CollegeBoard ACCUPLACER®

ACCUPLACER® Certificate of Test Administration
Training Materials for Proctor-Reporters and Proctors

College Board recognizes the important role that testing professionals play in student success and is committed to supporting the significance of the testing profession.The ACCUPLACER Certificate of Test Administration (ACTA) assessments promote and support best practices related to test security while enhancing the security of the ACCUPLACER program.

The following contains general information on what Proctors and/or Proctor Reporters need to know to properly administer an ACCUPLACER assessment. Additional information regarding test administration can be found in the ACCUPLACER Program Manual.

NOTE: All users are responsible for reviewing and adhering to the requirements of the ACCUPLACER License Agreement.

USER ROLES AND PERMISSION LEVELS

The ACCUPLACER system contains several useful features. Access to these features is role-based. Table 1 below defines ACCUPLACER user roles and the permissions granted to each role. Information about additional user roles can be found under *ACCUPLACER User Roles and Permissions*.

Table 1: User Roles and Responsibilities

MOST COMMON USER ROLES (See User Guide for information on the other 6 types of Users)	Primary purpose	RESPONSIBILITY										
		Create user credentials	Administer tests	Create vouchers	Edit student profiles	Create institutional level branching profiles and placement rules	Create site level branching profiles, placement rules, and custom messages	Access and manage COMPANION™ materials	Access data/run reports across all test sites	Access data/run reports across assigned test sites	Allocate test units across all test sites	Receive individual score reports sent by students from outside the institution
Institutional Administrator (IA)	Responsible for the training, security, use, and maintenance of ACCUPLACER® at the institution.	✗			✗	✗		✗	✗	✗	✗	✗
Site Manager (SM)	Manages testing site(s) assigned by the Institution Administrator.	✗		✗	✗		✗	✗		✗		✗
Proctor-Reporter (PR)	Proctor ACCUPLACER and run Reports.		✗	✗	✗			✗		✗		
Proctor (P)	Proctor ACCUPLACER		✗	✗								
Institutional Score Reporter (ISR)	Generate individual score report for all the institutional sites and receive scores sent by students from outside the institution.								✗			✗

User Credentials

Each ACCUPLACER Institution account must have at least one dedicated Institution Administrator (IA); appointing a second IA is best practice to assist if the primary is unavailable. Institution Administrators and Site Managers (SMs) assume complete responsibility for who has access to the ACCUPLACER account and for how long. Shared login credentials are not permitted: IAs and/or SMs must create **individual login credentials (s) for each user** and verify profiles reflect up-to-date institutional contact information to ensure users receive communications regarding relevant ACCUPLACER program updates.

Some users may have multiple login credentials (e.g., IAs, SMs, PRs, and Proctors). Proctors/PRs should work directly with their IA/SM if they have questions regarding user roles and responsibilities. **Users cannot, under any circumstances, share login credentials with anyone, including the IA or SM[1].**

PROCTOR Types

ACCUPLACER proctoring types consists of On-Site Proctoring, Off-Site Proctoring, or approved Virtual Remote Proctoring. Proctors must be trained to administer the ACCUPLACER testing materials (online and COMPANION™) for each type of test administration that they proctor.

On-Site Proctoring

Institution Administrators and Site Managers must train selected Proctors in the administration of ACCUPLACER testing materials (online and COMPANION). Additionally, IAs and SMs are required to provide Proctors with regular training and **create unique individual user credentials for each Proctor**.

To protect the security, validity, and reliability of ACCUPLACER, testing centers should be mindful of potential conflicts of interest when hiring staff. Consider the following question when making decisions regarding whether a student-worker should proctor a test[2]:

> Will the student-worker take an ACCUPLACER test during their tenure at the testing center?

It is recommended that student-workers who will test in the future, **do not** serve as Proctors for ACCUPLACER. Testing Directors should work to ensure there are no potential conflicts of interest (or the appearance of such a conflict) between the student-worker and the test takers they will proctor. As a best practice, consider pairing a student worker with a full-time employee during test administration. Additionally, consider conducting audits to ensure Proctors are not testing while serving in this capacity.

Off-Site Proctoring

Off-campus remote Proctors must work at or be associated with educational institutions. Non-educational Proctors (e.g., colleagues, supervisors, clergy, etc.) cannot serve as off-campus Proctors. Proctor identity and employment status must be vetted by the Institution Administrator or Site Manager. Off-campus Proctors must receive their ACCUPLACER Certificate of Test Administration and adhere to published test security guidelines.

Off-site Proctor credentials should be set to expire when the remote test session is scheduled to end. The referring institution assumes the responsibility for any off-campus proctoring violations, which can lead to suspension of the referring institution's ACCUPLACER account. Off-site Proctors must have their own individual login credentials and passwords that **must be kept confidential and cannot be shared.**

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[1]Sharing login information with an ACCUPLACER® Technical Support team member is permitted at the user's discretion. Technical Support does not store passwords, and users can change their passwords after receiving requested assistance.

[2]For the purpose of proctoring, "student-worker" does not refer to an employee who is also registered for a course(s) that does not require an ACCUPLACER® score for registration.

Virtual Remote Proctoring

ACCUPLACER can be administered on- or off-campus by an ACCUPLACER –approved Virtual Remote Proctoring company. This includes live Proctors or the use of automated proctoring. When using an automated Proctor, the video is reviewed by the Virtual Remote Proctoring company for potential misconduct. If a testing violation is suspected, the Virtual Remote Proctoring company will contact the institution, informing of the potential misconduct.

Institutions are permitted to administer ACCUPLACER using video chat services, as long as the services allow for breakout rooms. All ACTA–certified Virtual Proctors are required to meet the same Proctor requirements and adhere to the same policies and procedures as when proctoring tests in person. In addition, Proctors must be trained to administer tests using a video chat service and be versed in security guidelines for proctoring with a video chat service. Proctors are required to follow the same testing protocol that would be followed in-person, as well as these additional security guidelines.

TEST ADMINISTRATION OPTIONS

1. In-person Proctored Testing (Standard): Students test at their home campus according to test center availability/scheduling requirements.
2. Preregistration and Vouchers: SMs, PRs, and Proctors can generate vouchers for students to test on or off-campus. Vouchers are also a great tool when testing large groups of students. With the use of vouchers, Proctors do not need to start the test from students' individual computers, but instead can launch the test by logging in with Proctor credentials and approving the test from the dashboard menu after students have signed on and activated their vouchers.
3. Remote Testing Network: The Remote Testing Network is a worldwide network of approved, ACCUPLACER test centers that can be used for students when they are unable to test at their home campuses. Using vouchers, students will test at approved remote locations and scores will be automatically recorded in referring schools' ACCUPLACER accounts. The Remote Testing Network can be accessed through the ACCUPLACER platform.
4. Virtual/Online Remote Testing: Using ACCUPLACER –approved Virtual Remote Proctors provides students with the flexibility to test, using vouchers, from any place that is convenient and meets ACCUPLACER testing requirements. Students who test virtually must have access to private, quiet environments, stable internet connections, computers, and web cameras.
5. Video/Chat Conference Testing: Using vouchers, institutions can administer tests to students using video chat services. Proctors are required to follow the same testing protocol that would be followed in-person, as well as these additional security guidelines.
6. Testing with Accommodations: Alternate-format tests called COMPANION tests are fixed-length tests that are equivalent to the online, computer-adaptive tests in specifications. Two COMPANION forms are available for each online test and are available to test takers who require paper-based testing or another alternate format. Available formats include print-on-demand PDF (regular and large print paper-and-pencil), digital linear, braille, or audio CD. All COMPANION tests must be administered in a proctored environment.

More About COMPANION Tests

All COMPANION and print-on-demand tests[3] must be kept in a secure and locked area and cannot be photocopied or used as a study resource because they contain live test items. Test booklets (except for braille and large-print booklets) cannot be reused; all used test booklets must be destroyed securely.

COMPANION math tests have been designed to be taken without the use of a calculator. Test takers with a documented accommodation may use a calculator if it is a documented, prescribed accommodation. For students who need a fully accessible online testing experience, two versions of the linear ACCUPLACER test

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[3] The scoring of answer sheets requires the use of test units.

have been added to the platform. The digital COMPANION tests are only appropriate for students who have an accommodation requiring the use of screen reader software.

Test booklets must not be saved to local computers or networks. Materials must be printed directly from the COMPANION Processing (COPPS) menu on the platform before each administration; if printed in advance, test booklets must be stored securely until the testing date.

Refer to the COMPANION Administrator's Manual for further information on COMPANION administration.

Note: If the testing environment is not secure, or if the Proctor can't verify the student(s) identity with presented ID(s), the Proctor must inform the student(s) that testing will not be permitted.

PROCTOR ELIGIBILTY IN REVIEW

- Proctors must pass the ACCUPLACER Certificate of Test Administration (ACTA) assessment.
- Proctors must be responsible adults trained to administer standardized tests.
- Proctors cannot be high school students.
- Proctors must have their own username and password. Login credentials cannot be shared with anyone[4], including IAs and SMs.
- Proctors cannot administer ACCUPLACER tests to a member of their household, immediate or extended family members, or friends.
- Proctors must not have a stake in the outcome of a test taker's scores.
- Proctors cannot be engaged with any commercial test preparation company. This includes employment, volunteering, consulting, or acting as independent contractors.
- Proctors must be vetted and authorized by the institution to proctor exams.

PROCTOR RESPONSIBILITIES IN REVIEW

1. Check and verify student identification.
2. Collect and monitor all prohibited items.
3. Quietly circulate the area during active testing, remaining engaged at all times.
4. Be mindful of the recommended suggested 15:1 to 20:1 student/Proctor ratio.
5. Distribute, collect, and shred all scratch paper.

NOTE: Failure to comply with established proctoring guidelines could lead to an institution's termination of ACCUPLACER access and the forfeiture of all test units.

SECURITY POLICIES

The ACCUPLACER License Agreement requires all testing to be done in a secure and proctored setting. **There are no exceptions to this requirement.** Test takers must always be monitored by the institution's authorized, ACTA–certified ACCUPLACER Proctor. The Proctor must be present on-site during all administrations of ACCUPLACER online or COMPANION tests. Only approved users may log in to the ACCUPLACER platform to administer an exam. ACCUPLACER can only be administered with a Proctor or Proctor-Reporter login credential.An appropriate testing facility would be a college or university's test center or a quiet, proctored room in a high school.

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[4] Sharing login information with an ACCUPLACER® Technical Support team member is permitted at the user's discretion. Technical Support does not store passwords, and users can change their passwords after receiving requested assistance.

The following are examples of **prohibited locations and cannot serve as a testing location**:

- Place of employment
- Coffee shops
- Internet cafes

Please review the Program Manual for further details regarding eligible testing facilities and contact ACCUPLACER directly if you are unsure if a testing location meets ACCUPLACER requirements.

Unauthorized individuals (e.g., parents, chaperones, non-testing test takers) are not permitted in the testing area during the test. Persons assisting for accommodation purposes (e.g., reader or scribe) are considered authorized individuals. Additionally, test takers cannot log in to the platform on their own: ACTA–certified Proctors must individually log in each test taker, utilize the Fast-Track login feature, or issue vouchers to the test takers.

NOTE: Under no circumstance can a test taker be given login credentials, nor may proctor credentials be shared with test takers. Login credentials may not be written on chalkboards or whiteboards, printed, emailed, or presented online in any form or place. All ACCUPLACER test items (online and COMPANION), student essays, and WritePlacer prompts must remain confidential and cannot be sharedor taken out of the testing center.

Prohibited Items
Except for electronic medical devices, all electronic devices are prohibited from the testing center. Prohibited items include:

- Any device capable of recording audio, photographic, or video content, or capable of viewing or playing back such content
- Unauthorized testing aids
- Calculators (unless required for a documented prescribed accommodation)
- Cellular phones, tablets, pagers, smartphones, walkie-talkies, PDAs, or wireless communication devices
- Dictionaries (standard and/or bilingual), books, pamphlets, or other reference materials
- Digital cameras
- Digital watches, smartwatches, or wristwatch cameras
- Flash/thumb drives or any other portable electronic device
- Food, beverages, or tobacco products
- Listening devices such as radios, media players (with or without headphones), or recorders
- Nonmedical electronic devices
- Student provided paper of any kind (Scratch paper must be provided and destroyed by the test center Proctor unless testing via Virtual Remote Testing—see remote testing guidelines)
- Slide rules, protractors, compasses, or rulers
- Weapons, firearms, or other items prohibited by law or test center/campus safety and security policies

Test Violation Process

If a test taker is caught using a prohibited item such as a cellphone or other electronic device during the administration of a test (either in-person or virtual), the Proctor should:

1. Stop the test session.
2. If possible, review the device to verify neither pictures of the test content were taken and/or messages or emails regarding the test were not sent/received.
3. If content regarding ACCUPLACER is found, make note of the test name/subject and the specific test question number(s) that has been compromised. Notify the Institution Administrator or Site Manager to confirm if the test should be invalidated.
4. Inform the College Board of any test violation resulting in compromised test items.

Email: **accuplacer@collegeboard.org**

1. Flag the message as "Urgent" and send using the following in the subject line "Test Violation."
2. **Do not** send screenshots of the test items or messages. Instead, send the following information:
   a. Student Name or ID (Do not send both)
   b. Exnum (located at the bottom of the ISR)
   c. Testing Date
   d. Name of Institution
   e. Testing Location
   f. Test(s) Name/Subject (e.g., Reading Comprehension, Arithmetic, etc.)
   g. Test Question Number(s)

Note: Invalidating test sessions because of academic dishonesty is a local decision. **Please use professional judgment.** If it is deemed appropriate according to the school's policies, then a test session should be invalidated.

Student Identification

Student IDs must be validated before testing begins. Student IDs should have the student's name, recognizable photo, and a signature (if applicable).

Acceptable IDs:

- Driver's License
- State–approved or federal ID
- Military ID
- Middle or High School ID
- College ID
- USA (UNITED STATES) Passport

- Foreign Passport with the student's name written in the Western alphabet
- Tribal ID
- Naturalization card or certificate of citizenship
- ACCUPLACER ID Form

Note: If the testing environment is not secure, or if the Proctor can't verify the student(s) identity with presented ID(s), the Proctor must inform the student(s) that testing will not be permitted.

SECURITY FEATURES

Test Session Lockout
The platform has a Test Session Lockout feature to enhance test security and ensure a test taker cannot access outside resources during testing.

How it works
If a test taker clicks outside the test administration window during an ACCUPLACER test session, the test taker is automatically locked out of the testing environment and prevented from continuing the exam until there is Proctor intervention. The Proctor password is required to restart the test.

Activating Test Lock Out
Institution Administrators and Site Managers must review the Test Settings associated with Branching Profiles to ensure the Test Session Lockout feature is enabled.

Deactivating Test Lock Out
The only time this feature should be disabled is when a test taker requires the use of a screen reader such as Kurzweil for accommodated testing. In such instances, IAs or SMs should create separate Branching Profiles, deactivating the Test Session Lockout features. These Branching Profiles should only be used when screen readers are required.

Save and Finish Later
ACCUPLACER allows for the use of the Save and Finish Later functionality, which allows students to pause for breaks or return at later times to complete their testing sessions.

How It works
This feature is always active. The test taker clicks Save and Finish Later in the upper right of the screen. The only way for a student to resume testing is for the Proctor to enter password credentials. Once the test is resumed, a new question appears.

NOTE: The *Save and Finish Later* feature is not available for WritePlacer or WritePlacer ESL tests because these tests must be completed in one sitting.

Device Policy
Use of student-owned (personal) devices
- Permitted for Virtual Remote Proctoring or if documented accommodations require the use of students' personal devices.

School-owned, student issued devices that are taken home
- Permitted for test administration, provided the ACCUPLACER Test Session Lock-Out feature is enabled within the platform.