

Steps to Administer and Resume a Test

Administering or resuming an ACCUPLACER test can only be done with a Proctor or Proctor Reporter credential.

Administer a Test (Standard Test Administration)

1. Log in to your test site and enter the **Username** and **Password** associated with your proctor credentials.
2. Click on **Administer Test** from left side of the navigation panel.
3. Click on **Administer New Test Session**.
4. **Choose Branching Profile** (test session to be administered to student) from drop-down menu.
5. Click on **Administer Test**.
6. Ensure student reads the student privacy policy and clicks **Accept**.
7. Have student read the Instructions (which can be customized by school). Have student click **Close**.
8. Student enters their ID number, confirms ID number, last name, and date of birth, completes demographic info page, and clicks on **Start Test**.

Resume a Test

1. Log in to your test site and enter the **Username** and **Password** associated with your proctor credentials.
2. Click on **Administer Test** from left side of the navigation panel.
3. Click on **Manage Test Session**.
4. Choose the desired **Date Range**, and make sure **Status** is selected to *Open*. You don't have to enter a student's name or ID. Click **Search**.
5. A list of students will appear. Click **Resume** next to the desired student's name.