

Administering ACCUPLACER on behalf of Cincinnati State

College Board requires all testing personnel to be certified to administer ACCUPLACER by taking and passing the ACCUPLACER Certificate of Test Administration (ACTA) Assessment. All Proctors/monitors are expected to know all of ACCUPLACER test administration guidelines and security protocols.

How to Request an ACCUPLACER Proctor Account with Cincinnati State

Send email to: testingcenter@cincinnatiastate.edu

Include the following:

- ✓ Educators first and last names
- ✓ Job title
- ✓ Name and address of high school
- ✓ Number of students attending
- ✓ Work email address
- ✓ Work phone number

Proctor account requests can take up to 5 business days to be processed. Once processed, users will receive an email from ACCUPLACER with instructions to setup their Proctor Account.

Preparing for the ACTA

After the Proctor Account has been established, study materials can be found under the **Resources tab** of the ACCUPLACER Platform. View the following files:

- ✓ ACCUPLACER Certificate of test Administration (ACTA)
 - Training Materials for Proctor/Proctor-Reporter
 - ACTA for High School Proctors
 - Frequently Asked Questions about ACTA
- ✓ Test Security Resources
 - Chromebook Policy
 - Device Policy and Requirements
 - Safe Exam Browser Setup Instructions

Notifying Cincinnati State of your Intent to Test

Once you are certified and ready to test your students, you will need to follow these steps:

1. Send email notification to: testingcenter@cincinnatiastate.edu at **least a minimum of 3 weeks** prior to your desired test date. Be sure to include your desired test date, number of students testing, and note any necessary accommodations needed. If you do not have students needing testing accommodations, we *maybe* able to work in a shorter timeframe of 2 weeks.

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2. Receive an *Applicant Testing Report* from Cincinnati State. The report will identify all students who have applied for the CCP Program from your school and will **categorize them into two groups: students who need to test and those who do not need to test** because the College has received prior ACCUPLACER/ACT/SAT Scores which may be used to satisfy CCP testing requirements. Any student not listed on the report, but should be included, will need to submit a CCP Application. Testing is not permitted without having an active CCP Application on file.
3. Follow up with the Testing Center regarding any concerns or questions prior to your test date.

Special Note: All ACCUPLACER testing accommodations must be approved through Cincinnati State's Office of Disabilities Services.

Office of Disability Services (ODS)

Phone: (513) 569-1775

Fax: (513) 569-4744

Email: disabilities@cincinnatiastae.edu

After the testing list has been agreed upon, Proctors will receive Test Vouchers to administer the **Next Generation Reading Test** via email from a Cincinnati State Testing Staff Member at *least 1 day prior* to your test date. The email will contain detailed instructions on how to use them.

Test Day:

Although untimed, allow about 30 minutes to complete testing. Next Generation Reading Test is a 25 questions multiple-choice style assessment.

- ✓ Check the identification of **each** student. ACCUPLACER **requires** a current photo ID for testing.

Acceptable forms of IDs

Driver's license

High School ID

College ID

State or federal ID card

Passport

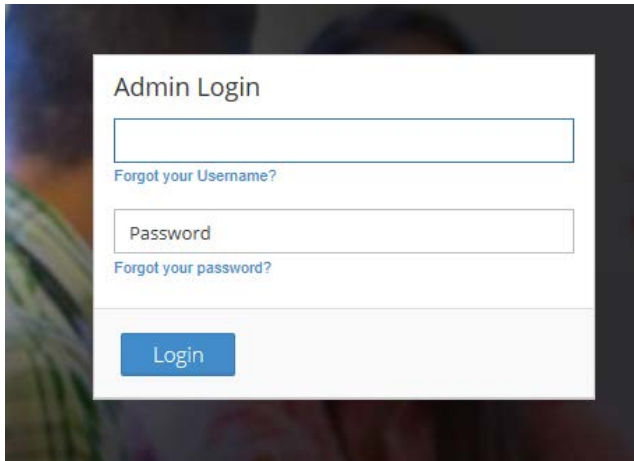
Tribal ID card

Naturalization card or certificate of citizenship

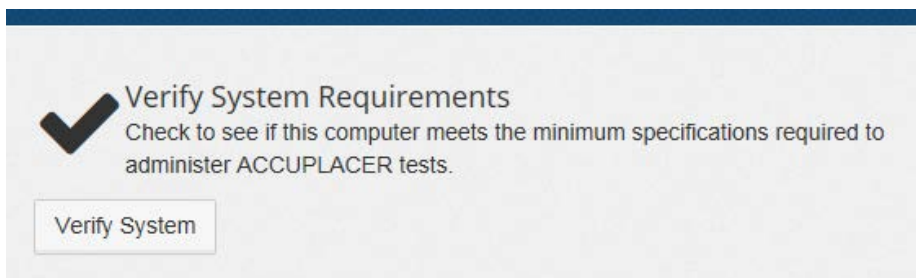
College Board Official ID Form

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- ✓ If you choose to print out test scores for each student, be sure to check photo IDs prior to releasing test scores.
- ✓ Proctor recommend ratio is **1 Proctor to 15-20 students**.
- ✓ Have your ACCUPLACER username and password handy. If you forget your username or password, retrieve it by logging in to WWW.ACCUPLACER.ORG and click either “Forgot your username”, or “**Forgot your password**” options to retrieve your credentials.



- ✓ Verify System Requirements at each station being used prior to testing (typically recommended the first time you test on a new computer, but not required afterwards).



- ✓ Provide scrap paper and pencils and be sure to **collect and destroy** all used scrap paper.

Contact Information

Cincinnati State Testing Center: (513) 569-1569, testingcenter@cincinnati-state.edu

ACCUPLACER Customer Service: 866-607-5223