

# Remote Testing of Students

# Testing Students at Remote Locations

A new feature has been added to the ACCUPLACER Testing Platform that is designed to facilitate the testing of students at off-campus locations.

By using this feature, you can

- locate a Remote Test Site,
- register a student to test at that location,
- generate a Test Voucher for the student to use at the Remote Test Site.

## Role of the Referring Institution

- Receives a request from a student to test at an off-campus location.
- Works with student to find a suitable Remote Test Site.
- Registers student to test at the Remote Test Site.
- Receives an email after the test administration that the student has completed his/her testing at the Remote Test Site.

## Role of the Remote Test Site

- Receives an email that a student has registered for remote testing at their site.
- Schedules a testing appointment with the student.
- Verifies the identify of the student when he/she comes to test.
- Proctor clicks on **Use Voucher** on ACCUPLACER Login page.
- Proctor/Student enters student's Voucher Number, student's Last Name, and Date of Birth on the **Administer Test - Voucher Screen**, and clicks **Submit**
- Proctor enters his/her User Name and Password.

## Role of the Student

- Student requests to test at an off-campus location.
- Student is registered to test at a Remote Test Site.
- Student receives confirmation email with information about the Remote Test Site and his/her Test Voucher Number.
- Students call for an appointment to test.
- Student goes to Remote Test Site to test.
- Student contacts his/her home institution for further instructions.

# Remote Test Sites - Benefits

## Benefits:

- Proctoring institution is not charged test units.
- Additional credential checks are minimal because the remote testing site is an approved ACCUPLACER site.
- The remote site can provide all pertinent information which is sent to the student in an email - reducing phone calls and emails in addition to time and effort.
- The student who is testing will be given the exams required by the institution they plan to attend and will receive appropriate placement messaging.
- Student's records are stored in the referring institution's database so they don't need to be sent in to the referring institution.

# Remote Testing of Students

## Quotes from ACCUPLACER Users

*“We administered our first remote test yesterday.  
It was ‘super easy’!!”*

*“I highly recommend to all test centers to become a remote testing site  
and take advantage of this wonderful resource.”*

*“I’m a huge fan - we use it for our students whenever possible and are  
happy to administer ACCUPLACER exams for other sites anytime  
because it is so easy.”*

# **How to Join the Remote Testing Network**

## **Steps to Register Your Site**

# To Register Your Site as a Remote Test Site

It's super easy to set up - just follow these steps

1. Navigate to [www.accuplacer.org](http://www.accuplacer.org)
2. Log in as a Site Manager
3. Select the Users tab
4. Select Edit Testing Sites
5. Scroll down on the page until you see the prompt for Remote Testing Site - select the **YES** radio button and complete the balance of the information.
6. Save the record

**Voila! You're done**

# To Register Your Site as a Remote Test Site

On the Edit Testing Sites screen, select the **YES** radio button for **Remote Testing Site?**

The screenshot shows the 'Edit Testing Sites' form with the following fields and values:

- Navigation:** Home, Users (selected), Test Setup, Administer Test, Reports, Resources, Order Tests.
- Breadcrumbs:** Home > Users > Edit Testing Sites
- Buttons:** Back, Save, Cancel.
- Site Information:**
  - Hierarchy:** College Board > \*Sample College > Main Campus
  - Site ID:** 000005-001
  - Group Type:** Site
  - Created (YYYY-MM-DD):** 2009-02-01
  - Last Modified (YYYY-MM-DD):** 2009-02-01
- Required Fields (\*):**
  - Site Name:** Main Campus
  - Description:** (empty)
  - Address 1:** 45 Columbus Ave
  - Address 2:** (empty)
  - Country:** United States
  - State:** New York
  - If Other Specify:** (empty)
  - City:** New York
  - Region:** Middle States Region
  - Zip/Postal Code:** 10023
  - Institution Type:** 2 Year
  - Category of Institution:** Public
  - Location of Institution:** Urban
  - Student Body Size:** 500 or Less
  - Do you intend to use ACCUPLACER for Ability to Benefit Testing?:** Yes (radio), No (radio)
  - Remote Testing Site?:** Yes (radio, selected), No (radio)

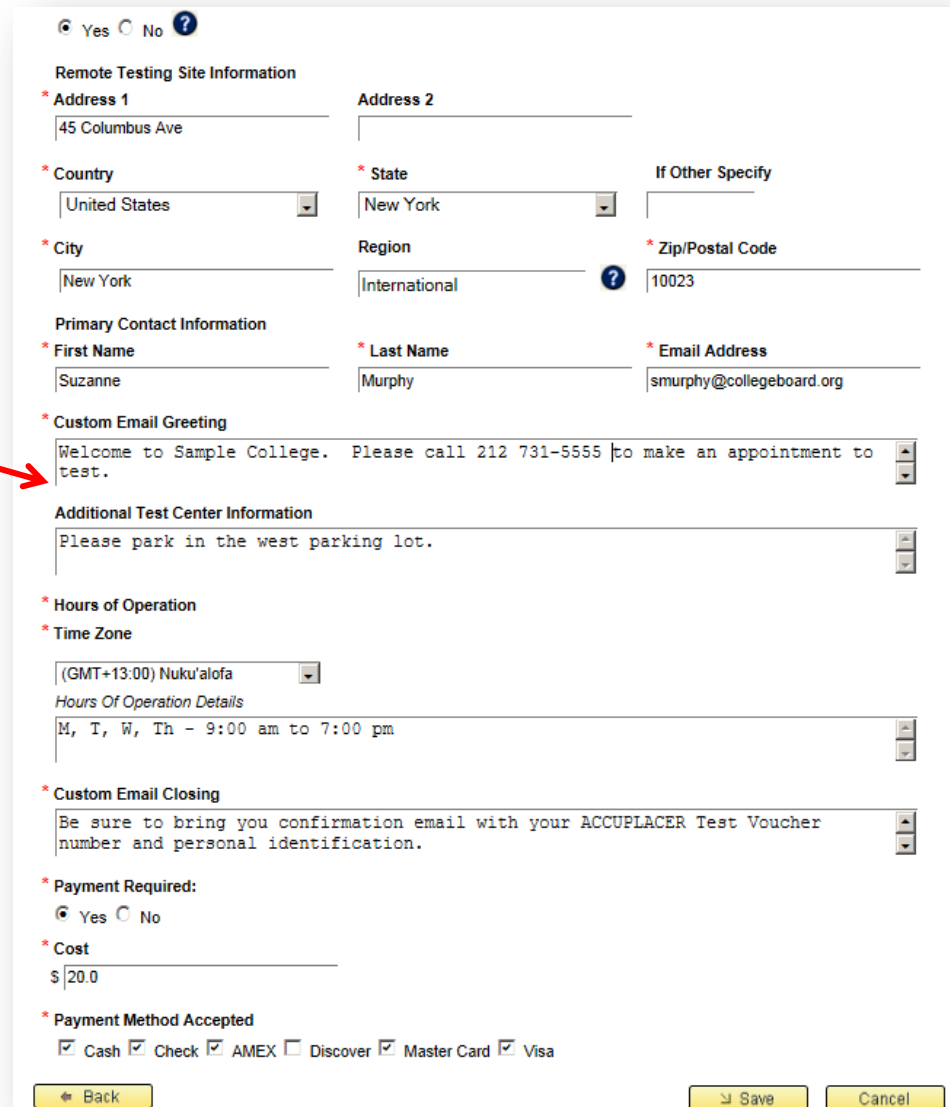


# To Register Your Site as a Remote Test Site

Enter the required information on the screen that follows.

*If appointments are required, make sure to add instructions to your Custom Email Greeting.*

This information will appear in the confirmation email sent to the student and copied to the primary contact person at the Remote Test Site.



☒ Yes ☐ No ?

**Remote Testing Site Information**

\* Address 1: 45 Columbus Ave

Address 2:

\* Country: United States

\* State: New York

If Other Specify:

\* City: New York

Region: International ?

\* Zip/Postal Code: 10023

**Primary Contact Information**

\* First Name: Suzanne

\* Last Name: Murphy

\* Email Address: smurphy@collegeboard.org

\* Custom Email Greeting: Welcome to Sample College. Please call 212 731-5555 to make an appointment to test.

**Additional Test Center Information**

Please park in the west parking lot.

\* Hours of Operation

\* Time Zone: (GMT+13:00) Nuku'alofa

Hours Of Operation Details: M, T, W, Th - 9:00 am to 7:00 pm

\* Custom Email Closing: Be sure to bring you confirmation email with your ACCUPLACER Test Voucher number and personal identification.

\* Payment Required: ☒ Yes ☐ No

\* Cost: \$ 20.0

\* Payment Method Accepted: ☒ Cash ☒ Check ☒ AMEX ☐ Discover ☒ Master Card ☒ Visa

Back Save Cancel

# To Register Your Site as a Remote Test Site

Sample email sent to student and copied to the primary contact person at the Remote Test Site.

Dear Student Sample:

Welcome to Sample College. Please call 212 731-5555 to make an appointment to test.

Voucher Number: MC8YB4C5

**\*\* You must have your voucher number when you arrive at the remote testing site.**

You have been registered to test using the following information:

Student ID: 444554444

Examinee Details:

Student Sample

1251 W Main

Dallas, Texas, 75001

Mobile Phone: 214-666-7777

Home Phone: 214-777-8888

Email: [sstudent@gmail.com](mailto:sstudent@gmail.com)

Your voucher number is valid until: Aug 17, 2014

**ACCUPLACER Remote Test Site Information**

Main Campus

11255 Central

Dallas, TX 75024

Email: [smarager@samplecollege.edu](mailto:smarager@samplecollege.edu)

Please park in the west parking lot.

Payment Method: Cash, Check, AMEX, MasterCard, Visa

Cost: \$20.00

Test Center Hours: M, T, W, Th - 9:00 am to 7:00 pm

# To Register Your Site as a Remote Test Site

Once you have registered your site as a Remote Test Site, it will appear in the list of Remote Testing Sites.

Home Users Test Setup **Administer Test** Reports Resources Order Tests

Home > Administer Test > Register Student For Remote Test Session > Find Remote Testing Center

### Find Remote Testing Center

Back Next

\* Country State City  
United States New York  
☐ Virtual Site Search Only  
Submit

### Available Testing Sites

1 to 4 out of 4 items < Previous | Page: 1 | Next >

Select	Institution Name	Site Name	City	Action
<input type="radio"/>	Mohawk Valley Community College	MVCC Utica/Rome Testing Site	Utica	<a href="#">View</a>
<input type="radio"/>	Onondaga Community College	Onondaga Community College	Syracuse	<a href="#">View</a>
<input type="radio"/>	Herkimer County Community College	Herkimer	Herkimer	<a href="#">View</a>
<input type="radio"/>	*Sample College	Main Campus	New York	<a href="#">View</a>

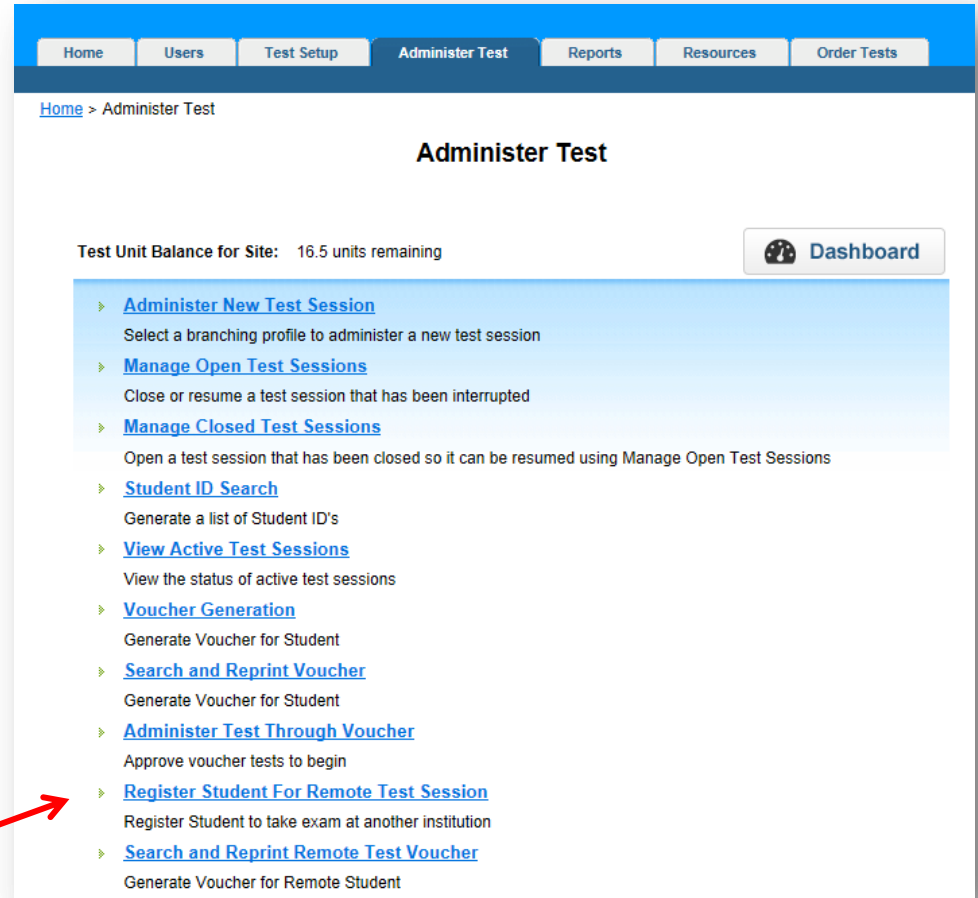
1 to 4 out of 4 items < Previous | Page: 1 | Next >

Back Next

# Registering a Student for a Remote Test Session

# To Register a Student for Remote Test Session

Log in to your site as a Site Manager or Proctor, click on Administer Test tab, and select Register Student for Remote Test Session.



The screenshot shows the 'Administer Test' interface. At the top, there is a navigation bar with tabs: Home, Users, Test Setup, Administer Test (selected), Reports, Resources, and Order Tests. Below the navigation bar, the breadcrumb 'Home > Administer Test' is visible. The main heading is 'Administer Test'. On the right, there is a 'Dashboard' button with a user icon. Below the heading, the 'Test Unit Balance for Site' is shown as '16.5 units remaining'. A list of links is displayed, each preceded by a right-pointing chevron (›). A red arrow points to the link 'Register Student For Remote Test Session'.

- › [Administer New Test Session](#)  
Select a branching profile to administer a new test session
- › [Manage Open Test Sessions](#)  
Close or resume a test session that has been interrupted
- › [Manage Closed Test Sessions](#)  
Open a test session that has been closed so it can be resumed using Manage Open Test Sessions
- › [Student ID Search](#)  
Generate a list of Student ID's
- › [View Active Test Sessions](#)  
View the status of active test sessions
- › [Voucher Generation](#)  
Generate Voucher for Student
- › [Search and Reprint Voucher](#)  
Generate Voucher for Student
- › [Administer Test Through Voucher](#)  
Approve voucher tests to begin
- › [Register Student For Remote Test Session](#)  
Register Student to take exam at another institution
- › [Search and Reprint Remote Test Voucher](#)  
Generate Voucher for Remote Student

# To Register a Student for Remote Test Session

Select a Country, State, and/or City from the available drop-down menus, and a list of institutions that are in the selected area will appear.

Home Users Test Setup Administer Test Reports Resources Order Tests

Home > Administer Test > Register Student For Remote Test Session > Find Remote Testing Center

### Find Remote Testing Center

Back Next

\* Country State City

United States New York

☐ Virtual Site Search Only

Submit

### Available Testing Sites

1 to 4 out of 4 items < Previous Page: 1 Next >

Select	Institution Name	Site Name	City	Action
<input type="radio"/>	Mohawk Valley Community College	MVCC Utica/Rome Testing Site	Utica	<a href="#">View</a>
<input type="radio"/>	Onondaga Community College	Onondaga Community College	Syracuse	<a href="#">View</a>
<input type="radio"/>	Herkimer County Community College	Herkimer	Herkimer	<a href="#">View</a>
<input type="radio"/>	*Sample College	Main Campus	New York	<a href="#">View</a>

1 to 4 out of 4 items < Previous Page: 1 Next >

Back Next

# To Register a Student for Remote Test Session

Click the View link to see additional information about the Remote Test Site.

Home Users Test Setup **Administer Test** Reports Resources Order Tests

Home > Administer Test > Register Student For Remote Test Session > Find Remote Testing Center

### Find Remote Testing Center

← Back Next →

\* Country State City

United States New York

☐ Virtual Site Search Only

Submit

### Available Testing Sites

1 to 4 out of 4 items < Previous Page: 1 Next >

Select	Institution Name	Site Name	City	Action
<input type="radio"/>	Mohawk Valley Community College	MVCC Utica/Rome Testing Site	Utica	<a href="#">View</a>
<input type="radio"/>	Onondaga Community College	Onondaga Community College	Syracuse	<a href="#">View</a>
<input type="radio"/>	Herkimer County Community College	Herkimer	Herkimer	<a href="#">View</a>
<input type="radio"/>	*Sample College	Main Campus	New York	<a href="#">View</a>

1 to 4 out of 4 items < Previous Page: 1 Next >

← Back Next →

# To Register a Student for Remote Test Session

Detailed view of the additional information about the Remote Test Site

## Remote Test Site Information

### ACCUPLACER Test Site information.

#### Remote Site Name

Main Campus

#### Address 1

45 Columbus Ave

#### Address 2

#### Country

United States

#### State

New York

#### Other

#### City

New York

#### Region

International

#### Zip/Postal Code

10023

### Primary Contact Information

#### First Name

Janice

#### Last Name

Phillips

#### Email

jphillips@samplecollege.edu

#### Cost

\$20.00

#### Payment Method

Cash, Check, AMEX, Master Card, Visa

### Custom Email Greeting

Welcome to Sample College. We look forward to meeting you.

### Additional Test Center Information

Please park in the west parking lot.

### Test Center Hours

#### Time Zone

(GMT+13:00) Nuku'alofa

#### Test Center Details

M, T, W, Th - 9:00 am to 7:00 pm

### Custom Email Closing

Be sure to bring you confirmation email with your ACCUPLACER Test Voucher number and personal identification.



# To Register a Student for Remote Test Session

Home > Administer Test > Register Student For Remote Test Session > Find Remote Testing Center

### Find Remote Testing Center

Back Next

\* Country: United States State: New York City:

☐ Virtual Site Search Only

Submit

Available Testing Sites

1 to 4 out of 4 items < Previous | Page: 1 | Next >

Select	Institution Name	Site Name	City	Action
<input type="radio"/>	Mohawk Valley Community College	MVCC Utica/Rome Testing Site	Utica	<a href="#">View</a>
<input type="radio"/>	Onondaga Community College	Onondaga Community College	Syracuse	<a href="#">View</a>
<input type="radio"/>	Herkimer County Community College	Herkimer	Herkimer	
<input type="radio"/>	*Sample College	Main Campus	New York	

1 to 4 out of 4 items < Previous | Page: 1 | Next >

Back

Select the site where the student wants to test.

Enter the student's information.

Click Next.

Home > Administer Test > Register Student For Remote Test Session > Find Remote Testing Center > Remote Test Student Information

### Remote Test Student Information

Back Next Cancel

\* Indicates required fields

Institution Name: \*Sample College Site Name: Main Campus

\* Student ID: 44455444 \* Confirm Student ID: 44455444 \* Last Name: Sample

\* Date of Birth: Jan 31 1985

Back Next Cancel

# To Register a Student for Remote Test Session

On the next screen, select the Branching Profile that you want used when the student tests.

Click Add.

The screenshot shows a web application interface with a blue header bar containing navigation tabs: Home, Users, Test Setup, Administer Test, Reports, Resources, and Order Tests. Below the header, a breadcrumb trail reads: Home > Administer Test > Register Student For Remote Test Session > Find Remote Testing Center > Remote Test Student Information. The main heading is 'Select a Remote Branching Profile'. Below this heading are three buttons: 'Back', 'Add', and 'Cancel'. A blue information icon is followed by three lines of text: '\*Branching Profile inherited from the Institution level.', '\*\*Branching Profile inherited from the Group Level.', and '\*\*\*Branching Profile inherited from the ACCUPLACER System.' Below this is a light blue box titled 'Select a Remote Branching Profile' containing a dropdown menu. The dropdown menu is open, showing a list of options: '- Select One -', '- Select One -', CSP, CSP Basic, Diagnostic EA, Diagnostic RC, Elementary Algebra, English MWM, ESL Listening, Fall Testing, Math, Spring Testing, WP Absolute Responsibility, and WP Technology. To the right of the dropdown menu are 'Add' and 'Cancel' buttons.

# To Register a Student for Remote Test Session

Confirmation email will display with student's Test Voucher Number.

Click **Submit** to complete registration.

The student and the Remote Test Center contact person will receive a confirmation email similar to the one to the right.

Dear Student Sample:

Welcome to Sample College. Please call 212 731-5555 to make an appointment to test.

Voucher Number: MC8YB4C5

**\*\* You must have your voucher number when you arrive at the remote testing site.**

You have been registered to test using the following information:

Student ID: 444554444

Examinee Details:

Student Sample

1251 W Main

Dallas, Texas, 75001

Mobile Phone: 214-666-7777

Home Phone: 214-777-8888

Email: [sstudent@gmail.com](mailto:sstudent@gmail.com)

Your voucher number is valid until: Aug 17, 2014

**ACCUPLACER Remote Test Site Information**

Main Campus

11255 Central

Dallas, TX 75024

Email: [smarager@samplecollege.edu](mailto:smarager@samplecollege.edu)

Please park in the west parking lot.

Payment Method: Cash, Check, AMEX, MasterCard, Visa

Cost: \$20.00

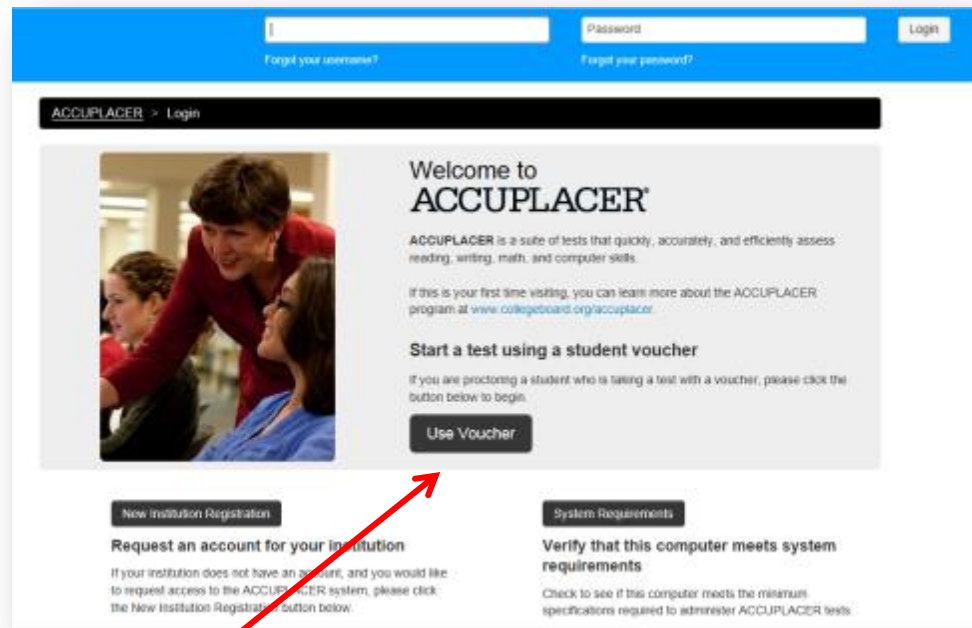
Test Center Hours: M, T, W, Th - 9:00 am to 7:00 pm

# **Administering Tests Using a Remote Test Session Voucher**

# To Administer Tests at a Remote Test Site

When a student comes to a Remote Test Site to test, the Proctor must confirm the student's ID before testing.

To begin the test session the Proctor must click the “Use Voucher” button on the ACCUPLACER Login screen.



# To Administer Tests at a Remote Test Site

When prompted, the proctor/student enters the Voucher Number from the student's email, the student's Last Name, and Date of Birth.

**Administer Test - Voucher Screen**

**Instructions**  
A test voucher is required to launch ACCUPLACER tests from this page. If you have been provided with a test voucher please enter the information exactly as it appears on the voucher. You will also be required to enter your birth date to validate your identity. If you are unable to proceed, please contact your test administrator to verify the voucher information.  
\* Indicates required fields

* Voucher Number	* Last Name	
<input type="text" value="MC8YB4C5"/>	<input type="text" value="Sample"/>	
* Date of Birth		
<input type="text" value="Jan"/>	<input type="text" value="31"/>	<input type="text" value="1985"/>

Submit

# To Administer Tests at a Remote Test Site

On the Proctor/Site Manager Authentication Screen, the Proctor must enter his/her User Name and Password, and the system will automatically link to the referring institution's site.

**Proctor/Site Manager Authentication Screen**

**Instructions**  
A test administrator is required to confirm the identity of the person conducting the test and authorize this test session. An ACCUPLACER Site Manager or Proctor must enter their valid user credentials to authenticate this test session and proceed to the test administration.  
\* Indicates required fields

**Your test session request has been successfully submitted and is pending administrative approval. If you are awaiting remote authorization, please stand by as the process may take up to one minute.**

\* User Name

\* Password

Back

Submit

# To Administer Tests at a Remote Test Site

- When students complete testing at the remote site, their test data is sent to the referring institution's database.
- Test units are deducted from the referring institution's account.
- Branching Profiles and Placement Rules set up at the referring institution's site are used during testing.
- Individual Score Report generated at the end of testing uses the configurations determined by the referring institution.