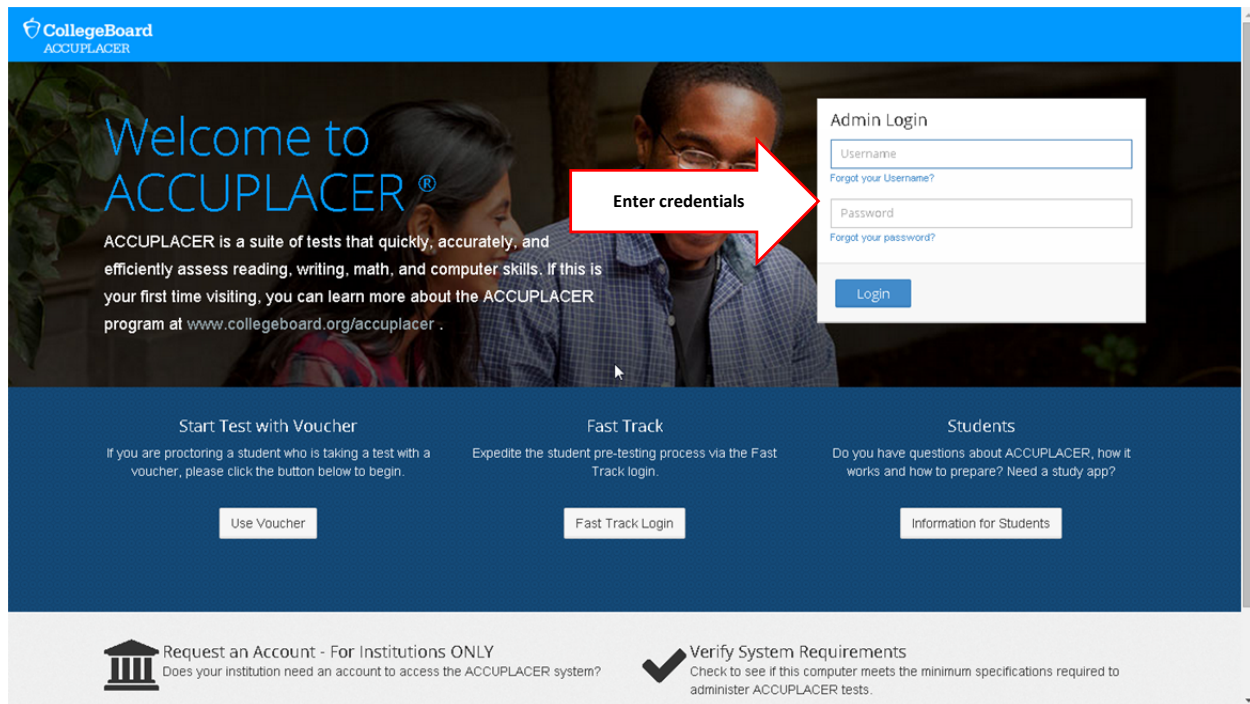


Quick Reference to Testing with the ACCUPLACER Technology Upgrade

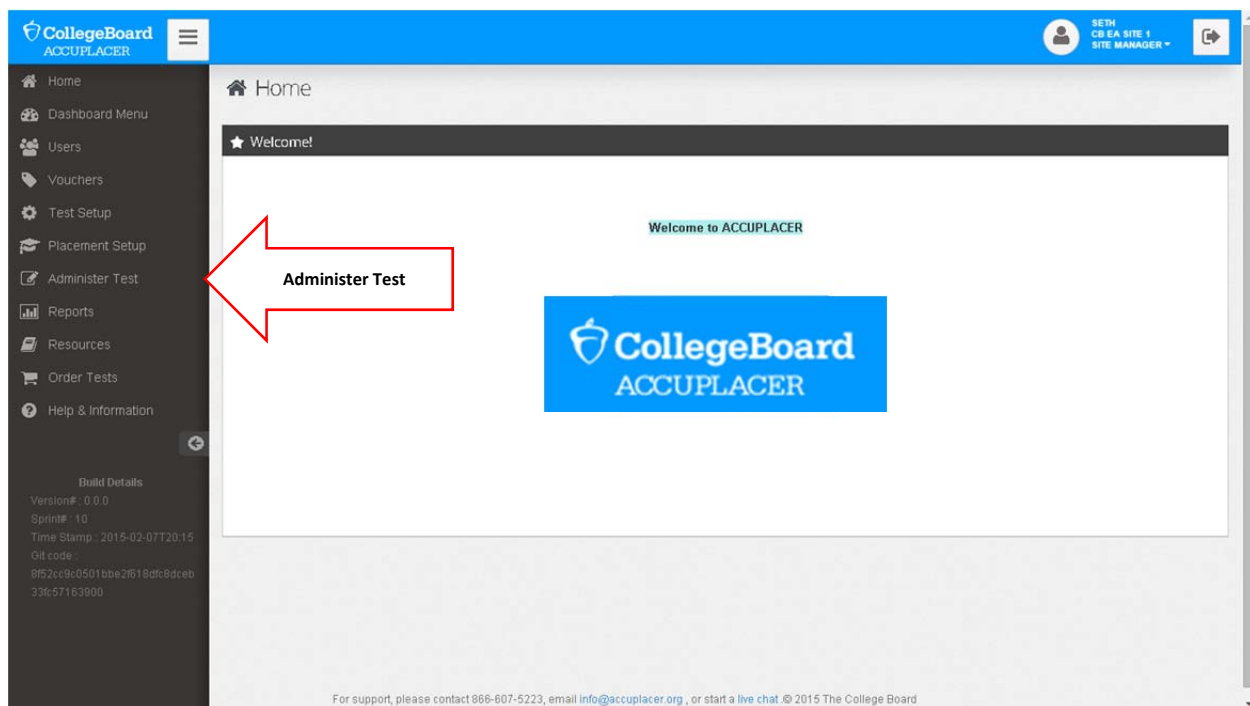
Administering a New Test Session

1. Go to the ACCUPLACER Site at www.accuplacer.org. Enter your credentials; then click the Login button.



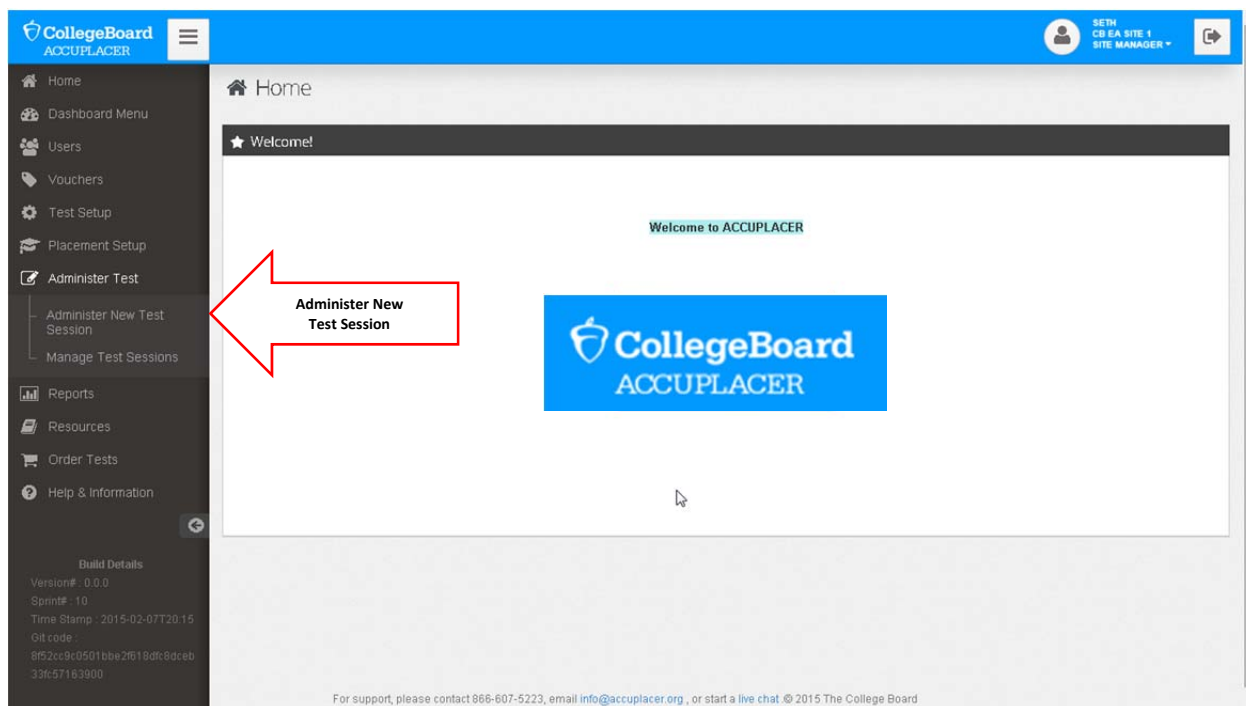
The screenshot shows the ACCUPLACER website home page. At the top left is the CollegeBoard ACCUPLACER logo. The main banner features the text "Welcome to ACCUPLACER®" and a description of the program. A red arrow labeled "Enter credentials" points to the "Admin Login" form on the right. The form includes fields for "Username" and "Password", with links for "Forgot your Username?" and "Forgot your password?". A "Login" button is at the bottom of the form. Below the banner are three sections: "Start Test with Voucher", "Fast Track", and "Students", each with a description and a button. At the bottom, there are links for "Request an Account - For Institutions ONLY" and "Verify System Requirements".

2. Close the What's New window if it opens. From the toolbar on the left, click the Administer Test menu option.

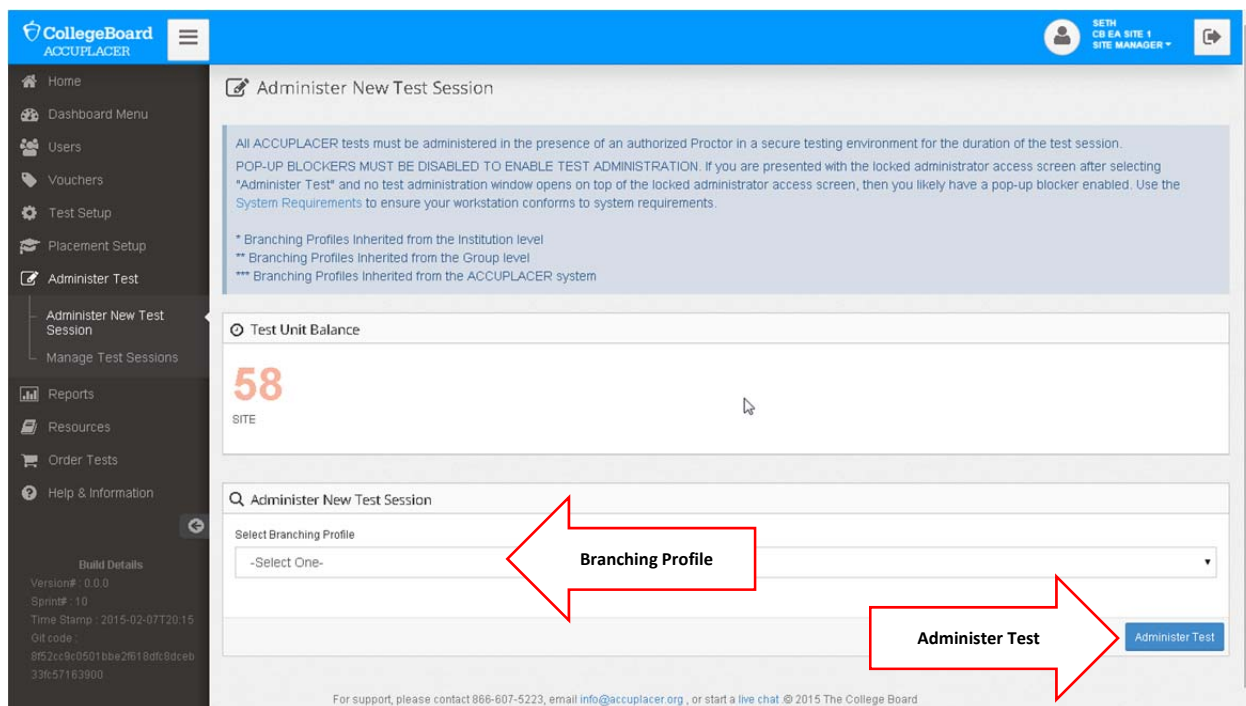


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3. Click the Administer New Test Session sub-menu option.



4. Choose the desired Branching Profile; then click the Administer Test button.

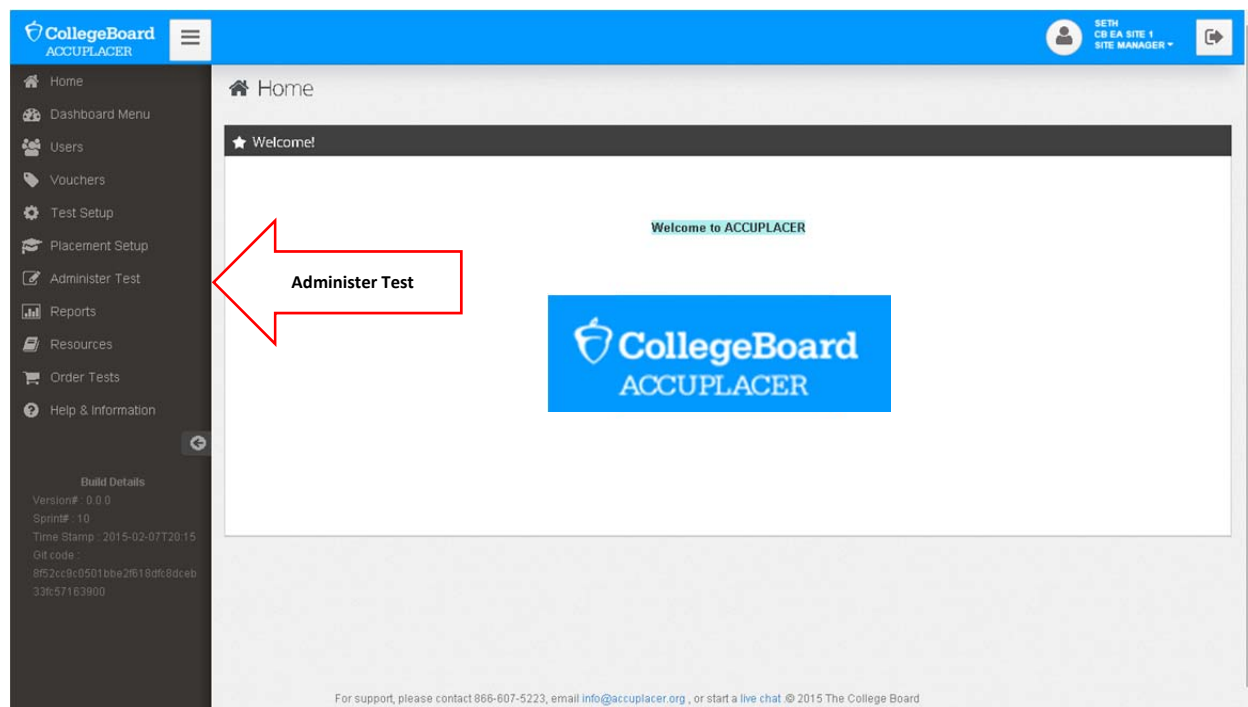


5. The Student Privacy Policy appears, and testing begins as usual.

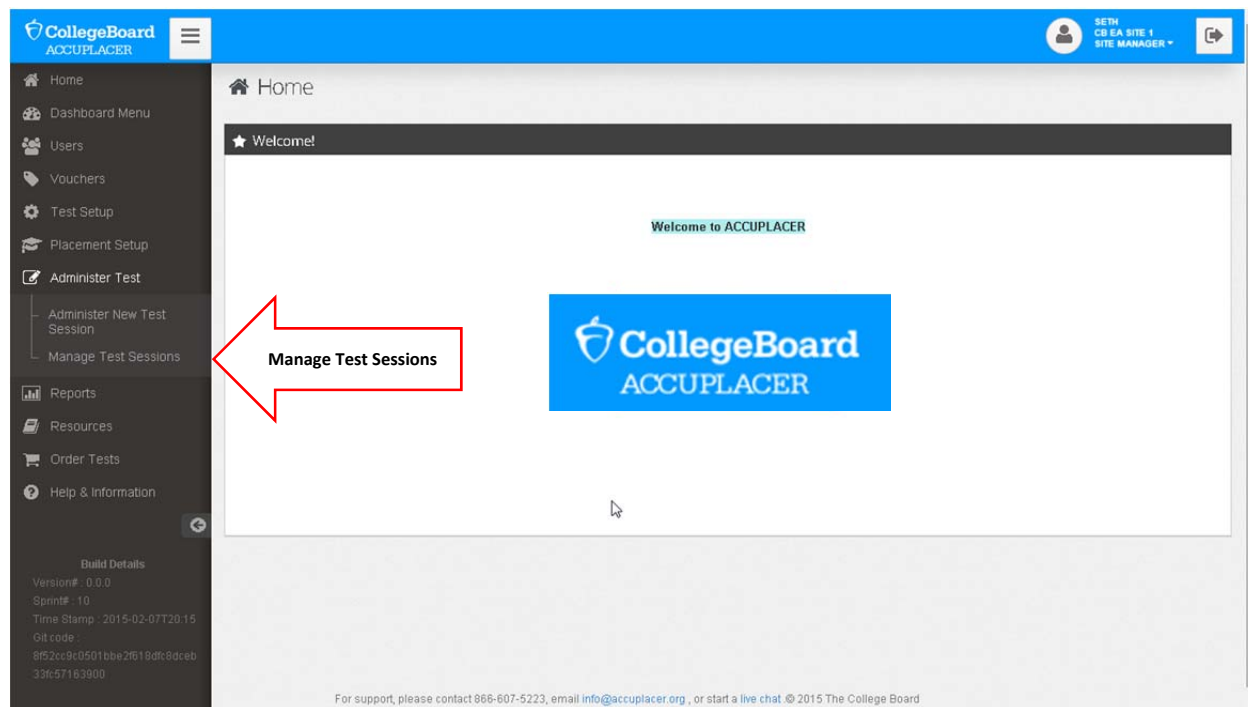
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Managing Open Test Sessions

1. From the toolbar on the left, click the Administer Test menu option.



2. Click Manage Test Sessions sub-menu option.



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3. Enter search criteria (if desired), select Open under Status, and then click the Search button.

The screenshot shows the 'Manage Test Sessions' page in the ACCUPLACER system. A sidebar on the left contains navigation links: Home, Dashboard Menu, Users, Vouchers, Test Setup, Placement Setup, and Administer Test. The main area has a search bar and filters. A red arrow points to the search bar with the text 'Enter Search Criteria'. Another red arrow points to the 'Status' dropdown menu, which is set to 'Open', with the text 'Select Open status'. A third red arrow points to the 'Search' button with the text 'Search'. Below the search filters, there are fields for 'AND/OR Find Student By Name' (Student ID, First Name, Last Name) and a 'Test Session Search Results' section.

4. From the list of results, click the Action icon (the gear) to the right of the student's name; then choose Resume.

The screenshot shows the 'Test Session Search Results' table. A red arrow points to the gear icon in the 'Action' column, with the text 'Click the Gear Icon, choose Resume'. The table has columns: Select, Exnum, Last Name, First Name, Student ID, Test Date, Site Name, Branching Profile, Score, Status, and Action. The first row shows a student named Ron Gordon with a status of 'Valid'. The second row shows a student named Henry Keith with a status of 'Valid'. The third row shows a student named Henry Keith with a status of 'Valid'. The fourth row shows a student named Henry Keith with a status of 'Valid'. The fifth row shows a student named Henry Keith with a status of 'Valid'. The sixth row shows a student named Henry Keith with a status of 'Valid'. The seventh row shows a student named Henry Keith with a status of 'Valid'. The eighth row shows a student named Henry Keith with a status of 'Valid'. The ninth row shows a student named Henry Keith with a status of 'Valid'. The tenth row shows a student named Henry Keith with a status of 'Valid'. The table also includes a 'Sort By' dropdown set to 'Exnum' and a 'Page' indicator showing '1 of 10 of 32 Records'.

Select	Exnum	Last Name	First Name	Student ID	Test Date	Site Name	Branching Profile	Score	Status	Action
☐	16817165	Gordon	Ron	9999901	01/23/2015	CB EA Site 1	RG		Valid	
☐	16769244	Henry	Keith	6308477250	01/07/2015	CB EA Site 1	Fall Testing		Valid	
☐	16866842	Henry	Keith	6308477250	02/10/2015	CB EA Site 1	Reading Comprehension		Valid	
☐	16842251	Henry	Keith	6308477250	01/30/2015	CB EA Site 1	ESL Language Use		Valid	
☐	16801761	Henry	Keith	6308477250	01/17/2015	CB EA Site 1	WritePlacer		Valid	
☐	16785893	Henry	Keith	6308477250	01/12/2015	CB EA Site 1	Fall Testing		Valid	
☐	16769510	Henry	Keith	6308477250	01/08/2015	CB EA Site 1	Reading Comprehension		Valid	
☐	16769246	Henry	Keith	6308477250	01/07/2015	CB EA Site 1	Fall Testing		Valid	
☐	16809047	Lee	Clara	09876543	01/20/2015	CB EA Site 1	Arithmetic Retest		Valid	
☐	16823798	Lee	Clara	09876543	01/25/2015	CB EA Site 1	Arithmetic		Valid	

For more information, attend a Professional Development webcast. To register, click [here](#).