



ACCUPLACER Placement Test Administration

Standard Test Administration Quick Guide

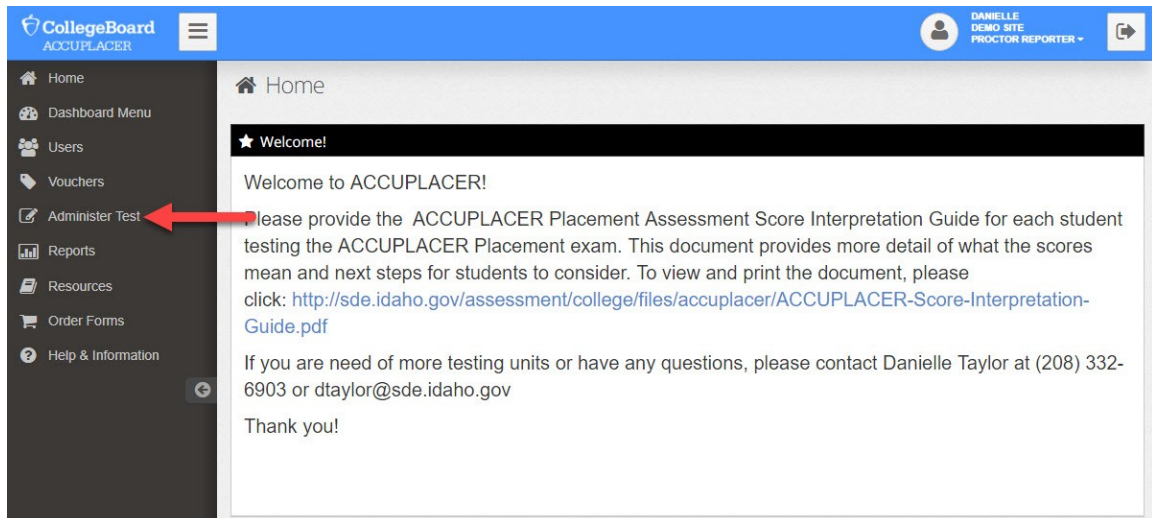
STEPS TO ADMINISTER TEST

1. Visit the [ACCUPLACER Portal](#).
2. Log-in to the portal by enter your **User Name** and **Password**.

Note. Please contact your school's Site Manager to obtain a proctor account.

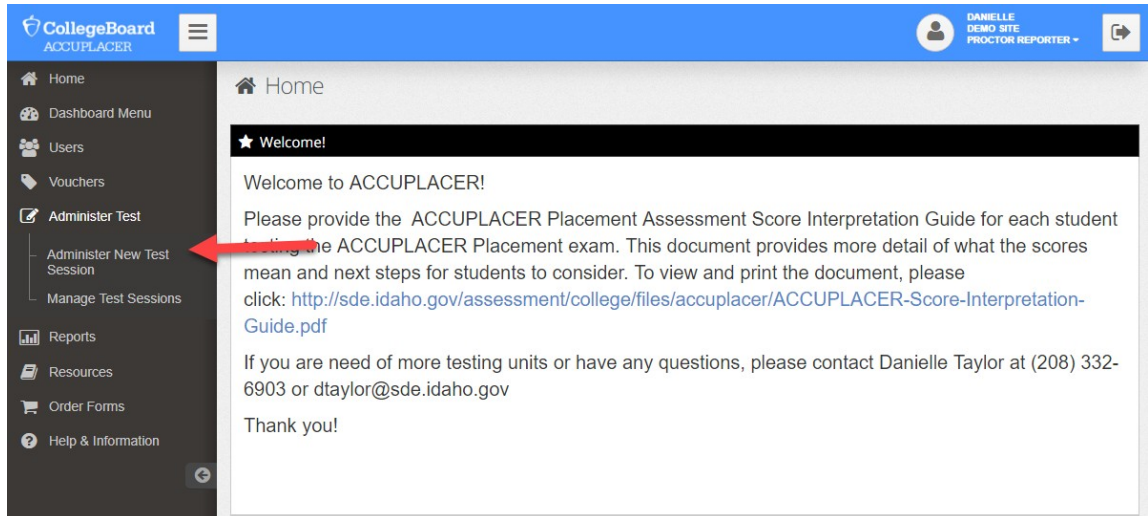
3. Click on Administer Test tab on the left side of the navigation panel. You must complete the certificate of test administration to view this option.

ACCUPLACER Login Home Page Screen Shot



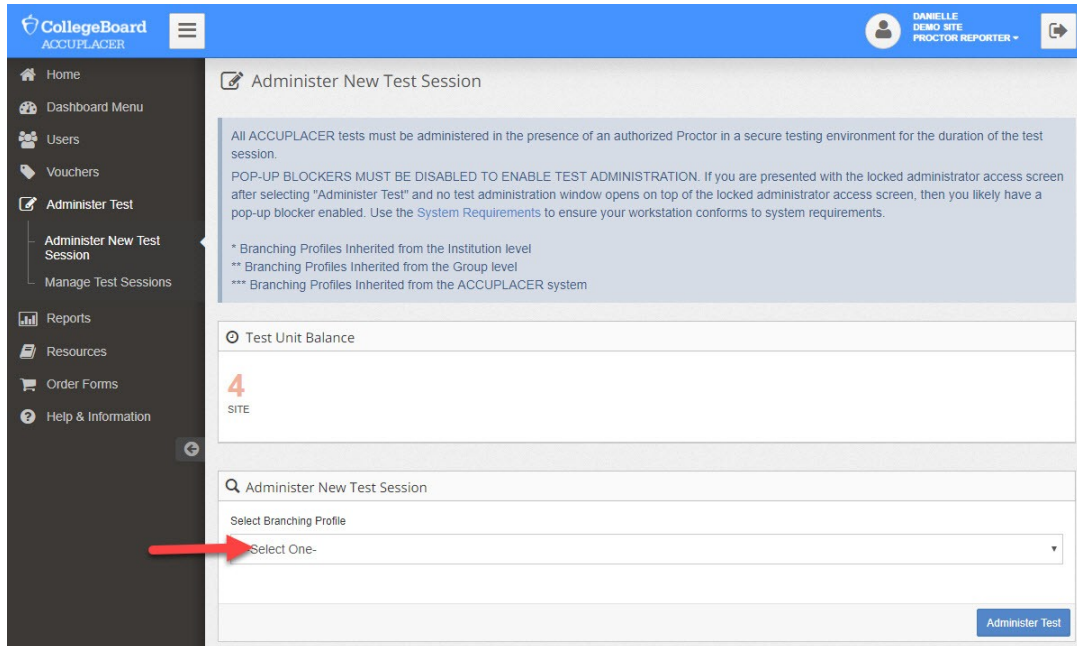
4. Click on **Administer New Test Session**.

ACCUPLACER Login Home Page Screen Shot



5. Choose **Branching Profile** (test session to be administered to student) from dropdown menu. See the [Branching Profile](#) section (page 3) for more information.

Administer New Test Session Page Screen Shot



Important: You will need 3 units for each student. If you do not have enough units, please have your Site Manager submit a request at [ACCUPLACER Unit Request Form](#).

Branching Profile

Branching Profile determines which tests will be administered and under what conditions. There are four Branching Profiles (BP) for Proctors to choose from when they administer an ACCUPLACER test session. The IEP team should decide which Branching Profile is appropriate for the student, considering the student's accommodations and post-school goals.

1. Reading, Writing, and Math/Arith

This BP is to be used for all students who will be taking the tests without screen reader software (text to speech).

This BP will begin with reading, then move to writing, and lastly the student will take a math test (Arithmetic). The entire test session is untimed. Students are allowed to complete this BP over multiple days by utilizing the save and finish later functionality. If the save and finish later functionality is used, students have 14 days to complete the BP.

2. Reading, Writing, and Math/QAS

This BP is to be used for all students who will be taking the tests without screen reader software (text to speech).

This BP will begin with reading, then move to writing, and lastly the student will take a math test (Quantitative Reasoning, Algebra, and Statistics). The entire test session is untimed. Students are allowed to complete this BP over multiple days by utilizing the save and finish later functionality. If the save and finish later functionality is used, students have 14 days to complete the BP.

3. Reading, Writing, and Math/Arith (choose if using Screen Reader Software)

This BP is to be used for students who will be taking the tests with screen reader software (text to speech). This BP has test settings set to allow screen reader software to properly work.

This BP will begin with reading, then move to writing, and lastly the student will take a math test (Arithmetic). The entire test session is untimed. Students are allowed to complete this BP over multiple days by utilizing the save and finish later functionality. If the save and finish later functionality is used, students have 14 days to complete the BP. The following screen readers have been vetted to work with the ACCUPLACER program (note if a math question contains a picture or graph a human reader may be needed to assist as text to speech software often skips over pictures and graphs)

- Zoom Text: <https://www.zoomtext.com/products/>
- Kurzweil 3000 for Windows:
<https://www.kurzweiledu.com/products/products.html>
- JAWS (Job Access with Speech):
<http://www.freedomscientific.com/Products/software/JAWS/>
- NVDA (NonVisual Desktop Access): <https://www.nvaccess.org/download/>
- Other Screen Reader Programs such as Read Write Gold may also be compatible with the ACCUPLACER platform

4. Reading, Writing, and Math/QAS (choose if using Screen Reader Software)

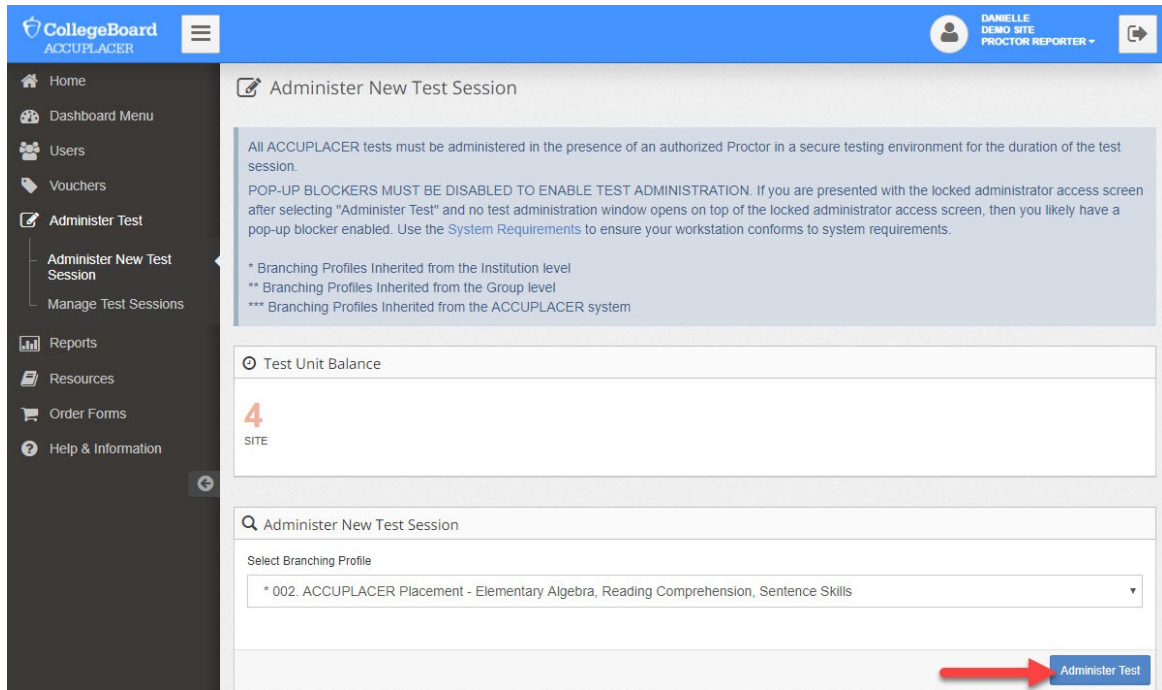
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- Zoom Text: <https://www.zoomtext.com/products/>
- Kurzweil 3000 for Windows:
<https://www.kurzweiledu.com/products/products.html>
- JAWS (Job Access with Speech):
<http://www.freedomscientific.com/Products/software/JAWS/>
- NVDA (NonVisual Desktop Access): <https://www.nvaccess.org/download/>
- Other Screen Reader Programs such as Read Write Gold may also be compatible with the ACCUPLACER platform

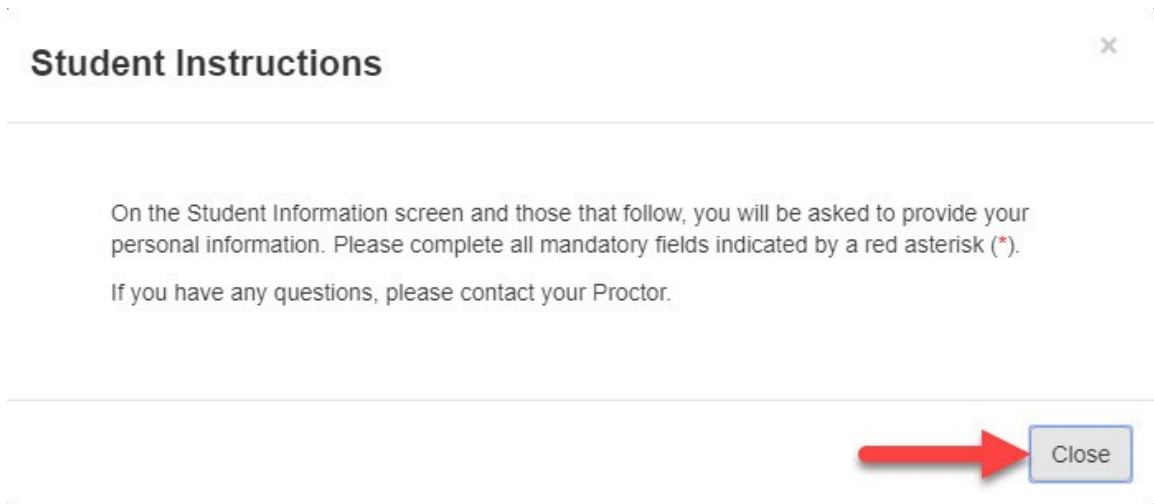
6. Click on the **Administer Test** button.

Administer New Test Session Page Screen Shot



7. Student reads student privacy policy and clicks **Accept**.
8. Student reads Student Instructions and clicks **Close**.

Student Instructions Warning Pop-Up Screen Shot



9. Student enters their EUID, confirms EUID, last name, and date of birth.
10. Click **Next**.

Student Information Screen Shot

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ACCUPLACER

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This site should not be used to test students.
This site administers live test items and should be held to our standard test security guidelines.

Student Information

Instructions
Student Instructions
* Indicates required fields

Institution Name
Idaho State Department of Education

Site Name
Demo Site

* Student ID
333333333

* Confirm Student ID
333333333

* Last Name
Taylor

* Date of Birth
12/31/2002

Back Next

11. A pop-up window will appear, asking if it is okay to continue. If it is, select **Yes**.

Are you sure you would like to continue?

Cancel Yes

12. The student needs to complete demographic info page. The student needs to click on **Save**.

*Note. Student only needs to fill out items with an **

Student Demographic Information Screen Shot

Institution Name Idaho State Department of Education	Site Name Demo Site
Branching Profile Name * 002. ACCUPLACER Placement - Elementary Algebra, Reading Comprehension, Sentence Skills	Voucher Number N/A

* First Name Danielle	Middle Name Elizabet	* Last Name Taylor
* Address 1 650 W. State St.	Address 2	
* Country United States	* State -Select One-	If Other Specify
* City Boise	* ZIP/Postal Code 83702	
* Student ID 13333	* Confirm Student ID 13333	Email dtaylor@sde.idaho.gov
Home Phone Number 2083326903	Mobile Phone Number 2083326903	* Date of Birth 2002-12-01
* Gender Female	* How do you describe yourself? White	

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[College Board Privacy Policy](#)

Back Save

13. A pop-up window will appear, asking if it is okay to continue. If it is, select **Yes**.

Are you sure you would like to continue?

Cancel Yes


14. This will trigger the test to begin. There will be a “Welcome to ACCUPLACER!” screen informing the student what the ACCUPLACER Placement test is. Click **Next**.

Welcome to ACCUPLACER Screen Shot

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ACCUPLACER

Danielle Taylor
ID: 13333 [View Tutorial](#)

This site is designed for use by faculty and staff who are reviewing tests.
This site should not be used to test students.
This site administers live test items and should be held to our standard test security guidelines.

Welcome 

Welcome to ACCUPLACER!

You are about to take ACCUPLACER tests. The purpose of these tests is to help determine your level of skill in one or more academic areas. The scores you receive will be used to assist in determining the most appropriate courses for you at this time.

ACCUPLACER multiple-choice tests are adaptive, which means you must answer each question as it is presented to you before you can continue to the next question. You cannot skip a question or go back to a previous question to change your answer.

It's very important that you do your best on these tests.

The Proctor is not permitted to help you with any test questions. However, if you need anything else during the test, please inform the Proctor.

Next

15. The student will need to read and understand the directions for answering questions. Click on **Start Test Session**. Once the student clicks on **Start Test Session**, they will need to select the box that they have read and agree to the above terms and conditions. Click **Accept**.

Terms and Conditions Screen Shot

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Danielle Taylor
ID: 13333 | View Tutorial

This site is designed for use by faculty and staff who are reviewing tests.
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Terms and Conditions

By checking the box below, you agree that you:

- are the person whose name is printed on the photo ID used to take the test,
- understand that all test material presented is **confidential** and owned solely by the College Board, and
- will not share the information presented in this test in any way, with anyone, even after you complete the test.

I have read and agree to the above terms and conditions.

Decline Accept

16. Once this is selected, the ACCUPLACER Placement test will begin. At first, the student will be provided a few sample questions before the actual test begins.