<u>Tips for a Smooth Testing Session</u> (read before going over directions)

<u>Test student devices before testing. Chromebooks have been known to not</u> work with the Accuplacer site. In this case, computer labs must be used.

Make sure pop-ups from Accuplacer are allowed.

Make sure you have turned off the pop-up blocker or else you will not be able to access the test. Turn off pop-ups in Chrome by:

- 1. At the top right, dick More Settings.
- 2. At the bottom, dick Advanced.
- 3. Under "Privacy and security," dick Content settings.
- 4. Click Pop-ups and redirects.
- 5. At the top, turn the setting to Allowed for https://www.accuplacer.org:443.
- 6. <u>-ups to close any background/previously launched</u> Accuplacer windows 2/La629301897ETQD.0000092 0 612 27 reW* nE/B 11.04 Tfa.05 442.87Tm0 G[)]TETQD.000009

updated July, 2024

Proctor Directions for Large Group Testing With Vouchers:

Instructor station (set up first): Helpful when giving the test to a large group.

- 1. Go to <u>www.accuplacer.org</u> using any browser. Popup blockers will need to be turned off to allow popups.
- 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.

Proctor Troubleshooting:

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

Manage Test Session.

Without clicking anything else, click Search.

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 **resume** 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 **Dashboard Menu** under **Test Center Management**.

- 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 <u>https://www.usi.edu/library/rice-library-testing-center</u>.