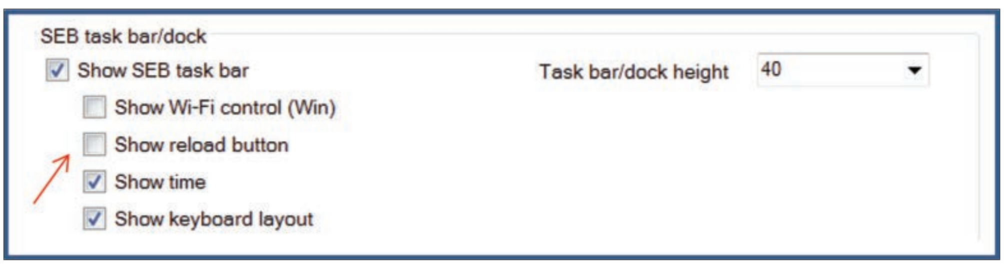
4. To prevent students from intentionally or inadvertently exiting the Safe Exam Browser before their test session is complete, enter a password in the Quit/restart password and Confirm quit/restart password fields. This will ensure that a proctor or other test center management staff must enter the password to exit Safe Exam Browser. Please be sure to remember this password.



User Interface Settings



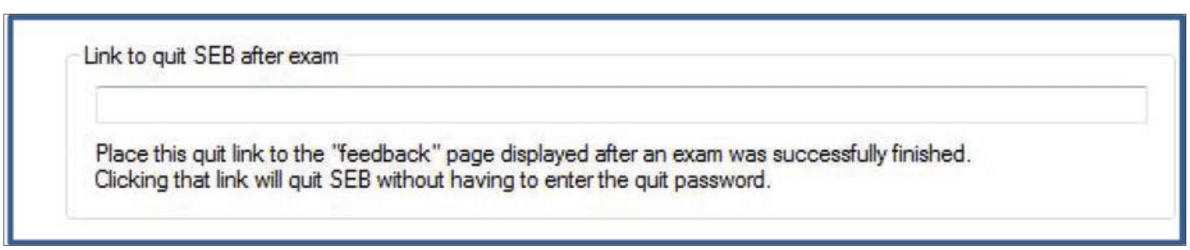
5. The "Show reload button" option in the SEB task bar/dock section should be **unchecked**. ACCUPLACER test sessions don't allow students to refresh the page.



6. Be sure the "Allow spell checking" and the "Allow dictionary lookup (Mac)" are unchecked. **This is particularly important when administering ACCUPLACER WritePlacer tests**.

Exam Settings

7. The "Link to quit SEB after exam" setting should be left blank. The Individual Score Report (ISR) generated by ACCUPLACER at the end of a test session contains a static link that will allow the student to quit and exit the browser.

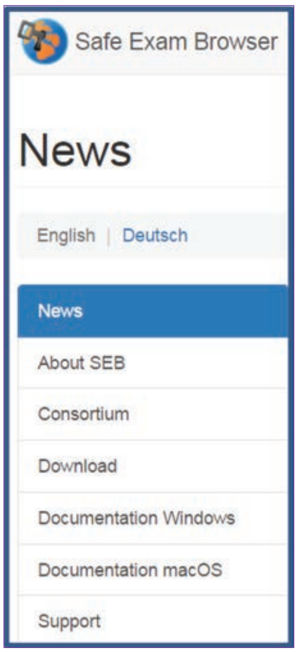


Final Steps

Be sure to select File > Save Settings before exiting. This completes the configuration of Safe Exam Browser. For further question on the settings not outlined here, visit the Safe Exam Browser User Guide at http://safeexambrowser.org/support_en.html.

Once configured on the local machine, to launch an ACCUPLACER test session, simply click on the Safe Exam Browser icon and it will take you to the ACCUPLACER home page where a site manager or proctor can log in and start the process.

Further documentation regarding the Safe Exam Browser can be found at http://safeexambrowser.org



Safe Exam Browser is currently supported for the following operating systems (as of April 2017):

For Windows:

- Microsoft Windows 7
- Windows 8/8.1
- Window 10

For MacOS:

- macOS 10.12 Sierra
- OS X 10.11 El Capitan
- OS X 10.10 Yosemite
- OS X 10.9 Mavericks
- OS X 10.8 Mountain Lion (TLS/SSL/CA certificate embedding into SEB configuration files and certificate pinning not supported)
- OS X 10.7 Lion (only supported as client, preferences window not available. TLS/SSL/CA certificate embedding into SEB configuration files and certificate pinning not supported)
- Mac OS X 10.6 Snow Leopard (only supported up to SEB 1.5.2)

Note, Safe Exam Browser doesn't currently work on iOS (iPad, etc.).

Test Administration Policy for Chromebook

Chromebooks provide a secure platform for administering student assessments, and when setup properly, these devices meet ACCUPLACER's testing and security policies. With Chromebooks, you can disable students' access to browse the web during an exam in addition to disabling external storage, screenshots, and the ability to print. You are required to follow the steps identified in *ACCUPLACER Test Administration Policy for Google Chromebook Users* to ensure that your institution's Chromebooks are appropriately configured before administering ACCUPLACER tests.

Administering ACCUPLACER on a Chromebook without taking the appropriate steps will result in suspension of your ACCUPLACER account.