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
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?
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.
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 WMaine
Dallas, Texas, 75001
Mobile Phone: 214-666-7777
Home Phone: 214-777-8888
Email: 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: smanager@samplecollege.edu

Please park in the west parkinglot.

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.
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.
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.
To Register a Student for Remote Test Session

Click the View link to see additional information about the Remote Test Site.
To Register a Student for Remote Test Session

Detailed view of the additional information about the Remote Test Site

Remote Test Site Information

<table>
<thead>
<tr>
<th>ACCUPLACER Test Site information.</th>
<th>Remote Site Name</th>
<th>Main Campus</th>
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<tbody>
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<td>45 Columbus Ave</td>
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<td>City</td>
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<td>Payment Method</td>
<td>Cash, Check, AMEX, Master Card, Visa</td>
</tr>
</tbody>
</table>

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.

CollegeBoard
To Register a Student for Remote Test Session

Select the site where the student wants to test.

Enter the student’s information.
Click Next.
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.
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.
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.
To Administer Tests at a Remote Test Site

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