




Helpful when giving the test to a large group.

1. Go to www.accuplacer.org using any browser.
2. The proctor should type in their case-sensitive username and password. Your CAP specific username and password are confidential and should not be given to the student.

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1. If a problem occurs, the proctor should go back/log in to the original login screen at www.accuplacer.org and instead of clicking Administer New Test Session, click

Without clicking anything else, click _____.

Choose the student's name from the list by clicking on the icon at the end of the row which will resume their test. Select the _____ test button on the far right side. The test should resume from where the student left off.

If the student's name is not in the list and they have not answered any test questions yet, start the test over again.

You do not need to print the test results as USI will be able to access the score report.

You may monitor a student's test progress from another computer by using the login information and going to the _____ under _____

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2. If you get a message that your account will expire or has expired, contact the CAP Office or Ms. Kathy Oeth, USI Placement Test Coordinator, at 812-464-1922. Accuplacer access is available for one year from the date of the completion of the Certificate of Test Administration Exam. If it has been a year since your exam, your access will be expired.
 3. If the username and password fails 5 times, call 812-464-1922 for assistance from Ms. Kathy Oeth, USI Placement Test Coordinator.

For more information call the CAP Office at 812-228-5022 or Ms. Kathy Oeth, Placement Test Coordinator in USI's Rice Library Testing Center at 812-464-1922 or check the web site <https://www.usi.edu/library/rice-library-testing-center>.