



ACCUPLACER®

Revealing Potential. Expanding Opportunity.

ACCUPLACER Pre-registration: *Creating and Using Vouchers*

Professional Development Series

ACCUPLACER Pre-registration

The ACCUPLACER platform supports pre-registration of students who will be taking ACCUPLACER tests.

Site Manager and Proctors can pre-register students, and students can supplement or edit their profile information when they login to take the test.

Saves time on testing day, improves accuracy of student data

This session will cover:

Pre-registration System:

- Creating a template with your student data
- Importing that template into the ACCUPLACER system

Voucher Generation:

- Generating and printing a voucher for each pre-registered student
- Adding and removing students from a pre-registered group

Test Administration Using the Pre-registration System

Two Step Process

- 1. Preregister Students:** Populate a pre-made template with student data and import into ACCUPLACER system
- 2. Create Vouchers:** Print vouchers (one per student) for students to use when logging on to begin an

ession

The image shows a screenshot of an Excel spreadsheet titled "Excel_Spread_Sheet_Template (Pre-Reg) (Compatibility Mode)". The spreadsheet has columns labeled A through S. The headers for columns A through S are: Student ID, First Name, Middle Name, Last Name, DOB Month, DOB Day, DOB Year, Address 1, Address 2, City, State (Province), If other Specify, Zip/Post, Country, Email Address, Gender, Self Description, Home Phone Number, and Mobile Phone. The spreadsheet is mostly empty, with a dropdown menu open for the "Gender" cell in row 2, showing options: Female, Male, Other, and a scroll bar.

The image shows a screenshot of an ACCUPLACER Test Voucher. The header is "ACCUPLACER Test Voucher" with the CollegeBoard logo. The voucher contains the following information:

Voucher: 6H35Y11L

Student ID: 445111

First Name: Albert

Last Name: Adams

You have been pre-registered to take the ACCUPLACER tests and have been issued the unique voucher number shown to the left. When you are ready to test, you will need to use the test voucher number to access your student information that has been entered for you.

Learn more about the ACCUPLACER tests, see sample questions, and review tips to help you do your best on the tests at www.collegeboard.com/student/testing/accuplacer/.

To start your test session take this voucher to the testing center and give it to the proctor who will get you started.

This voucher expires thirty (30) days from the date of issuance.

Message from the Institution

You are scheduled to take the ACCUPLACER tests on Monday, June 6, 2011 at 1:30 pm. Please bring this voucher and a picture ID to room 207 of the Student Services Building.

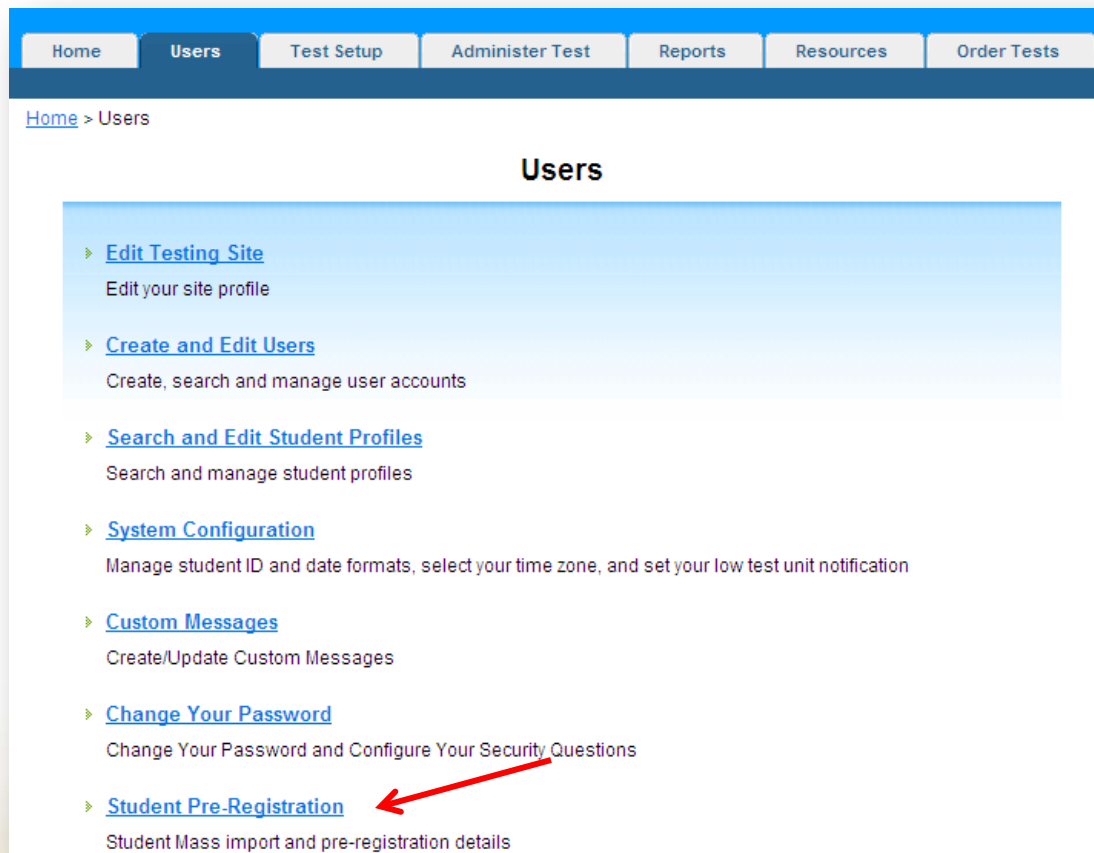


Step 1 Pre-registering Students

Pre-registering students:

To begin

From the Users tab, select [Student Pre-Registration](#).



Home > Users

Users

- ▶ [Edit Testing Site](#)
Edit your site profile
- ▶ [Create and Edit Users](#)
Create, search and manage user accounts
- ▶ [Search and Edit Student Profiles](#)
Search and manage student profiles
- ▶ [System Configuration](#)
Manage student ID and date formats, select your time zone, and set your low test unit notification
- ▶ [Custom Messages](#)
Create/Update Custom Messages
- ▶ [Change Your Password](#)
Change Your Password and Configure Your Security Questions
- ▶ [Student Pre-Registration](#) ←
Student Mass import and pre-registration details

Pre-registering Students:

Import student data

Select [Import Student Profile Information](#).

Home > Users > Student Pre-Registration

Student Pre-Registration

- ▶ [Import Student Profile Information](#)
- ▶ [Student Profile Information Imports](#)

← Back

Pre-registering Students:

Retrieve the template

Select Student Preregistration Template.

Home > Users > Student Pre-Registration > Import Student Profile Information

Import Student Profile Information

← Back Submit Cancel

i Select Browse and choose a file to batch import Student Profile Information. The file format MUST match the [Student Preregistration Template](#) and will only accept the following file formats: *.xls, *.xlsx and *.csv. Please refer to the [Student Preregistration Guidelines](#) for detailed information.

* Indicates required fields

* Does your file include a header row? Yes No

* Import File Browse...

← Back Submit Cancel

Pre-registering Students:

Populate the template

The image shows a spreadsheet with the following columns: Student Id, First Name, Middle Name, Last Name, DOB-Month, DOB-Day, DOB-Year, Address 1, Address 2, City, State/Province, If other Specify, Zip/Postal Code, Country, Email Address, Gender, Self Description, Home Phone Number, and Mobile Phone. The 'Self Description' dropdown menu is open, showing options: American Indian or Alaska Native, Asian, Asian American or Pacific Islander, Black or African American, Mexican or Mexican American, Puerto Rican, Other Hispanic, Latino, or Latin American, White, and Other.

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	Student Id	First Name	Middle Name	Last Name	DOB-Month	DOB-Day	DOB-Year	Address 1	Address 2	City	State/Province	If other Specify	Zip/Postal Code	Country	Email Address	Gender	Self Description	Home Phone Number	Mobile Phone
2																			
3																			
4																			
5																			
6																			
7																			
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24																			
25																			

This spreadsheet contains all of the fields on the Student Information screen. Complete this spreadsheet with your student information. Any entry on this spreadsheet will appear on the Student Information screen when a student begins testing.

The student can edit these fields (except Student ID, First Name, Last Name, DOB-Month, DOB-Day and DOB-Year) at the beginning of testing.

Pre-registering Students:

Sample spreadsheet

Student Id	First Name	Middle Name	Last Name	DOB-Month	DOB-Day	DOB-Year	Address 1	Address 2	City	State/ Province
445111	Albert	F	Adams	1	5	1993	2713 W March		Denver	CO
445122	Philip	A	Brown	5	12	1992	1588 N Bow		Denver	CO
445123	Anne	D	Phillips	5	16	1993	5977 S Willow		Denver	CO
445129	Sue	B	Peterson	6	11	1994	8971 Main		Denver	CO
445126	William	C	Johnson	8	30	1999	1745 W Rhodes		Denver	CO
445127	Jordan	Y	Wilson	3	15	1998	8622 NW 67th St	#332	Denver	CO

DO NOT change column headings.

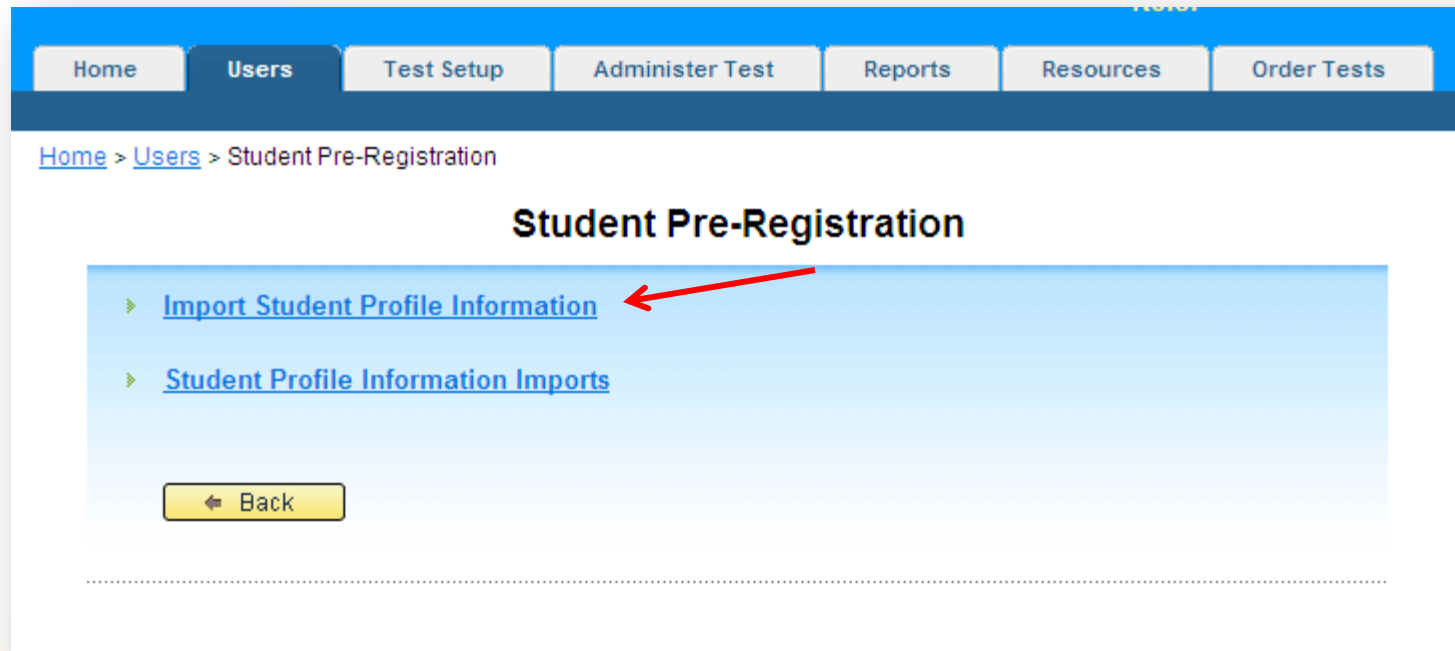
Tips for Completing the Template

- Refer to the [Student Pre-Registration Guidelines](#) for information concerning codes that should be used in your import file.
- Student ID, First Name, Last Name, DOB-Month, DOB-Day and DOB-Year are required fields, **student cannot change these**. Use Excel formula to separate birthdates from one to three columns.
- Use the dropdown menu Self Description. Student has the ability to change this field during their testing session if they disagree.
- Carefully review your template, save it as an xls, xlsx, or csv file.

Pre-registering Students:

importing the template into the ACCUPLACER system

Click on the Users tab, and select [Import Student Profile Information](#).



Pre-registering Students:

Browse for the template

Indicate if your file includes header rows, click **Browse** to find the import file (template) that you created and select it.

The file name will appear in the **Import File** field. Click **Submit**.

Home > Users > Student Pre-Registration > Import Student Profile Information

Import Student Profile Information

← Back Submit Cancel

i Select Browse and choose a file to batch import Student Profile Information. The file format MUST match the [Student Preregistration Template](#) and will only accept the following file formats: *.xls, *.xlsx and *.csv. Please refer to the [Student Preregistration Guidelines](#) for detailed information.

* Indicates required fields

* Does your file include a header row? Yes No

* Import File Browse

← Back Submit Cancel

Pre-registering Students:

Checking for errors

Edit Student Profile Information

← Back Delete Save/Refresh Import Students Cancel

See below for listing of specific errors
Total Records Imported: 19
Total Valid Records: 18
Total Records With Errors: 1
Expand each box below to see a list of errors and/or warnings for that row
Errors in Row 8

See the status of the import below. Any errors indicated in the detailed list of errors must be corrected before the student profile information can be imported. After correcting errors, use the Save/Refresh button to confirm all data fields are valid. Use Save/Refresh to save edits and import later.

* Indicates required fields

<input type="checkbox"/>	2	445122	Philip	A	Brown	May
<input type="checkbox"/>	3	445123	Anne	D	Phillips	May
<input type="checkbox"/>	4	445129	Sue	B	Peterson	Jun
<input type="checkbox"/>	5	445126	William	C	Johnson	Aug
<input type="checkbox"/>	6	445127	Jordan	Y	Wilson	Mar
<input type="checkbox"/>	7	445178	Elizabeth	E	Edwards	Jan
<input checked="" type="checkbox"/>	8	445111	Harty	K	Moody	Feb
<input type="checkbox"/>	9	445189	Andy	E	Jackson	Aug

← Back Delete Save/Refresh Import Students Cancel

If ACCUPLACER detects any errors, such as a duplicate Student ID number, the error(s) will be noted and highlighted as shown above. Correct the error and click **Save/Refresh**.

Pre-registering Students:


Importing the file

Once all errors are corrected, click **Import Students**.

Edit Student Profile Information

[← Back](#) [Delete](#) [Save/Refresh](#) [Import Students](#) [Cancel](#)

Total Records Imported: 19
Total Valid Records: 19
The Student records are valid, please click on Import Students to initiate the import process

 See the status of the import below. Any errors indicated in the detailed list of errors must be corrected before the student profile information can be imported. After correcting errors, use the Save/Refresh button to confirm all data fields are valid. Use Save/Refresh to save edits and import later

* Indicates required fields

<input type="checkbox"/>	Row No	*Student ID	*First Name	Middle Name	*Last Name	*DOB Month
<input type="checkbox"/>	1	445111	Albert	F	Adams	Jan
<input type="checkbox"/>	2	445122	Philip	A	Brown	May
<input type="checkbox"/>	3	445123	Anne	D	Phillips	May
<input type="checkbox"/>	4	445129	Sue	B	Peterson	Jun
<input type="checkbox"/>	5	445126	William	C	Johnson	Aug
<input type="checkbox"/>	6	445127	Jordan	Y	Wilson	Mar

[← Back](#) [Delete](#) [Save/Refresh](#) [Import Students](#) [Cancel](#)

Pre-registering Students:

Verifying the status of imported file

When you click Student Profile Information Imports, you will see your imported file listed.

The screenshot shows two overlapping windows from the Student Pre-Registration system. The background window is titled "Student Pre-Registration" and has a navigation menu with two items: "Import Student Profile Information" and "Student Profile Information Imports". The "Student Profile Information Imports" item is highlighted with a red rectangular box. Below the menu is a "Back" button.

The foreground window is titled "Student Profile Information Imports" and contains the following elements:

- A "Back" button on the left.
- "Refresh" and "Cancel" buttons on the right.
- An information icon followed by instructions: "Select Edit/Import to view details of the import file and make any necessary edits to the Student Profile information. After you have confirmed and saved your edits you must upload the file to pre-register the list of students. Imported files expire from this list after 30 days. Click on the Refresh button to update the file status."
- A table with the following data:

Imported Date	File Name	No of Students	Status	Action
08-Jun-2011 12:05:00	Import file.xls	19	Imported	Delete Export

Below the table, there is another "Back" button, "Refresh" button, and "Cancel" button. The "Status" column in the table is highlighted with a red rectangular box.




Step 2 Voucher Generation

Voucher Generation

- Only Site Managers or Proctors can generate test vouchers.
- To generate a test vouchers click on the Administer Test tab, then select Voucher Generation.

Administer Test

Test Unit Balance for Site: 18.5 units remaining

- ▶ [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 the Manage Open Test Sessions feature
- ▶ [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

Voucher Generation:

Choose the file

Select the imported file you want to use by putting a check mark in the box next to the file and click **Generate Voucher**.

The screenshot displays the 'PreRegistered Student File Details' page. At the top, there is a navigation bar with tabs for Home, Users, Test Setup, Administer Test, Reports, Resources, and Order Tests. Below the navigation bar, the breadcrumb trail reads 'Home > Administer Test > PreRegistered Student File Details'. The main heading is 'PreRegistered Student File Details'. There are two 'Generate Voucher' buttons and one 'Cancel' button. The first 'Generate Voucher' button is highlighted with a red box. Below the buttons, there is an information icon and the text 'Click the Generate Voucher to proceed.' A table shows '1 to 1 out of 1 items' with columns for 'Imported Date', 'File Name', and 'No of Students'. The table contains one row with a checked checkbox, '08-Jun-2011 12:05:00', 'Import file.xls', and '19'. At the bottom, there are two 'Generate Voucher' buttons and one 'Cancel' button.

	Imported Date	File Name	No of Students
<input checked="" type="checkbox"/>	08-Jun-2011 12:05:00	Import file.xls	19


Voucher Generation:

Assign branching profile

A list of all student from your import file is shown. In order to generate a voucher, you must assign each student a Branching Profile.

Voucher Generation

[← Back](#) [Generate Voucher](#) [Cancel](#)

 Select the branching profile to generate the Voucher.

* Branching Profiles inherited from the institution.
** Branching Profiles provided by the ACCUPLACER System.

Please select a Branching Profile:

[Apply Branching Profile](#)

[Add New Students](#) [Remove Selected Students](#)

1 to 19 out of 19 items

<input checked="" type="checkbox"/>	Student ID	First Name	Last Name	Date of Birth	Branching Profile	File Name	File Imported Date
<input checked="" type="checkbox"/>	445111	Albert	Adams	05-Jan-1993		Import file.xls	08-Jun-2011 12:05:00
<input checked="" type="checkbox"/>	445112	Harty	Moody	05-Feb-1975		Import file.xls	08-Jun-2011 12:05:00
<input checked="" type="checkbox"/>	445122	Philip	Brown	12-May-1992		Import file.xls	08-Jun-2011 12:05:00
<input checked="" type="checkbox"/>	445123	Anne	Phillips	16-May-1993		Import file.xls	08-Jun-2011 12:05:00

Tips for Choosing a Branching Profile

- From the **Please select a Branching Profile** dropdown menu, select the branching profile you want students to use and click **Apply Branching Profile**.
- If you want all students to use the same branching profile, check the box on the dark blue line.
- If you want to use different branching profiles for students, check the box next to a student's name and select the branching profile you want that student to use.

Voucher Generation:

Adding another student to existing group

To add another student click **Add New Student**. Enter your search criteria on the next screen and click **Perform Search**.

Voucher Generation

← Back Generate Voucher Cancel

Select the branching profile to generate the Voucher.

* Branching Profiles inherited from the institution.
** Branching Profiles provided by the ACCUPLACER System.

Please select a Branching Profile:

Fall Testing Apply Branching Profile

Add New Students Remove Selected Students

1 to 19 out of 19 items

<input checked="" type="checkbox"/>	Student ID	First Name	Last Name	Date of
<input checked="" type="checkbox"/>	445111	Albert	Adams	05-Jan-
<input checked="" type="checkbox"/>	445112	Harty	Moody	05-Feb-
<input checked="" type="checkbox"/>	445122	Philip	Brown	12-May-
<input checked="" type="checkbox"/>	445123	Anne	Phillips	16-May-

Student Search

← Back Perform Search Cancel

Find by Search Filter

Institution Name
*Sample College

Site Name Created Date From (MM/DD/YYYY) To (MM/DD/YYYY)

Main Campus

AND/OR Find Student By Name

Student ID First Name Last Name

AND OR Find Student By Pre-Registration File

File Name

Imported Date

Common

Range From To

MM/DD/YYYY MM/DD/YYYY

← Back **Perform Search** Cancel

Voucher Generation:

Adding another student to existing group

Check the student to be added and click **Add Students**.

Student Search Results

[← Back](#) [Modify Your Search Criteria](#) [Add Students](#) [Cancel](#)

Institution Name: *Sample College Site Name: Main Campus

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

<input type="checkbox"/>	Student ID	First Name	Last Name	Date of Birth	Pre Registered	File Name	File Imported Date
<input checked="" type="checkbox"/>	445126	William	Johnson	30-Aug-1999	Yes	Import file.xls	08-Jun-2011 12:05:00

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

[← Back](#) [Modify Your Search Criteria](#) [Add Students](#) [Cancel](#)


Voucher Generation:

Adding another student to existing group

The student's name now appears in the list. Select a new branching profile for the student and click **Apply Branching Profile**.

Voucher Generation

[← Back](#) [Generate Voucher](#) [Cancel](#)

 Select the branching profile to generate the Voucher.

* Branching Profiles inherited from the institution.
** Branching Profiles provided by the ACCUPLACER System.

Please select a Branching Profile:

[Apply Branching Profile](#)

[Add New Students](#) [Remove Selected Students](#)

1 to 20 out of 20 items


<input type="checkbox"/>	Student ID	First Name	Last Name	Date of Birth	Branching Profile	File Name	File Imported Date
<input type="checkbox"/>	445111	Albert	Adams	05-Jan-1993		Import file.xls	08-Jun-2011 12:05:00
<input type="checkbox"/>	445112	Harty	Moody	05-Feb-1975		Import file.xls	08-Jun-2011 12:05:00
<input type="checkbox"/>	445122	Philip	Brown	12-May-1992		Import file.xls	08-Jun-2011 12:05:00
<input type="checkbox"/>	445123	Anne	Phillips	16-May-1993		Import file.xls	08-Jun-2011 12:05:00
<input type="checkbox"/>	445126	William	Johnson	30-Aug-1999		Import file.xls	08-Jun-2011 12:05:00

Voucher Generation:

Removing a student from existing group

To remove a student from the list, put a check in the box next to the student's name and click **Remove Selected Student**.

Voucher Generation

 Select the branching profile to generate the Voucher.

* Branching Profiles inherited from the institution.
** Branching Profiles provided by the ACCUPLACER System.

Please select a Branching Profile:

1 to 20 out of 20 items

<input type="checkbox"/>	Student ID	First Name	Last Name	Date of Birth	Branching Profile	File Name	File Imported Date
<input type="checkbox"/>	445111	Albert	Adams	05-Jan-1993		Import file.xls	08-Jun-2011 12:05:00
<input type="checkbox"/>	445112	Harty	Moody	05-Feb-1975		Import file.xls	08-Jun-2011 12:05:00
<input type="checkbox"/>	445122	Philip	Brown	12-May-1992		Import file.xls	08-Jun-2011 12:05:00
<input type="checkbox"/>	445123	Anne	Phillips	16-May-1993		Import file.xls	08-Jun-2011 12:05:00
<input type="checkbox"/>	445126	William	Johnson	30-Aug-1999		Import file.xls	08-Jun-2011 12:05:00


Voucher Generation:

Printing the vouchers

Place a check mark next to each of the students that you want to create a voucher for, and then can click **Generate Voucher**. The vouchers will appear on the next screen.

Voucher Generation

[← Back](#) [Generate Voucher](#) [Cancel](#)

 Select the branching profile to generate the Voucher.

* Branching Profiles inherited from the institution.
** Branching Profiles provided by the ACCUPLACER System.

Please select a Branching Profile:

[Apply Branching Profile](#)

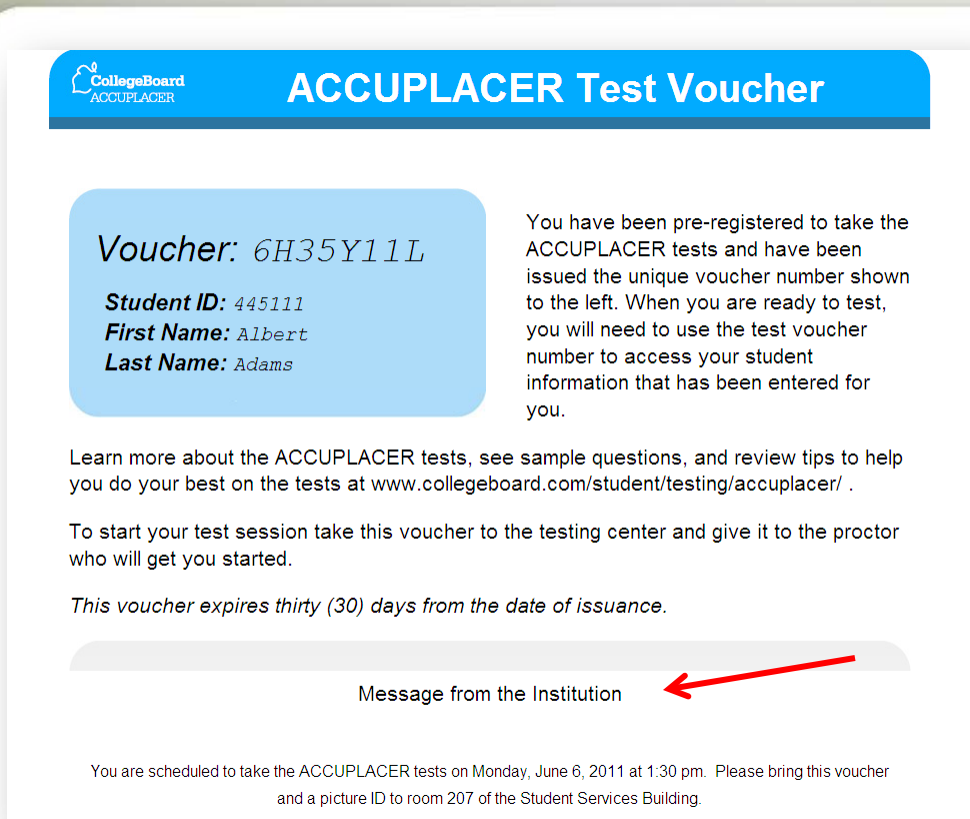
[Add New Students](#) [Remove Selected Students](#)

1 to 20 out of 20 items

<input type="checkbox"/>	Student ID	First Name	Last Name	Date of Birth	Branching Profile	File Name	File Imported Date
<input checked="" type="checkbox"/>	445111	Albert	Adams	05-Jan-1993		Import file.xls	08-Jun-2011 12:05:00
<input type="checkbox"/>	445112	Harty	Moody	05-Feb-1975		Import file.xls	08-Jun-2011 12:05:00
<input type="checkbox"/>	445122	Philip	Brown	12-May-1992		Import file.xls	08-Jun-2011 12:05:00
<input type="checkbox"/>	445123	Anne	Phillips	16-May-1993		Import file.xls	08-Jun-2011 12:05:00
<input type="checkbox"/>	445126	William	Johnson	30-Aug-1999		Import file.xls	08-Jun-2011 12:05:00

Sample Voucher:

Add a custom message



The image shows a sample ACCUPLACER Test Voucher. At the top left is the CollegeBoard ACCUPLACER logo. The title "ACCUPLACER Test Voucher" is centered at the top. On the left, a light blue rounded rectangle contains the voucher number "6H35Y11L" and student information: "Student ID: 445111", "First Name: Albert", and "Last Name: Adams". To the right of this box, text explains that the student is pre-registered and must use the voucher number to access their information. Below this, there is a link to learn more about the tests and instructions on how to use the voucher at a testing center. A note states the voucher expires 30 days from issuance. At the bottom, there is a grey bar labeled "Message from the Institution" with a red arrow pointing to it, and a specific message about the test date and location.

CollegeBoard
ACCUPLACER

ACCUPLACER Test Voucher

Voucher: 6H35Y11L

Student ID: 445111
First Name: Albert
Last Name: Adams

You have been pre-registered to take the ACCUPLACER tests and have been issued the unique voucher number shown to the left. When you are ready to test, you will need to use the test voucher number to access your student information that has been entered for you.

Learn more about the ACCUPLACER tests, see sample questions, and review tips to help you do your best on the tests at www.collegeboard.com/student/testing/accuplacer/.

To start your test session take this voucher to the testing center and give it to the proctor who will get you started.

This voucher expires thirty (30) days from the date of issuance.

Message from the Institution

You are scheduled to take the ACCUPLACER tests on Monday, June 6, 2011 at 1:30 pm. Please bring this voucher and a picture ID to room 207 of the Student Services Building.

- To add a custom message to the voucher click on the Users tab and select Custom Messages.
- Your message will appear in the *Message from the Institution* area of the voucher.

Search and Reprint Voucher:

If student misplaces voucher

Click Search and Reprint Voucher on the Administer Test tab.
Enter your search criteria and click **Perform Search**.



Search and Reprint Voucher

← Back ↘ Perform Search Cancel

Find by Search Filter

Institution Name
*Sample College

Site Name Created Date From (MM/DD/YYYY) To (MM/DD/YYYY)

Main Campus  

AND/OR Find Student By Name

Student ID First Name Last Name



Johnson

AND OR Find Student By Pre-Registration File

File Name

Imported Date

Common

Range From  To 

MM/DD/YYYY MM/DD/YYYY

← Back ↘ Perform Search Cancel

Search and Reprint Voucher:

If student misplaces voucher

Click Reprint.

Voucher Search Results

← Back Modify Your Search Criteria Cancel

Institution Name: *Sample College Site Name: Main Campus

1 to 3 out of 3 items < Previous | Page: 1 | Next >

Student Id	First Name	Last Name	Date Of Birth	Branching Profile	Expiry Date	Action
445126	William	Johnson	30-Aug-1999	Fall Testing	08-Jul-2011	Reprint
445126	William	Johnson	30-Aug-1999	Diagnostic EA	08-Jul-2011	Reprint
445126	William	Johnson	30-Aug-1999	** WritePlacer ESL	08-Jul-2011	Reprint

1 to 3 out of 3 items < Previous | Page: 1 | Next >

← Back Modify Your Search Criteria Cancel



Test Administration Using the Pre-registration System

Administer Tests Using Student Voucher

When testing students who have a Test Voucher, direct them to the ACCUPLACER login screen, www.accuplacer.org. Instruct them to click on **Use Voucher**.


The screenshot shows the ACCUPLACER login page. At the top left, it says "Welcome to ACCUPLACER" and provides a brief description of the program. Below this is a "Login" box with fields for "Username" and "Password", and a "Login" button. A link for "Forgot My Password" is also present. Below the login box, there are three columns of options, each with a button at the bottom:

- Request an account for your institution**: "If your institution does not have an account, and you would like to request access to the ACCUPLACER system, please click the New Institution Registration button below." Button: **New Institution Registration**
- Verify that this computer meets system requirements**: "Check to see if this computer meets the minimum specifications required to administer ACCUPLACER tests." Button: **System Requirements**
- Start a test using a student voucher**: "If you are proctoring a student who is taking a test with a voucher, please click the button below to begin." Button: **Use Voucher**

A red arrow points from the right side of the page towards the "Use Voucher" button.

Administer Tests Using Student Voucher

Instruct students to enter the Voucher Number and Last Name as it appears on their voucher and their Date of Birth. Click **Submit** continue.

 **ACCUPLACER Test Voucher**

Voucher: 6H35Y11L

Student ID: 445111
First Name: Albert
Last Name: Adams

You have been pre-registered to take the ACCUPLACER tests and have been issued the unique voucher number shown to the left. When you are ready to test, you will need to use the test voucher number to access your student information that has been entered for you.

Learn more about the ACCUPLACER tests, see sample questions, and review tips to help you do your best on the tests at www.collegeboard.com/student/testing/accuplacer/.


To start your test session take this voucher to the testing center and give it to the proctor who will get you started.

This voucher expires thirty (30) days from the date of issuance.

Message from the Institution

You are scheduled to take the ACCUPLACER tests on Monday, June 6, 2011 at 1:30 pm. Please bring this voucher and a picture ID to room 207 of the Student Services Building.

Administer Test - Voucher Screen

 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:

* Date of Birth:

Administer Tests Using Student Voucher

- The Proctor/Site Manager Authentication screen will appear.
- Proctor administering the test must enter his/her User Name and Password in order to continue.
- Student Information screen appears with all of the fields populated from import file that you created.
- Student can edit/change all fields except:
 - Last/First Name
 - Student ID
 - Birth Date