



**ACCUPLACER®**

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# Policies and Procedures for Administering Ability to Benefit (ATB) Tests

**2022**

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# Overview

Ability to Benefit (ATB) allows postsecondary test takers without a high school diploma to receive Title IV financial aid when they're dually enrolled in a career pathway program and in adult education. A test taker must prove their "Ability to Benefit" one of three ways:

1. Complete 6 credits (or its equivalent) toward a degree or certificate.
2. Pass an exam approved by the U.S. Department of Education (ED).
3. Complete a state process approved by the U.S. secretary of education.

## Manual Purpose

The purpose of this manual is to provide guidance to those interested in administering ATB tests, using the ACCUPLACER® assessments. The following information addresses important ATB proctoring guidelines, test administration policies, and approved ATB test scores. The content within applies to the ACCUPLACER computer-adaptive tests and COMPANION™ ACCUPLACER Forms J and K: Reading Test, Writing Test, and Arithmetic Test.

## Laws Governing Title IV of the Higher Education Act (HEA) Funding for ATB

To learn more about test taker eligibility, institutional requirements to administer ATB test session, and governing rules, regulations, amendments, and policies, refer to the following list of important links.

- **Important Links to Congressional Laws, U.S. Department of Education (ED), Federal Student Aid (FSA), and Federal Register:**
  - ♦ [U.S. Department of Education \(ED\)](#)
  - ♦ [Code of Federal Regulations: Title 34 Education](#)
  - ♦ [Gov Info](#)
  - ♦ [Office of the Law Revision Counsel](#)
  - ♦ [Higher Education Act of 1965](#)
  - ♦ [Eligible Career Pathway Programs](#)
  - ♦ [Consolidated Appropriations Act of 2012 \(Pub. L. 112-74\)](#)
  - ♦ [Consolidated and Further Continuing Appropriations Act of 2015 \(Pub. L. 113235\)](#)

# How to Become a Certified ATB Test Administrator

## Why Do You Need to Be Certified?

The Department of Education (ED) considers a test properly administered if the test administrator is certified by College Board ACCUPLACER (test publisher). To become a certified ATB test administrator, ED requires that:

- A test publisher must certify each prospective ATB test administrator by:
  - ♦ Successfully demonstrating their knowledge of ATB and ACCUPLACER policies and procedures, test administration, and test security.
  - ♦ Successfully demonstrating their knowledge of testing policies and procedures outlined by the Federal Register.

All ATB testing must be conducted under the College Board ACCUPLACER ATB account. Once an individual becomes a certified ATB test administrator, they'll be able to begin proctoring tests under the official College Board ACCUPLACER ATB testing site that has been established for their institution. As others from the institution request to become certified, they'll be given their own login credentials for their institution's ATB testing site. Login credentials must never be shared.

It's recommended that institutions have more than one certified ATB administrator because a certified ATB test administrator must be present at all times during ATB testing. **All users must have their own ATB credentials and can't share login credentials with anyone;** doing so would constitute a violation of ACCUPLACER proctoring policies and terms and conditions. Violations such as these, at College Board's sole discretion, could result in an ATB test administrator's decertification, which will be reported to the ED and/or suspension of the institution's ACCUPLACER and/or ATB account. Certified ATB test administrators who become employed by another institution must reapply for ATB certification for their new institution. Login credentials can't be transferred from one institution to another institution.

According to the **ACCUPLACER System Software License Agreement** (3(c)), a Licensee of the ACCUPLACER system must control the access of authorized users:

- Immediately revoke such access if the user ceases to be employed by the institution or is no longer appropriately authorized to access the system.

## How to Become a Certified ATB Test Administrator

To become a certified ATB test administrator, do the following:

- **Step One: Request to become a certified ATB test administrator.**
  - ♦ From your institutional email address, send your request to [accuplacerATB@collegeboard.org](mailto:accuplacerATB@collegeboard.org).
    - The email subject line should read:
      - ♦ **Request to Become a Certified ATB Test Administrator.**
    - The email body must include:
      - ♦ Your full name.
      - ♦ Your institutional job title/role.
      - ♦ The name of your institution.
      - ♦ Your institutional email address.
      - ♦ Your institution telephone number.
  - ♦ Your assigned proctor-reporter user credentials will be emailed 3–5 business days from receipt of your ATB test administrator request.
    - Your user credentials will come from the ACCUPLACER no reply email address: [noreply@accuplacer.info](mailto:noreply@accuplacer.info)
    - Be sure to adjust firewall settings to allow receipt of emails from this address, as emails can sometimes be flagged as junk mail.
  - ♦ Requests to become a certified ATB test administrator are declined if:
    - The request is submitted using a personal email address.
    - The request is made on behalf of a prospective ATB test administrator by a certified ATB test administrator.
      - ♦ Email requests must be made by the individual seeking certification.
- **Step Two: Prepare for the certification exams.**
  - ♦ Log in to the ACCUPLACER platform to access the training documents needed to prepare for the certification exams.
    - Select the **Resources** menu from the left rail navigation in the ACCUPLACER platform.
  - ♦ Review the training materials.
    - ACCUPLACER Certificate of Test Administration
      - ♦ Training Materials for Proctor-Reporters and Proctors
    - Policies and Procedures for Administering Ability to Benefit Tests
    - Ability to Benefit Certification Training for ATB Test Administrators

- **Step Three: Self-administer the ACTA and ATB certification exams.**
  - ♦ Log in to the ACCUPLACER platform with your assigned ATB user credentials.
  - ♦ Self-administer the ACCUPLACER Certificate of Test Administration (ACTA) exam.
    - You must pass the ACTA exam to gain full access of the ATB test certification site to self-administer the ATB certification exam.
    - You'll receive a downloadable certificate of completion upon passing the ACTA exam.
  - ♦ Self-administer the ATB Certification Test.
    - Prospective certified ATB test administrators will be asked a series of background questions to determine eligibility, which include inquiries about institutional testing practices.
    - Responses to these background questions that indicate a prospective certified ATB test administrator or institution doesn't meet ATB requirements will prevent prospective certified ATB test administrators from receiving the ATB certification test.
    - Candidates for certification must provide a statement that they're not currently decertified, or if applicable, a statement on any previous decertification action taken against them.
      - ♦ If it's determined an institution or candidate is ineligible to administer ATB tests, a message will appear on the bottom of the Individual Score Report (ISR) directing you to contact [accuplacerATB@collegeboard.org](mailto:accuplacerATB@collegeboard.org).
    - Once you've passed the ATB test administrator exam, you can download your ISR.
  - ♦ Within 3–5 business days of passing both ACTA and ATB certification exams, your ATB user credentials will be moved from the ATB testing site to your institution's assigned ATB site.
    - You'll receive an email from [noreply@accuplacer.info](mailto:noreply@accuplacer.info) indicating changes have been made to your ATB user credentials.
    - The next time you log in to the ACCUPLACER platform using your ATB certified user credentials you'll be under your institution's assigned ATB test site.

## Proctoring Guidelines

The ACCUPLACER System Software Licensing Agreement stipulates the following testing requirements:

- Testing must be done in a secure and proctored setting.
  - ♦ There are no exceptions to this requirement.
- Test takers must always be monitored.
  - ♦ An authorized, certified ATB test administrator from the institution must be present on-site during all ATB administrations.
- Only approved certified ATB test administrators may log in to the ACCUPLACER platform to administer an ATB exam.
  - ♦ This security measure will protect the validity of ACCUPLACER ATB exams and secure confidential test taker and institution data.

**Under no circumstance can a test taker be given login credentials, nor may proctor or proctor-reporter credentials be shared with test takers. Login credentials can't be written on chalkboards or whiteboards, printed, emailed, or presented online in any form or place.**

## ATB Proctor Eligibility Requirements

To be eligible, ATB proctors:

- Must be responsible adults trained to administer ACCUPLACER for ATB purposes.
  - ♦ High school test takers are ineligible to proctor ACCUPLACER ATB.
- Must have reviewed the ATB training materials, become ATB certified, and passed the ACCUPLACER Certificate of Test Administration (ACTA) assessment.
- Must have their own username and password.
  - ♦ Login credentials can't be shared with anyone.
- Can't administer ATB tests to a member of their household, immediate or extended family members, or friends.
- Can't have a stake in the outcome of a test taker's scores.
- Can't be engaged with any commercial test preparation company.
  - ♦ This includes employment, volunteering, consulting, or acting as independent contractors.

## ATB Test Administrator Responsibilities

ATB test administrator responsibilities:

- Verify testing is conducted under the institution's approved ATB site that begins with College Board's ATB institution account number, 004592.
- Ensure proper test security before, during, and after test administrations.
  - ♦ Check and verify test taker identification.
  - ♦ Collect and monitor all prohibited items (e.g., cell phones, smart watches).
  - ♦ Distribute, collect, and shred all scratch paper.
  - ♦ Safeguard against improper test-taking (e.g., cheating).
- Circulate test center during test sessions.
- Always remain engaged and refrain from non-proctoring activities.
  - ♦ Refer to the **ACCUPLACER Program Manual** for a complete list of proctor responsibilities.

## Test Administration Policies

For ATB scores to be considered valid, all ATB testing **must** be done under the College Board ACCUPLACER ATB Institution account, 004592.

- This account is for ATB testing only.
- Any test taker who is administered ACCUPLACER for ATB purposes under an institution's standalone account must retest under the institution's established ATB site.
- Scores from the previous testing can't be used to qualify for ATB and must be invalidated.

## ATB Testing Facility Requirements

ATB tests must be administered at an educational institution that:

- Is located in an eligible institution that provides 2-year or 4-year degrees or is a postsecondary vocational institution.
- Is responsible for gathering and evaluating information about individual test takers for multiple purposes, including appropriate course placement.
- Is independent of the admissions and financial aid processes at the institution at which it's located.
- Is staffed by professionally trained personnel.
- Doesn't have as its primary purpose the administration of ATB tests.

## Administering an ATB Test Session

All ATB test sessions must:

- Be done by a certified ATB test administrator.
- Have a certified ATB test administrator who maintains visual contact with the test taker during the administration of ATB test sessions.
- Adhere to all proctoring guidelines and procedures outlined in the **ACCUPLACER Program Manual**.
  - ♦ **WARNING:** Failure to enforce these proctoring requirements may result in user and/or account suspension.
  - ♦ **WARNING:** All ATB testing must be conducted on the campus where the test taker is enrolled.
  - ♦ **STOP:** Test takers can't be issued vouchers to test remotely.
  - ♦ **STOP:** Test takers can't be tested at a third-party testing center.

### What's a Properly Administered ATB Test Session?

An ATB test/test session is **properly administered** if the test administrator:

- Is a certified ATB test administrator.
- Administers the tests in accordance with instructions provided in *ACCUPLACER Policies and Procedures for Administering Ability to Benefit (ATB) Tests* and the **ACCUPLACER Program Manual**.
- Administers the tests in a manner that ensures the integrity and security of the tests.
- Secures the test against disclosure and/or release.

### What's an Improperly Administered ATB Test Session?

An ATB test/test session is **improperly administered** if administered:

- By an uncertified ATB test administrator.
- In a non-proctored setting.
  - ♦ **NOTE:** Use of virtual remote proctoring or remote proctoring isn't permitted. All testing must be conducted in person at the test taker's home campus.
- Under any account other than the institution's approved ATB site.
- Outside the retest requirements.

## Testing Environment

- All ATB testing must be done in a secure and proctored setting.
- A certified ATB test administrator must always be present during testing.
- Under no circumstances should a test taker be given login credentials.
- Credentials can't be written in any visible area, emailed, or presented online in any form or place.
- Unauthorized individuals (e.g., parents, chaperones, non-testing test takers) aren't permitted in the testing center.
- It's strongly recommended that there be 1 certified ATB test administrator for every 15–20 test takers.
- Testing room can't contain maps, periodic tables, posters, charts, or ancillary materials related to test subject matter.
- Cameras may be used in conjunction with in-person proctoring to monitor ATB testing if:
  - ♦ The cameras are on-site and not in a remote location.
  - ♦ A certified ATB test administrator is continuously monitoring the cameras during ATB test administration.
- The certified ATB test administrator isn't engaging in non-proctoring activities.

## Software License Agreement Highlights

All ATB sites are bound by the terms in the **ACCUPLACER System Software License Agreement**.

- A Licensee's (i.e., approved institution) account may be suspended and/or terminated by College Board if the Licensee breaches or fails to comply with all Terms and Conditions of the License Agreement.

The Licensee agrees to the following terms and conditions:

- Will administer ACCUPLACER only under proctored conditions by an authorized user—no exceptions
- Will permit only locations under its direct control to have access to the ACCUPLACER system
- Won't provide copies of test items or essay prompts to test takers.
- Will secure all personal data accessed or stored locally by Licensee from ACCUPLACER system
- Will control access of its authorized users and immediately revoke access if the user ceases to be employed by Licensee or is no longer authorized access to the system
- Won't sublicense or lease license to others not under their control—i.e., no third-party selling access to ACCUPLACER system

## Test Violation Protocol

Invalidating the test session because of academic dishonesty is your institution's decision. **Please use your professional judgment.**

- If a test taker has violated ACCUPLACER testing policies (e.g., has used an unauthorized electronic device such as a cellphone) and it's deemed appropriate according to your institution's policies, a test session should be invalidated.
  - ♦ **IMPORTANT:** Test sessions administered:
    - Outside of the ATB retest requirements
    - Under an institution's non-ATB ACCUPLACER (main) account
  - ♦ Are considered a testing irregularity and must be invalidated so the test taker can remain eligible for ATB funding.
    - All irregularities are reported to ED.
  - ♦ In the event a test taker has used an unauthorized device:
    - Email [accuplacerATB@collegeboard.org](mailto:accuplacerATB@collegeboard.org) so College Board can investigate the testing violation and notify ED.

## What to Do if a Testing Violation Occurs

- **Step One: Stop the test session.**
- **Step Two: If possible, review the device to ensure that neither pictures of the test content were taken nor text messages regarding the test sent or received.**
- **Step Three: Follow your institutions guidelines on who to notify and confirm that the test should be invalidated. \***
- **Step Four: Notify College Board if test content has been compromised by:**
  - ♦ Emailing [accuplacerATB@collegeboard.org](mailto:accuplacerATB@collegeboard.org).
    - Flag the message as **Urgent**.
    - Include **Test Violation** in the subject line.



- ◆ Don't send screenshots of the test items or messages. Instead, send the:
  - Test taker Name or ID
  - Exnum
  - Testing Date
  - Testing Location
  - Test(s) Name
  - Test Question Number(s)

## Acceptable Test Taker IDs

The certified ATB test administrator must ask each test taker to present at least one current, valid form of identification that includes the test taker's:

- Full name.
- Signature (on required IDs).
- A recognizable photograph.

Their identification must be checked:

- Before the test takers begin testing.

Acceptable forms of photo identification include **current and valid**:

- Driver's license.
- High school or college ID.
- State or federal ID card.
- Military ID card.
- Passport.
- Tribal ID card.
- Naturalization card or certificate of citizenship.
- **ACCUPLACER official ID form**

## Test Takers with Documented Disabilities

The Federal Register defines an individual with a disability as a person who:

- Has a physical or mental impairment that substantially limits 1 or more major life activities.
- Has a record of such impairment.
- Is regarded as having such impairment.

ATB regulations<sup>1</sup> require certified ATB test administrators who provide a test to an individual with a disability to report to the test publisher, ACCUPLACER:

- The nature of the disability.
- The accommodation(s) provided.

To facilitate these regulations, **Lockout DISABLED** and **Screen Reader** are in the ATB Branching Profile names to easily know which Branching Profiles can be used when testing a test taker with a disability.

Within these Branching Profiles are two local background questions regarding:

- The nature of the disability.
- The accommodation(s) provided.

When using these Branching Profiles, the certified ATB test administrators must assist the test taker with answering these two questions to ensure the proper answers have been entered.

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1. Federal Register §668.144(c)(18)(ii), §668.150(b) (17), §668.151(g).

The certified ATB test administrator must ensure that there's documentation to support the determination that the individual is an individual with a disability and requires accommodations. Documentation of an individual's disability may be satisfied by:

- A written determination (including a diagnosis and information about testing accommodations) if such accommodation information is available by a licensed psychologist or physician.
- A record of the disability from a local or state educational agency, or other government agency, such as the Social Security Administration or a vocational rehabilitation agency, that identifies the individual's disability.
  - ♦ This record may, but isn't required to, include a diagnosis and recommended testing accommodations.

In line with College Board commitment to make assessments available in accessible formats, all ACCUPLACER tests have two corresponding comparable accommodated forms known as COMPANION.

- Each accommodated test is proportionally aligned in content to its corresponding computer-adaptive test.
- Each is available in alternate formats: paper booklets (regular and large print), audio CD, and braille.

ACCUPLACER also offers digital linear COMPANION forms. Look for Branching Profile names containing "DigiLinea."

## Retest Policy

To avoid retesting errors, it's strongly recommended that test center personnel work with their financial aid office and/or registrar's office to establish a referral process to identify ATB test takers before testing and/or retesting. If attempting to administer a retest prior to the 14 days, the test taker will be blocked from testing and a message will display indicating the student **has reached the retest limit for the following test**. The message will also say: **You must wait the full 14 days before attempting to administer a retest.**

All certified ATB test administrators are responsible for identifying test takers as either:

- A first-time ATB test taker or
- A returning ATB test taker.
  - ♦ **WARNING:** It's the certified ATB test administrators' responsibility to know if a test taker has previously taken the ATB test regardless of it being the ATB test administrators' first time administering the ATB test to the test taker.

Any errors in ATB test and/or retest administration processes:

- Must be reported to College Board immediately.
  - ♦ Must be reported to ED by the College Board immediately.

A retest given outside the retest requirements is considered a testing irregularity and will be reported to ED.

ACCUPLACER tests have high test-retest reliability coefficients, a measure of consistency of scores obtained by the same person when reexamined with the same test on different occasions.

- This means if test takers retest without review and study, there's a high probability that their scores won't change appreciably.
- A review of ACCUPLACER data shows that 2 weeks (14 days) is the optimal waiting period because it allows adequate time for test takers to locate study materials and sufficient time to review them thoroughly.

ATB candidates who don't pass any of the three exams during initial testing are permitted to retest the exam(s) the test taker didn't pass after 14 days from the date of the previous test administration. For your convenience, the ACCUPLACER retest rules have been implemented in the ACCUPLACER ATB platform. If attempting to administer a retest prior to the 14 days, the test taker will be blocked from testing, and a message will display indicating the student **has reached the retest limit for the following test**. The message will also say: **You must wait the full 14 days before attempting to administer a retest**.

- A test taker may retest after 14 days have elapsed from initial test day.
- Subsequent retests may occur 14 days from the prior retest day.
  - ♦ Exemplar: Initial Test Date of January 1
  - ♦ First Retest: January 15
    - 14 days from initial test date (01/01/YYYY + 14 days)
  - ♦ Second Retest: January 29
    - 14 days from the previous test date (01/29/YYYY + 14 days)
  - ♦ Third/Subsequent Retests: February 12
    - 14 days from previous test date (01/29/YYYY + 14 days)
- Test takers should be encouraged to use the 2-week waiting period for study and review of test content areas in which they didn't obtain a passing score.
  - ♦ **IMPORTANT: The initial testing** must include all 3 ATB tests (Reading, Writing, and Arithmetic) and must be conducted under the ATB testing site. Retesting is permitted 14 days after initial testing. Only the exam(s) a test taker didn't pass need to be administer during a retest test administration. After the proctor chooses the retest Branching Profile, the student will be asked what test(s) are needed as part of the background questions.

## Additional Test Administration Policies

- Handheld calculators aren't allowed during testing unless they're a prescribed accommodation.
  - ♦ The calculator functionality is automatically available for some math questions.
- The use of dictionaries and/or translators isn't permitted.
- Certified ATB test administrators provide test takers with scratch paper and pencils, as well as collect and securely destroy all scratch paper once testing is completed.
  - ♦ Test takers can't use their own scratch paper, nor are they permitted to take the scratch paper with them once they've completed testing.

## ATB Test Administration on the ACCUPLACER Platform

Once you've passed the ACTA and ATB exams to become a certified ATB test administrator and your ACCUPLACER ATB user credentials have been moved to your institution's ATB site, you're ready to begin administrating ATB test sessions.

To administer an ATB test session:

- Go to [accuplacer.org](https://accuplacer.org).
- Log in to the ACCUPLACER platform using your ATB user credentials.

- From the left rail navigation menu:
  - ◆ Click on **Administer Test**.
    - The Administer Test menu will expand.
  - ◆ Next click on **Administer New Test Session**.
    - The Administer New Test Session section will display.
  - ◆ Click on the **Select Branching Profile drop-down menu** to see the list of available ATB Branching Profiles for test administration.

Branching Profiles can be administered with or without testing accommodations and in an order most appropriate for test takers.

- All ATB Branching Profiles include the 3 approved ATB tests. For retests, after the proctor chooses the retest Branching Profile, the student will be asked what test(s) are needed as part of the background questions.
- All ATB Branching Profiles have been designed to be administered in the order that best meets test takers' needs.
  - ◆ Either the Math Test or Reading Test can be given first, which will provide greater flexibility to test takers.

Determine which Branching Profile type, from the list below, best meets the test takers' needs.

Select the corresponding **Branching Profile type** from the list of available ATB Branching Profiles that can be administer to test takers.

- **ATB Testing:** administers each subject test (3 tests total).
  - ◆ The calculator is available.
  - ◆ The Accessibility Wizard is turned on.
- **ATB Testing: Accommodations** administers each subject test (3 tests total).
  - ◆ The calculator is available.
  - ◆ The Accessibility Wizard is turned on.
  - ◆ The browser lockout option is disabled.
    - **IMPORTANT:** This Branching Profile must only be used when testing test takers with disabilities.
- **ATB Testing: Use of Screen Reader** administers an online (Digital COMPANION) version of COMPANION, for each subject test (3 tests total).
  - ◆ Recommended for test takers using a screen reader.
  - ◆ The browser lockout option is disabled.
    - **IMPORTANT:** This Branching Profile must only be used when testing test takers with disabilities.

At the end of testing, an ISR will indicate the test taker's scores and if the test taker has attained the required ATB passing scores.

## Passing Scores

Scores set as the qualification for ATB are one standard deviation below the mean for test takers graduating from high school who have taken ACCUPLACER in the last three years. The approved passing scores shown below apply to both the computer-adaptive and COMPANION versions of each test:

ACCUPLACER Test	Passing Score
Reading	233
Writing	235
Arithmetic	230

Test takers must meet or exceed the minimum scores on each of the three approved tests.

- ATB test scores remain valid indefinitely; however, an institution must maintain a record for each test taker administered an ATB test as documented proof. The record must include all the following:
  - ♦ The test taken by the individual.
  - ♦ The date of the test.
  - ♦ The individual's scores as reported by the test publisher.
  - ♦ The name and address of the test administrator who administered the test and any identifier assigned to the test administrator by the test publisher or the state.
  - ♦ If the individual who took the test is an individual with a disability and was unable to be evaluated by the use of an approved ATB test or the individual requested or required testing accommodations, documentation of the individual's disability and of the testing arrangements provided in accordance with § 668.153(b).

## Monitoring and Reporting

To help maintain a record of ATB testing and to assist with monitoring and reporting ATB test activities, an official ACCUPLACER Ability to Test testing account has been established.

- Each institution will have its own site under the College Board ATB institution account, which has been configured to gather the required data for ATB reporting.
- Certified ATB test administrators will be able to access the necessary reports using their proctor-reporter credentials.
  - ♦ For more information on how to run reports, review the ACCUPLACER User's Guide located under the Resources menu of the platform.

Every 18 months, the ACCUPLACER program is required to submit a detailed report to ED of all ATB testing that includes:

- Any identified testing anomalies.
- Irregularities such as testing outside the required retest limits.
- Testing conducted under any site other than the approved ATB site.
- ATB test sessions proctored by an uncertified ATB test administrator.
  - ♦ Having all ATB data in the official College Board ATB account will facilitate creating this report.

Each ATB testing site is closely monitored. If it's found that the ACCUPLACER ATB tests aren't being properly administered:

- The institution administrator for the institution's main ACCUPLACER account and the ATB test administrator will be contacted by ACCUPLACER program staff in order to clarify the testing irregularities.
- If continued irregularities occur, the certified ATB test administrator(s) and/or institution will be investigated for decertification, and the institution may lose its ability to administer ATB tests.
- Any certified ATB test administrator and/or an institution with multiple violations that's decertified will be reported to ED.

Certified ATB test administrators with proctor-reporter user credentials can run reports of test takers who have tested under their ATB testing site. If a certified ATB test administrator leaves the employment of an institution, or is observed administering ATB tests improperly, College Board must be notified immediately so appropriate action can be taken: [accuplacerATB@collegeboard.org](mailto:accuplacerATB@collegeboard.org)

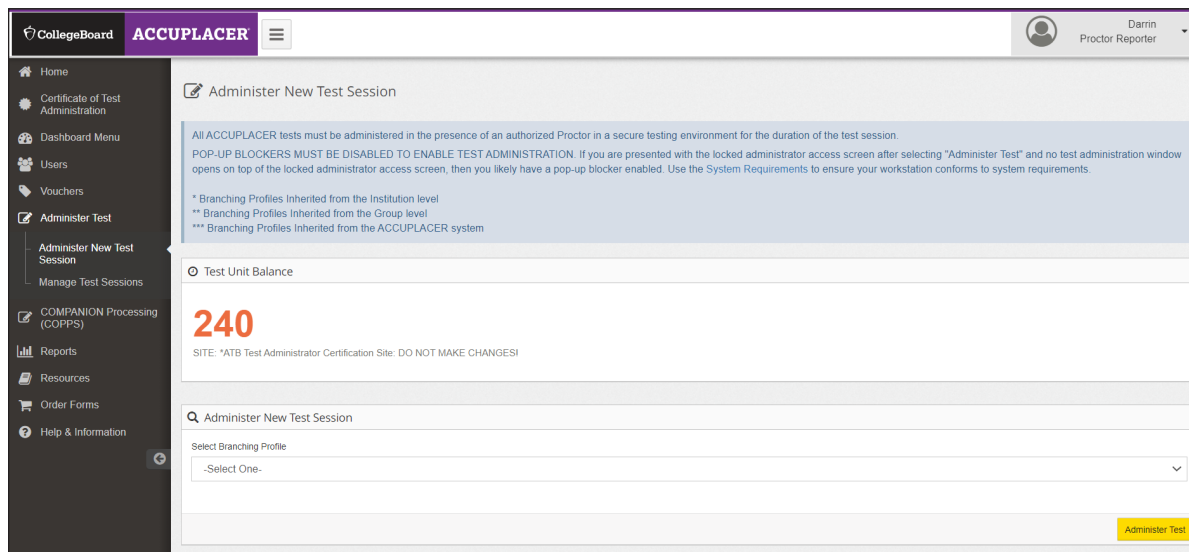
## Test Units for Your ATB Testing Site

Once an ATB testing site has been established, institutions can purchase test units for their assigned ATB site using the **ACCUPLACER order form** found under the Order Forms menu on the ACCUPLACER platform.

- Separate order forms must be used to order ATB test units.
- ATB orders can't include non-ATB orders on the same order form.
- ATB units can't be purchased with an online order form.
- ATB orders can be placed over the phone, or by email or postal mail.
- To avoid processing delays or errors, order forms must indicate the ATB site ID, not institution ID, where the units should be deposited.
  - ◆ All ATB testing sites begin with 004592.

Certified ATB test administrators won't be able to administer ATB tests if there aren't enough test units in the ATB testing site. Therefore, unit balances should be closely monitored.

- Each time an ATB test session is administered, 3 units will be deducted (1 for each test).
- Units are debited from your account after the first question of each exam is shown to the test taker.
  - ◆ If a test tasker only completes 2 of the 3 exams and ends the test session prior to the first question being displayed in the third exam, your account would only be debited 2 test units.
- The number of test units remaining will be displayed under the Test Unit Balance located under Administer Test > Administer New Test Session.



The screenshot shows the ACCUPLACER Administer New Test Session interface. The top navigation bar includes the CollegeBoard logo, the ACCUPLACER name, and a user profile for Darrin Proctor Reporter. A left sidebar contains navigation options: Home, Certificate of Test Administration, Dashboard Menu, Users, Vouchers, Administer Test (with sub-options for Administer New Test Session and Manage Test Sessions), COMPANION Processing (COPPS), Reports, Resources, Order Forms, and Help & Information. The main content area is titled 'Administer New Test Session' and contains a blue informational banner with instructions: 'All ACCUPLACER tests must be administered in the presence of an authorized Proctor in a secure testing environment for the duration of the test session. 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 a pop-up blocker enabled. Use the System Requirements to ensure your workstation conforms to system requirements.' Below this are three bullet points: '\* Branching Profiles Inherited from the Institution level', '\*\* Branching Profiles Inherited from the Group level', and '\*\*\* Branching Profiles Inherited from the ACCUPLACER system'. The 'Test Unit Balance' section displays a large orange '240' and the text 'SITE: \*ATB Test Administrator Certification Site: DO NOT MAKE CHANGES!'. Below this is a search bar for 'Administer New Test Session' and a dropdown menu for 'Select Branching Profile' with '-Select One-' selected. An 'Administer Test' button is located at the bottom right of the main content area.

## Transferring ATB Test Scores

ATB scores may be transferred from one institution to another. Follow your institution's established policy on transferring test scores between institutions.