



ACCUPLACER®

Revealing Potential. Expanding Opportunity.

Branching Profiles and Placement Rules

Professional Development Series

Definitions

- Branching Profiles (BP):
 - Which tests will be administered to students, under what conditions
- Placement Rules (PR):
 - Based on the cut scores used at your institution to place students into courses, messages students receive after testing

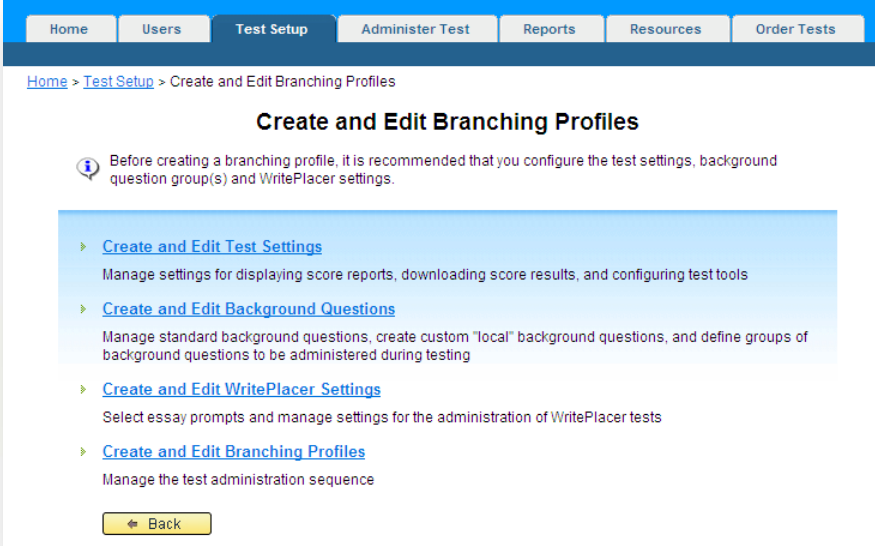
BP and PR created by IA are available for use on all sites.
BP and PR created by SM are available for use only on the individual site.



Branching Profiles

Steps to Create a Branching Profile

- Step 1: Test Settings
- Step 2: Background Questions
- Step 3: Writeplacer Test Set Up (if using WP)
- Step 4: Create Local Test (optional)
- Step 5: Create Branching Profile



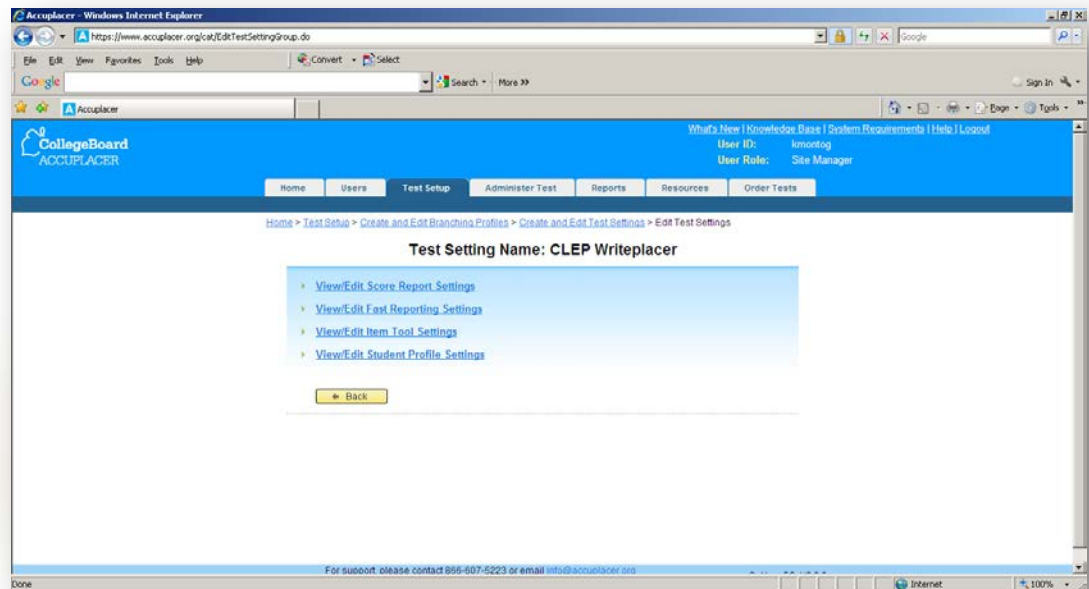
The screenshot displays the ACCUPLACER Test Setup interface. At the top, there is a navigation bar with tabs for Home, Users, Test Setup (selected), Administer Test, Reports, Resources, and Order Tests. Below the navigation bar, the breadcrumb trail reads "Home > Test Setup > Create and Edit Branching Profiles". The main heading is "Create and Edit Branching Profiles". An information icon (i) is followed by a note: "Before creating a branching profile, it is recommended that you configure the test settings, background question group(s) and WritePlacer settings." Below this, there is a list of links with descriptions:

- [Create and Edit Test Settings](#)
Manage settings for displaying score reports, downloading score results, and configuring test tools
- [Create and Edit Background Questions](#)
Manage standard background questions, create custom "local" background questions, and define groups of background questions to be administered during testing
- [Create and Edit WritePlacer Settings](#)
Select essay prompts and manage settings for the administration of WritePlacer tests
- [Create and Edit Branching Profiles](#)
Manage the test administration sequence

At the bottom of the list, there is a "Back" button with a left-pointing arrow.

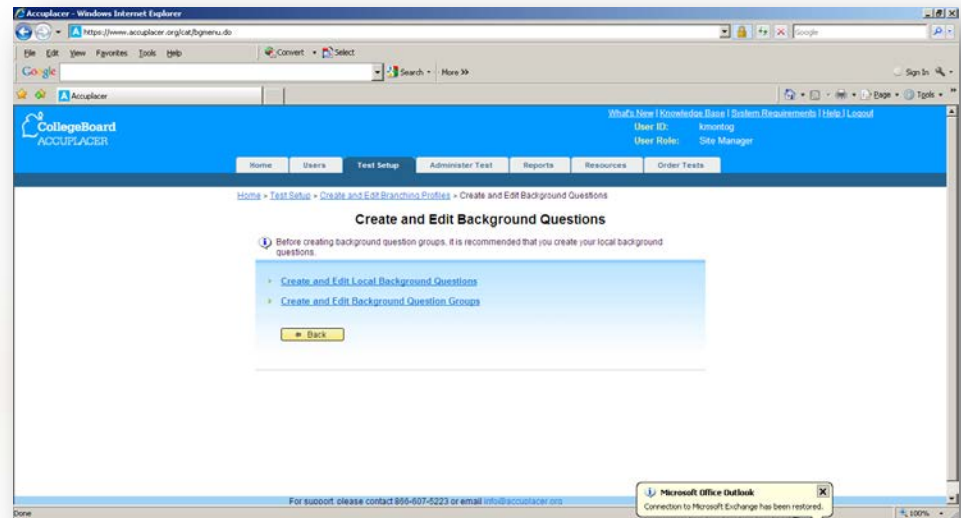
Step 1: Test Settings

- View and Edit Score Report Setting
- View and Edit Fast Report Settings
- View and Edit Item Tool Settings
- View and Edit Student Profile Settings
- View and Edit Learning Paths (if using MFL)



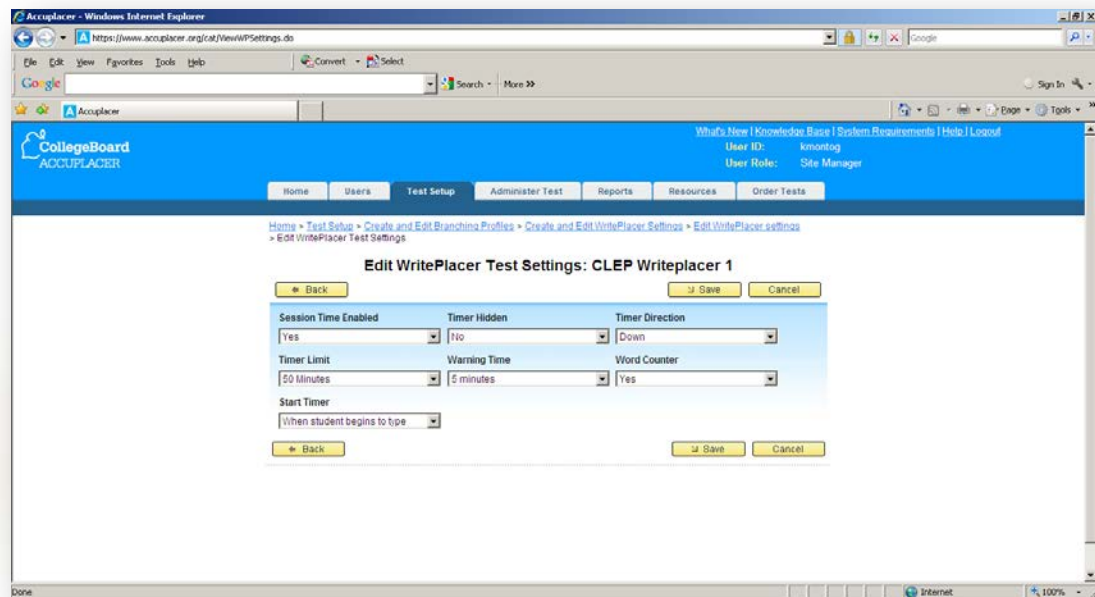
Step 2: Background Questions

1. Create and Edit Local Background Questions
 - Inventory of Background Questions
 - Standard Background Questions, come with the Accuplacer system **
 - Local Background Questions, locally authored
2. Create and Edit Background Question Group Package questions into a group



Step 3: WritePlacer Settings

- Choose the essay prompts students will receive
- Set the Test Settings for Writeplacer, i.e.:
 - Timer on or off
 - If timed, amount of time allowed
 - Word Counter turned on or off



Step 4: Create Local Test (optional)

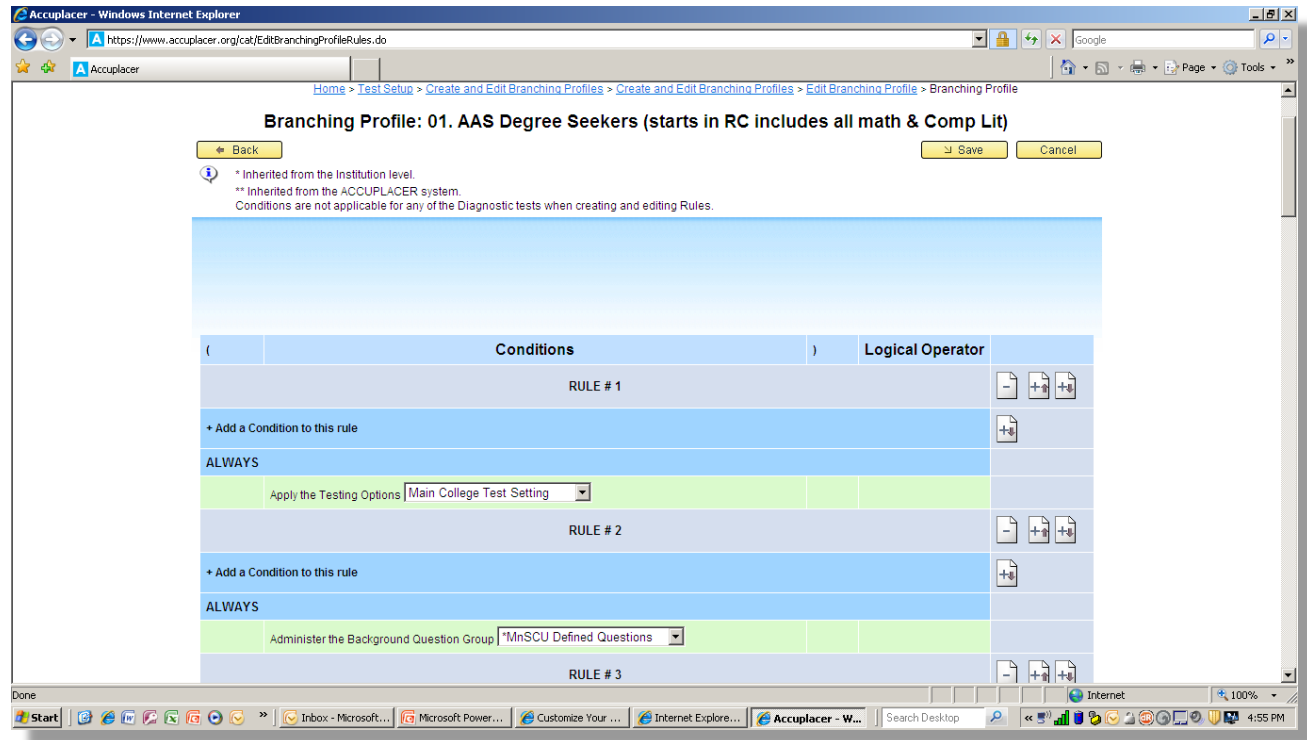
- This feature allows you to create your own tests and administer them to students as part of an ACCUPLACER test session.

*Local Tests can be used
in BP and PR*

The screenshot shows the 'Create and Edit Local Tests' page in the ACCUPLACER system. The page has a blue header with navigation tabs: Home, Users, Test Setup, Administer Test, Reports, Resources, and Order Tests. Below the header, a breadcrumb trail reads: Home > Test Setup > Create and Edit Local Tests > Create and Edit Local Tests. The main title is 'Create and Edit Local Tests'. There are two yellow buttons: 'Back' on the left and 'Create New Local Test' on the right. A warning icon is followed by two lines of text: '* Create and Edit Local Tests inherited from the Institution level. You cannot edit these settings.' and '** Create and Edit Local Tests are inherited from the ACCUPLACER System. You cannot edit these settings.' Below this is a table with 2 items. The table has columns: Local Test Name, Description, Status, and Action. The first row is 'Mac Computer Literacy-Basic' with description 'for advising Multi media, Printing, Graphics,Photo students' and status 'Active'. The second row is '* Calculus Readiness' with status 'Active'. The Action column contains links: 'Edit | Delete | Copy | Inactivate' for the first row and 'View | Copy | Inactivate' for the second row. At the bottom, there are 'Back' and 'Create New Local Test' buttons again.

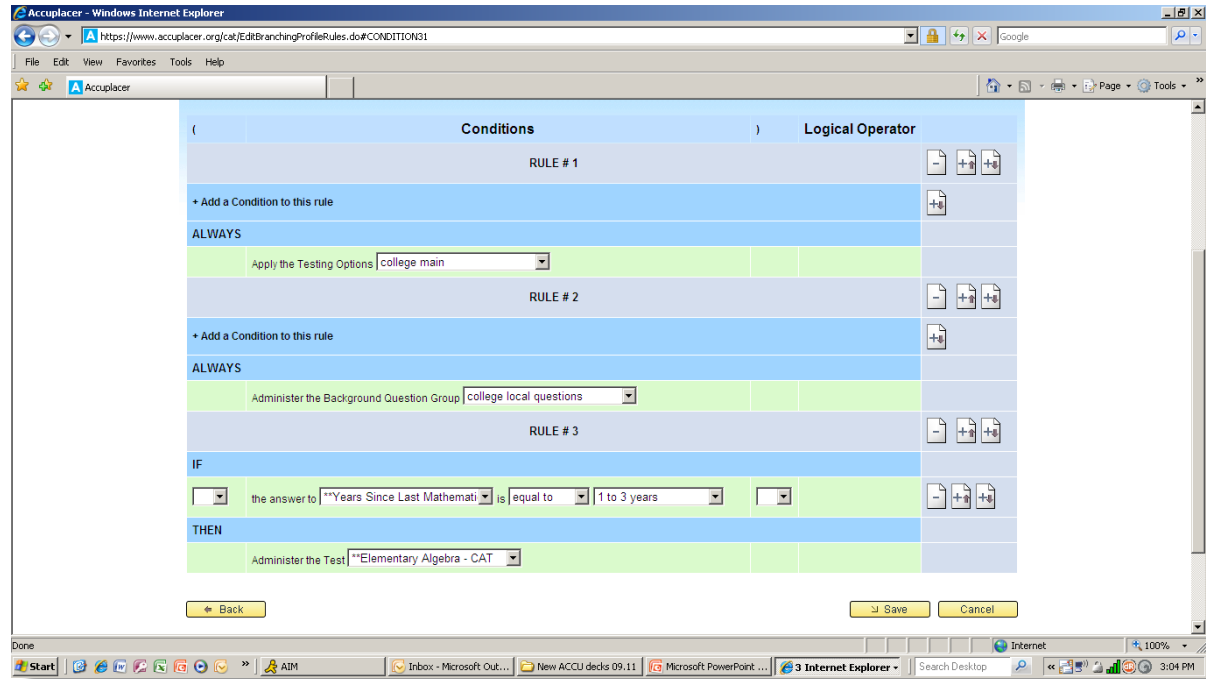
Local Test Name	Description	Status	Action
Mac Computer Literacy-Basic	for advising Multi media, Printing, Graphics,Photo students	Active	Edit Delete Copy Inactivate
* Calculus Readiness		Active	View Copy Inactivate

Step 5: Create Branching Profile



After creating test settings, background questions, WritePlacer groups, and local tests, you are ready to build your branching profiles.

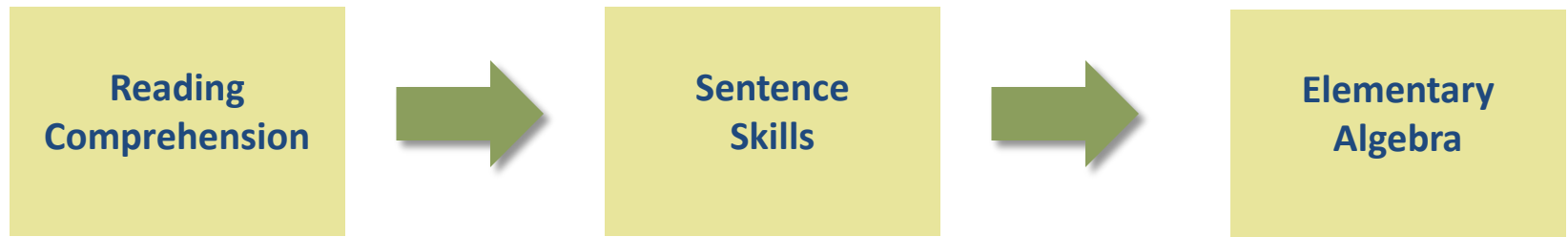
Step 5: Branching Profiles continued...



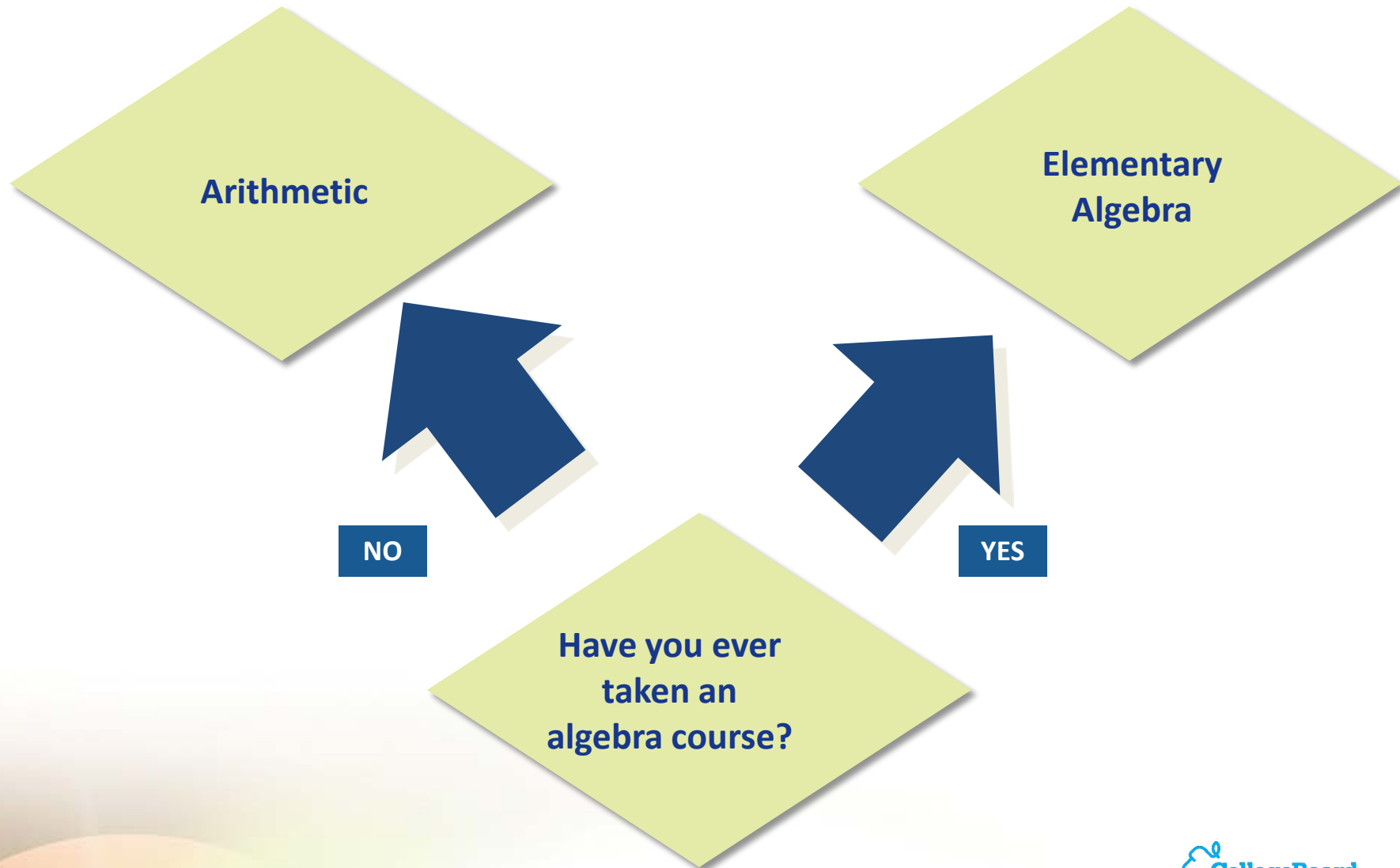
Branching Profiles consist of rules and conditions.

- Rules specify which test setting, background questions, and tests to administer.
- Conditions specify the criteria for deciding if a rule will be applied in the testing session.

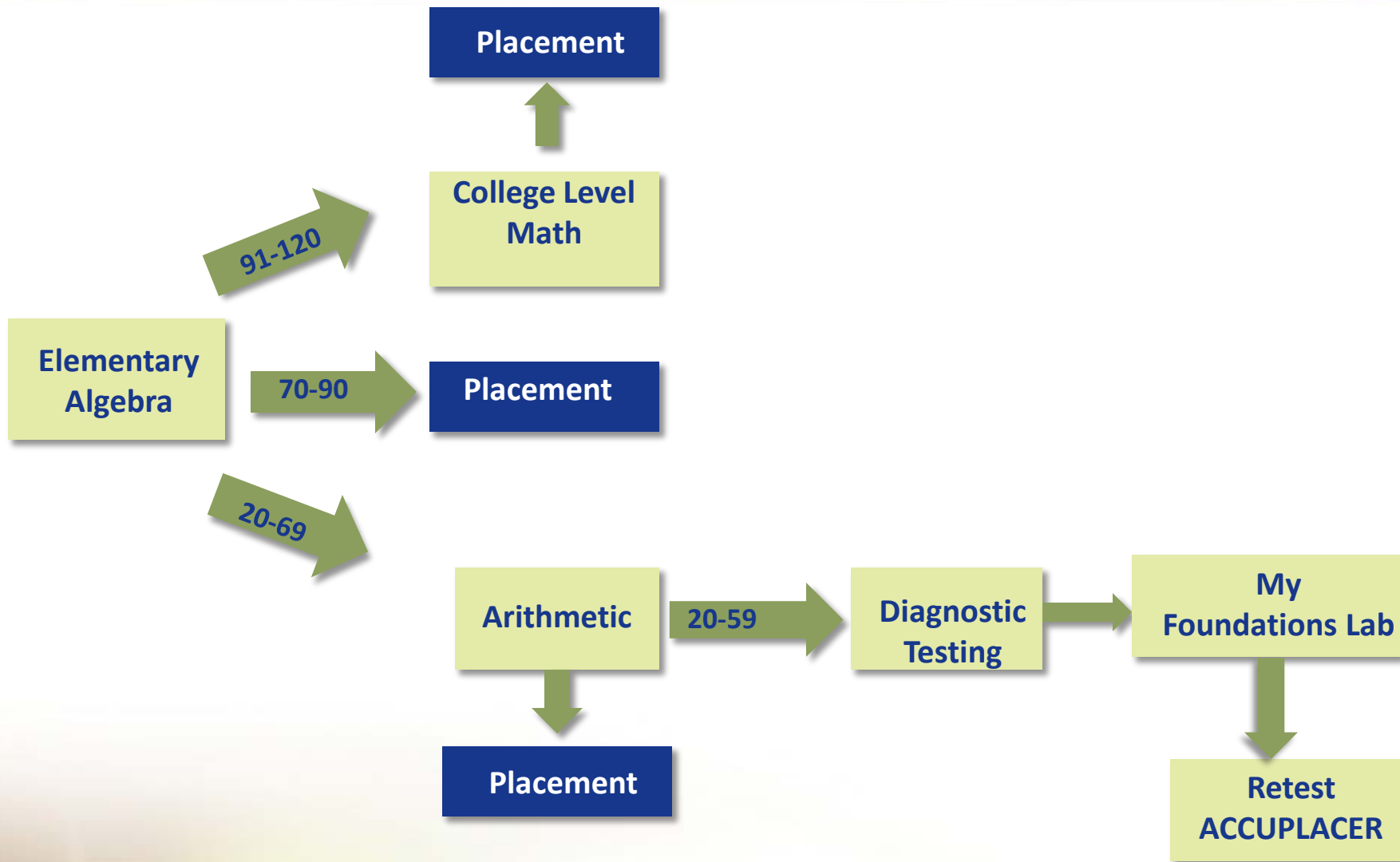
Branching Profile: No Conditions



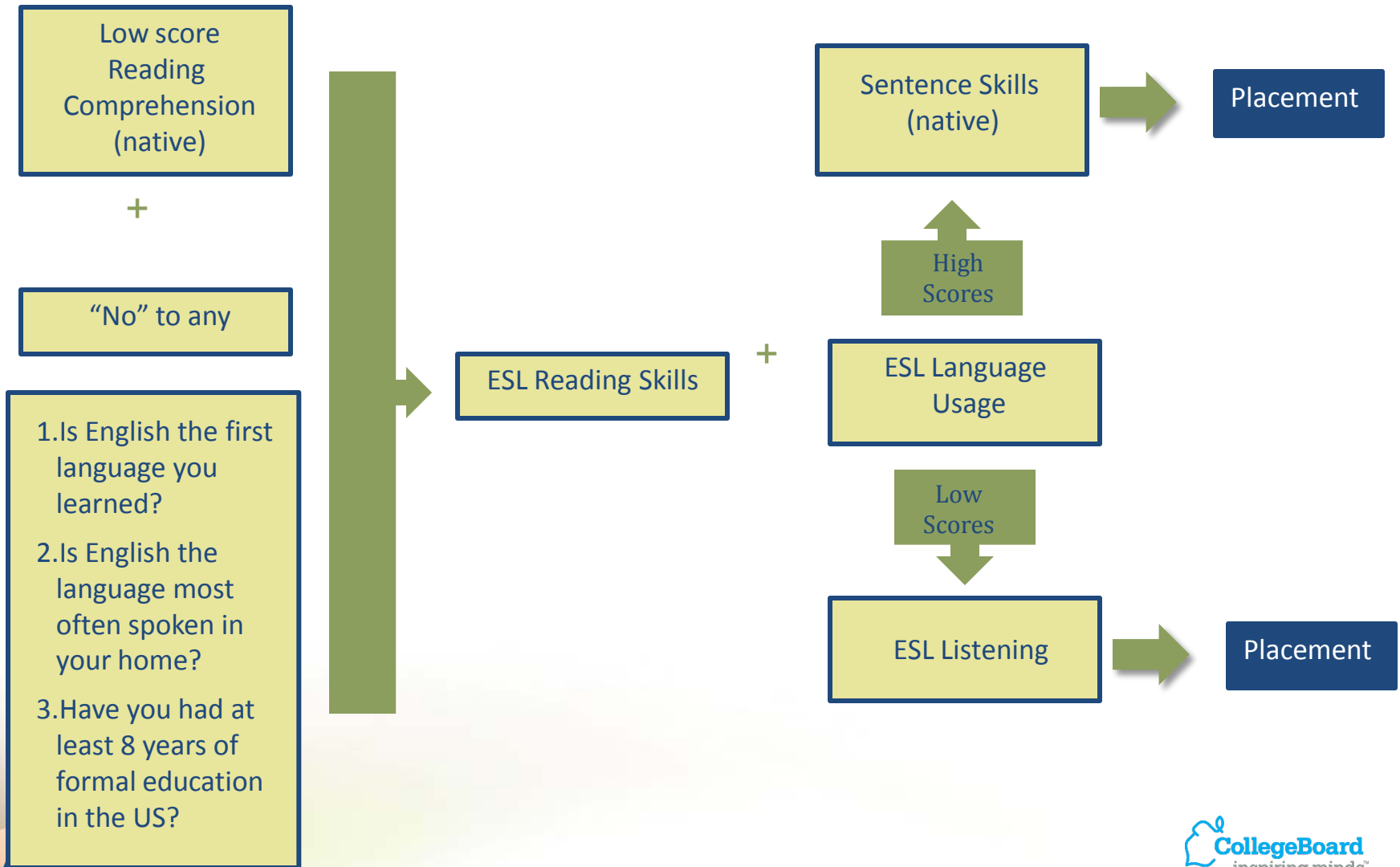
Branching Profile: Background Questions



Branching Profiles: Test Scores



Branching Profile: Test Scores & Background Questions



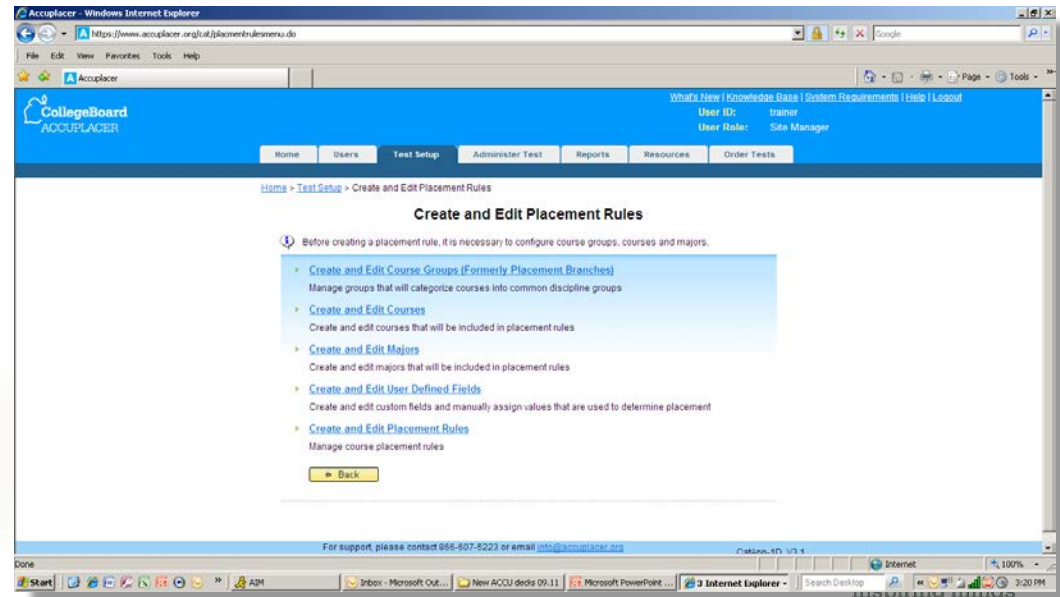


Placement Rules

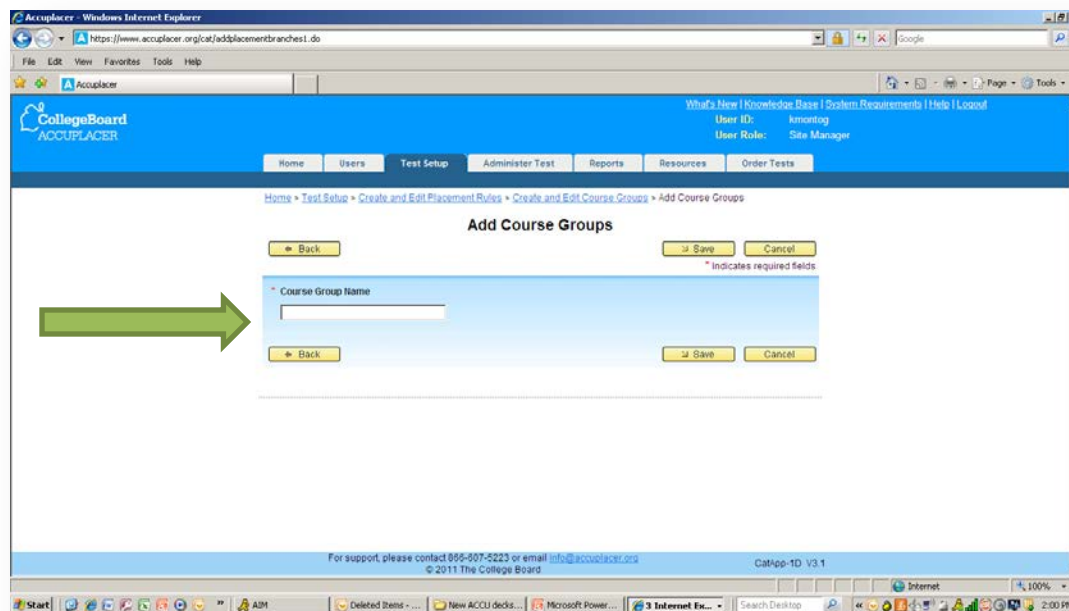
Steps to Create a Placement Rule

- Step 1: Create Course Groups
- Step 2: Create Courses
- Step 3: Create Majors*
- Step 4: Create User Defined Fields*
- Step 5: Create Placement Rules

*optional



Step 1: Create Course Groups



The screenshot shows the Accuplacer web application interface. The browser window title is "Accuplacer - Windows Internet Explorer" and the address bar shows "https://www.accuplacer.org/cat/addplacementbranches1.do". The page header includes the CollegeBoard ACCUPLACER logo and navigation tabs: Home, Users, Test Setup, Administer Test, Reports, Resources, and Order Tests. The user is logged in as "User ID: kmoatog" with the role "Site Manager". The breadcrumb trail is "Home > Test Setup > Create and Edit Placement Rules > Create and Edit Course Groups > Add Course Groups". The main content area is titled "Add Course Groups" and contains two identical forms. Each form has a "Course Group Name" input field, a "Back" button, and "Save" and "Cancel" buttons. A green arrow points to the "Course Group Name" input field in the first form. A note below the buttons states "* indicates required fields". The footer of the page includes support contact information: "For support, please contact 855-507-5223 or email info@accuplacer.org" and "© 2011 The College Board". The bottom of the browser window shows the Windows taskbar with the Start button, several open applications, and the system tray showing the time as 2:00 PM.

- **Course Groups** allow you to categorize courses into like disciplines for reporting.

Step 2: Create Courses

The screenshot shows the 'Add a New Course' form in the Accuplacer system. The form is titled 'Add a New Course' and includes the following fields:

- Course Code:** A text input field.
- Course Name:** A text input field, highlighted by a green arrow.
- Course Comment:** A text input field, highlighted by a green arrow.
- Course Group:** A dropdown menu with options: Select One, Select One, Comp Literacy, None, English, ESL, Math, Other, and Reading.

There are 'Back', 'Save', and 'Cancel' buttons. A note indicates that an asterisk (*) indicates required fields. The browser address bar shows the URL: <https://www.acuplacer.org/cat/CreateCourseView.do>. The user is identified as 'User ID: kmoatog' and 'User Role: Site Manager'.

- **Create an inventory of all courses you plan to use in placement rules.**
(Course name is the field that will appear on ISR. Course comment on this screen is optional.)

Step 3: Create Majors

The screenshot shows the 'Add a New Major' form in the Accuplacer system. The form is titled 'Add a New Major' and includes the following fields:

- Major Code**: A required text input field.
- Major Name**: A required text input field, indicated by a green arrow.
- Major Comment**: An optional text input field, indicated by a green arrow.

Buttons for 'Back', 'Save', and 'Cancel' are present at the top and bottom of the form. A note indicates that an asterisk (*) denotes required fields. The browser address bar shows the URL: <https://www.acuplacer.org/cat/addmajors.do>. The footer of the page includes contact information for support and the version number 'CatApp-1D V3.1'.

- If you ask the background question “What is your major?” or you plan to use majors as a condition in PRs, you must create an inventory of all your programs/majors.

(Major name is the field that will appear in background question. Major comment is optional.)

Step 4: Create User Defined Fields

The screenshot shows the Accuplacer web application interface in Internet Explorer. The page title is "Add User Defined Fields". The breadcrumb trail is: Home > Test Setup > Create and Edit Placement Rules > Create and Edit User Defined Fields > Add User Defined Fields. The form contains three input fields: "Field Label", "Field Abbreviation", and "Field Type". The "Field Type" dropdown menu is open, showing options: "Select One", "Decimal Number", "Text", and "Whole Number". There are "Back", "Save", and "Cancel" buttons. A note indicates that an asterisk (*) denotes required fields. The footer includes support contact information and the version number "CatApp-1D V3.1".

- User defined field function allows you to manually assign values that are used to determine placement.

Step 5: Create Placement Rule

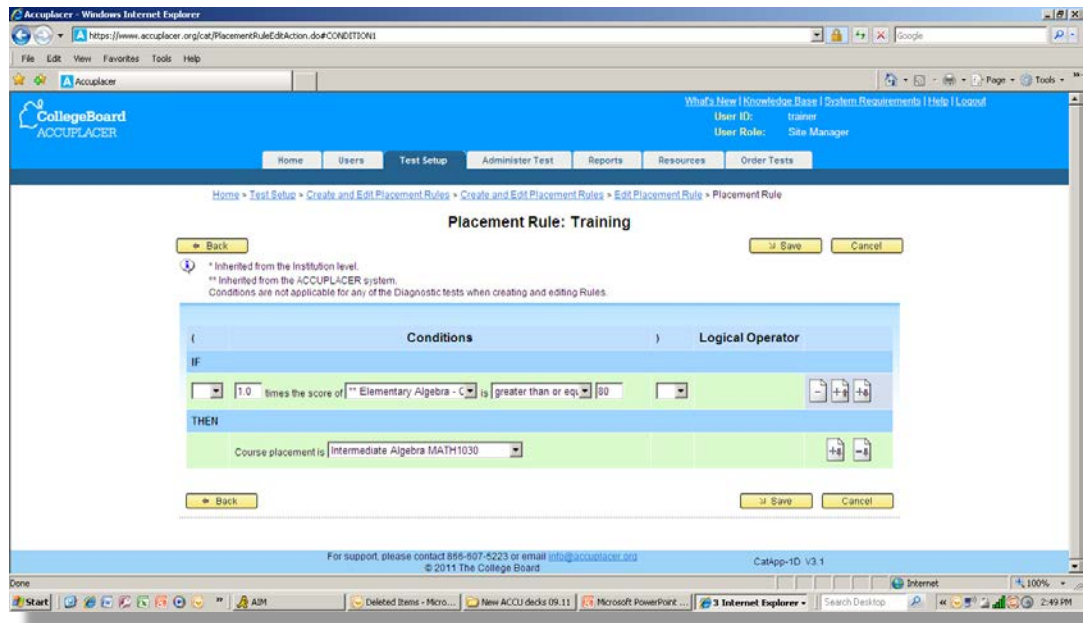
The screenshot shows the 'New Placement Rule' form in the Accuplacer system. The form is titled 'New Placement Rule' and includes the following fields and buttons:

- New Placement Rule Name:** A required text input field.
- Description/Notes:** A text input field with a dropdown arrow, highlighted by a green arrow.
- Placement Comments:** A text input field with a dropdown arrow, highlighted by a green arrow.
- Buttons:** 'Back', 'Save', and 'Cancel' buttons are present at the top and bottom of the form.

The page also displays the CollegeBoard logo, navigation tabs (Home, Users, Test Setup, Administer Test, Reports, Resources, Order Tests), and user information (User ID: kmeritlog, User Role: Site Manager). The footer includes support contact information and the version number 'CatApp-ID V3.1'.

- The Description Notes field is for user to define the intent of the PR.
- Placement Comments is optional and if used will appear on Student ISR.

Step 5: Create a Placement Rule Continued...



- After creating course groups, and your course and major/program inventory, you are ready to build your placement rules.