



ACCUPLACER
Test Administrator
Handbook

NEXT GENERATION ACCUPLACER

User Accounts

Authorized Next Generation Accuplacer users, will receive an email from College Board. Click on the link in the email and follow the instructions to change your password. Each Test Administrator should only use his or her assigned login credential when administering Accuplacer tests. **DO NOT SHARE YOUR USER ACCOUNT LOGIN CREDENTIAL WITH ANYONE!**

Accuplacer Certificate Of Test Administration (ACTA)

The ACCUPLACER[®] CERTIFICATE OF TEST ADMINISTRATION (ACTA) assessments, promote and support best practices related to test security while increasing security for the Accuplacer program. CollegeBoard requires that all Accuplacer Test Administrators annually pass an Accuplacer Certification of Test Administration. As an OCtech approved Accuplacer Test Administrator, you are required to take and score 100% on the exam. To take the test, log in to your Accuplacer user account at www.accuplacer.org and click on the Certification Test Administration tab on the Home page. The test is an open book exam, is not timed, and can be taken as many times as needed to achieve the 100% required score.

Test Security

The ACCUPLACER License Agreement requires that all Accuplacer tests be administered in the presence of an authorized Proctor in a secure testing environment for the duration of the test session.

Testing rooms must be quiet throughout the duration of each test administration. When testing is scheduled, or is in progress, other activities that would disrupt the standardized testing environment cannot be conducted. A Test Administrator should only use his or her assigned login credential and should not administer any exam to friends or relatives.

CAUTION: Do not log on to www.accuplacer.org more than once on the same computer. Simultaneously logging into more than one Next Generation Accuplacer session on the **SAME** workstation will create a security issue, and you will receive a security error message **“User permission rules have been violated.”** If you receive this error message, close all open browsers and log in again.

Test and Retest Guidelines

To become familiar with the types and format of Next Generation Accuplacer test questions, each student should use the Web-Based Study App. (Access the application here: <https://accuplacerpractice.collegeboard.org>.) Each student is allowed to test up to 3 times at their respective high school within an academic year. A student who does not achieve the desired placement score on the initial test should take 3 - 4 days to review and utilize available practice resources between each subsequent retest. After the third test at the high school, the student can test one (1) free time at the OCtech Testing Center.

If the student has not achieved the desired test score for placement on the 4th attempt, OCtech will allow him or her one final retest at the cost of \$25.00. If the student does not receive the expected score on the 5th attempt, placement will be done based on the highest score achieved by the student.

Students testing or retesting at OCtech must see an admissions counselor for a testing slip to gain entrance into the Testing Center. Each student must provide to the Testing Center staff a valid school or government picture ID and receipt of payment for a final retest. Plan at least 2 ½ hours to complete the testing process.

Before the retest date, Test Administrators should advise the students to spend concentrated time on each test subject, utilize available practice materials, and to review the test descriptions found on the Accuplacer website.

Calculator and Scratch Paper

No handheld calculators are allowed on the Accuplacer math test. A calculator icon will appear on the computer screen as needed for some math problems. The Test Administrator will provide scratch paper. All scratch paper must be turned in at the end of the exam.

Chromebooks

Schools must set up Chromebook devices correctly to meet Next Generation Accuplacer's testing and security policies. Administering Next Generation Accuplacer on a Chromebook without following the proper steps will result in suspension of your account. You are required to follow the Chromebook Policy steps found under the Resources Tab on the CollegeBoard Accuplacer page. Log in to your user account, click on Chromebook Policy and follow the directions to ensure your institution's Chromebooks are appropriately configured before administering Next Generation Accuplacer tests.

There are two methods to configure the Accuplacer Chrome OS App to run in Kiosk mode: Managed Solution and Unmanaged Solution. If you have the Chrome Management console to manage Chromebooks, you may use the Managed Solution.

ACCUPLACER does not support the Unmanaged Solution.

Prerequisite for Managed Solution

Institutions must have their own G Suite Administrator Account/Organizational Unit. Only G Suite administrators can manage access to the various websites on a Chromebook. G Suite for Education provides free [G Suite Business](#) features to nonprofit K-12 and higher education institutions in the U.S. and other countries.

- See <https://support.google.com/a/answer/2856827?hl=en> for details.

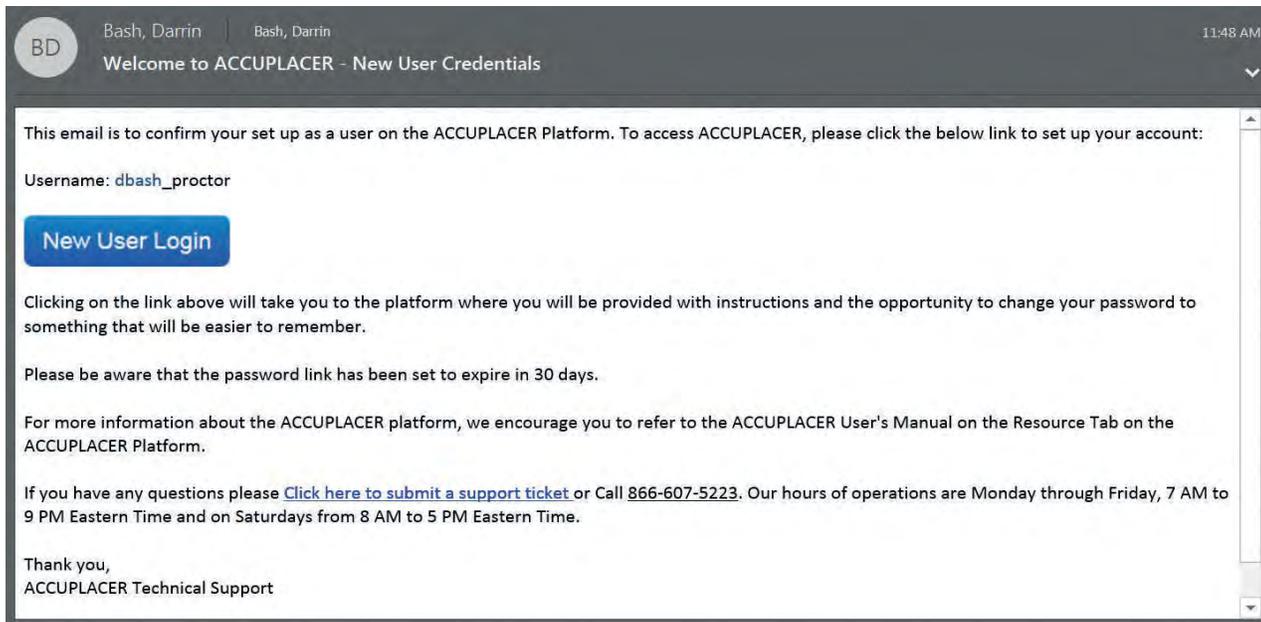
Prohibited Items

Cell phones must be turned off (not on vibrate) and out of site at all times during testing. Prohibited items include, but is not limited to backpacks, purses, cell phones, head wraps, hats, scarfs, watches, earbuds, headphones, clanging jewelry, electronic devices, or any other unauthorized items. Items such as watches, Fitness Bands food, drinks, Chap Stick, eyeglass cases, cough drops, laptop sleeves, and wallets/purses are not allowed on the desk/table while testing.

Test Administrator Instructions

Test Administrator User Account

Open the email from CollegeBoard similar to the one below. Click on the **New User Login** button and complete steps 1-4 as directed to change your password.



Log on to www.accuplacer.org. If this is the first time using this computer for Accuplacer testing, **click on the "Verify System" button** located on the bottom right of the screen (POP-UP BLOCKERS MUST BE DISABLED).

Once you have completed the verification process, use **YOUR** Next Generation Accuplacer credentials to log in the system. **DO NOT SHARE YOUR LOGIN CREDENTIALS WITH ANYONE.**

When you log into Accuplacer, a **"What's New"** screen will appear with updated information from CollegeBoard. To suppress the pop-up window from displaying everytime you log in until new content is published select the checkbox beside message **Do not display this notification again until a new notice is posted.** Otherwise, click Close and the Welcome screen will display.

What's New

★ What's New

Last update – October 11, 2018

Standard System Maintenance: Conclusion of Pretesting

Pretesting for Elementary Algebra tests will conclude on October 21, 2018. For this to take effect, a standard system maintenance window is scheduled for Sunday, October 21 starting at 10:00 PM ET and ending on Monday, October 22 at midnight EST (2 hours total). **Please avoid using the system at this time.**

When resuming open test sessions after this system maintenance, test-takers will be required to start the test over from the first question. To avoid this, **please have test-takers complete open tests by October 21**, before the maintenance window begins.

PLEASE READ: Updates to the ACTA Assessments!

We appreciate your feedback regarding completing the ACTA assessments, and as a result we

Do not display this notification again until a new notice is posted.

Submit

Close

At the top of each screen are two actionable icons.

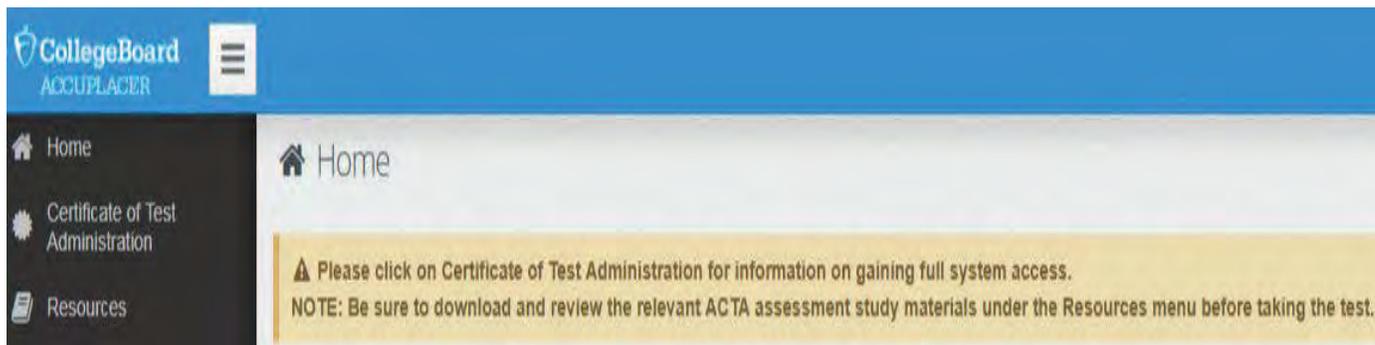


Click on this icon to sign out of ACCUPLACER.

You will be Locked out of your Next Generation Accuplacer if you try to log in five times (consecutively) with an incorrect password. Therefore, if you forget your password, use the **Forgot Your Password** link on the main page to have CollegeBoard send instructions so you can create a new password.

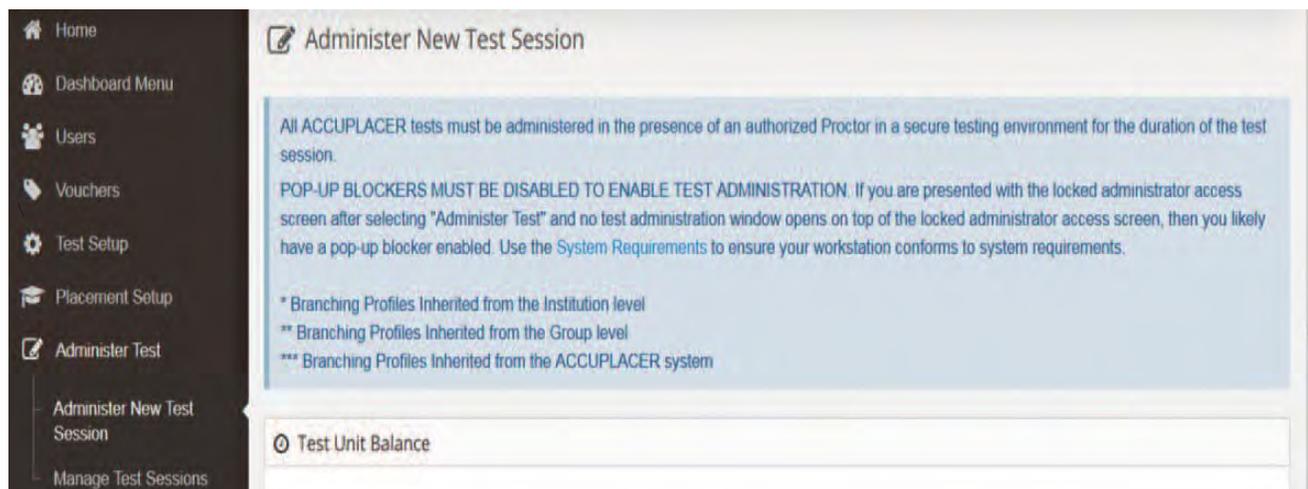
Certificate of Test Administration

For security purposes, all user roles must pass a certification test before gaining access to the Accuplacer platform. Existing users who have passed the certification test will be required to take the assessment annually to renew their certification and maintain access to the platform. New users and existing users who have let their certification lapse will be directed to the Certificate of Test Administration menu option to take the certification test to enable full system access. Users will continue to have restricted access until passing the certification test. Click on the Certificate of Test Administration button on the right of the home screen to access the exam.



New Test Session

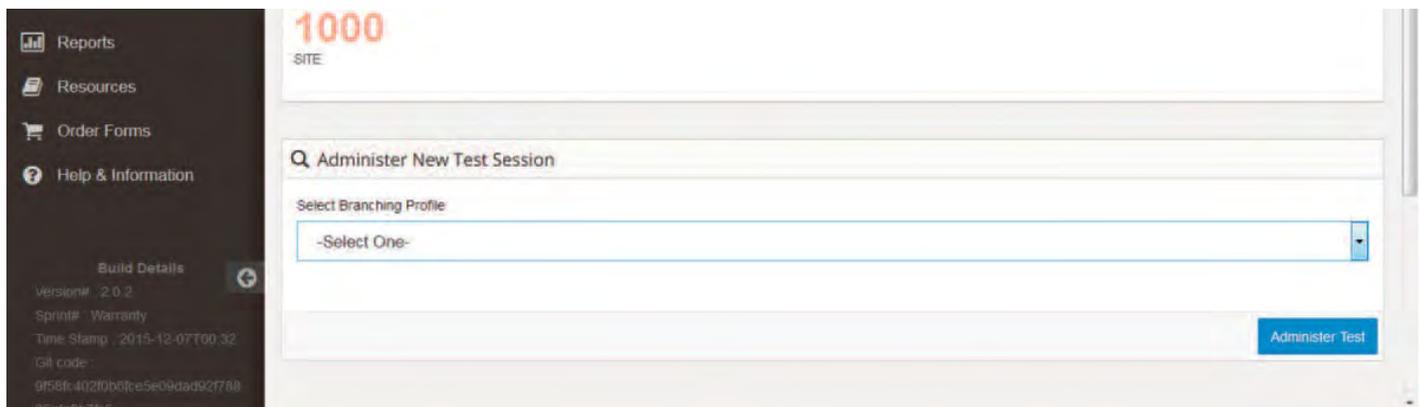
POP-UP BLOCKERS MUST BE DISABLED TO ENABLE TEST ADMINISTRATION. If you are presented with the locked administrator access screen after selecting "Administer Test" and no test administration window opens on top of the locked administrator access screen, then you likely have a pop-up blocker enabled.



Reading, Writing, and Math are required for admission to OCtech. To start a test session, click on the tab Administer **New Test Session** under the **Administer Test** menu.

From the **Select Branching Profile** drop-down menu, select the Branching Profile that you want to use for the test session, click the **Administer Test** button.

When the Student Privacy Policy displays, students may be seated at the computers. Once students have read the policy, they must click **Accept** to continue. If they click **Decline**, they will not be able to proceed.



The College Board System Student Privacy Policy



This System and website are operated by the College Board and are designed to be used by educational institutions, governmental departments of education and students to assist in determining if a student is prepared for a college-level course and to aid institutions in making course placement decisions. The College Board recognizes the importance of protecting the privacy rights of students taking ACCUPLACER® tests and other College Board tests using this System. The College Board System is securely managed and safeguarded in accordance with all applicable laws and the policies and guidelines set forth below. By using the College Board System, you consent to the terms of the following privacy policy, including the uses of the information as described below.

INFORMATION COLLECTED

The following Student Data may be collected: test scores, test related data and personally identifiable information, including name, address, phone number, email address, student ID, date of birth, gender, ethnicity and other data that may be requested specifically by the institution.

INFORMATION USE, SHARING AND DISCLOSURE

- (a) Student Data is provided to the institution that is administering the test to the student and may be shared by that institution with governmental departments of education for reporting purposes.
- (b) Student Data is used by the College Board for internal research and reporting purposes in accordance with the College Board's data use policies. With the exception of those uses set forth in this privacy policy, student personally identifiable information will not be shared, sold or released to third parties without the student's consent. For further information regarding the College Board's data use policies, visit <http://www.collegeboard.org> to access the College Board's Guidelines for the Release of Data and the College Board's Uses of College Board Test Scores and Related Data.
- (c) Student Data may be shared with employees and subcontractors who assist the College Board with website operations and the technical aspects of hosting the site. All College Board employees and subcontractors are subject to the College Board's confidentiality and privacy policies.
- (d) Student Data may be disclosed in response to a subpoena, court order or legal process, to the extent permitted and required by law.

Student Instructions

After the Student has read the privacy instructions, the student should click Close. The Student Information screen will appear. The student must complete all required (*) fields on the Student Information page, then click **Next**.

Clicking the [Student Instructions](#) link will prompt the Student Instructions custom message to appear again.

Student Information

Instructions

[Student Instructions](#)

* Indicates required fields

Institution Name

*Sample College

Site Name

Main Campus

* Student ID <input type="text"/>	* Confirm Student ID <input type="text"/>	* Last Name <input type="text"/>
* Date of Birth N/A <input type="text"/>	N/A <input type="text"/>	N/A <input type="text"/>

Back

Next

The Student Information screen will display, and the student should complete all required (*) fields. The student must enter his or her **nine-digit ID number** with no hyphens and no spaces and click the **Next** button at the bottom of the page.

If the student has tested previously, the Student Information page will show all the information that the student entered from the previous test session. The student can modify any of this information and click **Save** to continue to the first page of the test.

If the student has not tested before, a blank Student Information page will display, and the student must complete all required (*) fields and click **Save**.

**Instructions**

A student record has been found on the system with matching profile information. If necessary, please update the information and select Submit to continue. If this is not your information, please notify your Proctor immediately.

[Student Instructions](#)

* Indicates required fields

Institution Name

CB Early Access Institution

Site Name

CB EA Site 1

Branching Profile Name

Arithmetic Retest

Voucher Number

N/A

* First Name Sample	Middle Name 	* Last Name Student
* Address 1 444 W Maine	Address 2 	
* Country United States	* State Texas	If Other Specify
* City Dallas	* Zip/Postal Code 12345	
* Student ID 444444	* Confirm Student ID 444444	Email Address
Home Phone Number 	Mobile Phone Number 	* Date of Birth



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.

[Welcome to Sample College](#)

Next

The Directions for Answering Questions screen will appear. Students should read the instructions carefully and then click **Start Test Session**. The test will begin on the next screen.

Directions For Answering Questions



Read each question carefully. From the answer choices presented, select the best answer, click next to your choice, and then click **Submit** at the bottom of the screen. You may have to scroll to see all of the answer choices.

The box shown below will appear. Click **Confirm** to finalize your answer choice. Click **Cancel** if you want to change your answer. You can change your answer as many times as you wish. However, once you click **Confirm**, you cannot go back to the question.



A toolbar exists near the top of the screen. If the accessibility tool is turned on, you will see an accessibility button on the toolbar. Click on the button to set the accessibility preferences. If you are allowed to use a calculator on a question, the calculator button will appear in the toolbar. Click on it to bring up a calculator. The image below displays what the calculator button (left) and accessibility button (right) will look like.



Tutorials are available to show you how to use a computer mouse and keyboard, and how to enter your answers to the test questions. Click on the **View Tutorial** link at the top of the screen to review the tutorials.

Click on the **Start Test Session** button below to begin.

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

Do not attempt to refresh your screen during test administration.

Back

Start Test Session

Tutorials

Students can click on **View Tutorial** found at the top of each test page, and the screen below will display. By clicking on one of the links provided, the student will see short tutorials on how to use the mouse and keyboard, and how to take multiple-choice and essay tests.

ACCUPLACER Tutorials

Select the title of the tutorial you would like to review (click the left mouse button on the title).

[How to use the mouse and keyboard](#)

[How to take a multiple-choice test](#)

[How to take an essay test](#)

Close

Individual Score Report

At the end of testing, the Individual Score Report (ISR) will appear on the screen.

The Student should click **Print** to print a copy of the Individual Score Report.



Student Name: Sample Student
Student ID: 444444

Individual Score Report

Date of Birth 2000-01-01	Major Name --Omitted--	Site Name CB EA Site 1
Date of Testing 2015-01-09	Administered By Sparks, George	Voucher Number -NA-

Time Record

Test Session Started	Test Session Ended	Total Time
2015-01-09 02:26 AM EST	2015-01-09 02:32 AM EST	00Hr:05Min:50Sec

Test Results

Test Name	Score
Arithmetic	90

Standard Background Questions

Question Name	Answers
Self Description	I choose not to answer
Gender	I choose not to answer

Exnum: 16774483 | Branching Profile Name: Arithmetic Retest

Close Window

Print

An "Accuplacer Auto Download" dialogue box asking, "Do you want to run this application?" may pop up. Should this pop up box or any other pop up occurs (i.e. Java Script message), cancel or close the box.

After the test scores have been printed, the next screen will appear to start another test session. If you are the Proctor who started the test, your Username will appear to the left. Enter your password and click **Submit**. If you are not the proctor who started the test, enter your Username and password and click **Submit**.

You have completed your test session.



Instructions

The test session is complete. A Proctor/Site Manager password is required to continue. If you need to log-in as a different Proctor or Site Manager, please enter your Username and Password in the lower section.

* Indicates required fields

Enter the Password for the Username indicated:

* Username gsparksm	* Password *****
------------------------	---------------------

Submit

If you need to log-in as a different Proctor/Site Manager, please enter your Username and Password below:

* Username	* Password
<input type="text"/>	<input type="text"/>

Submit

Test Center Management

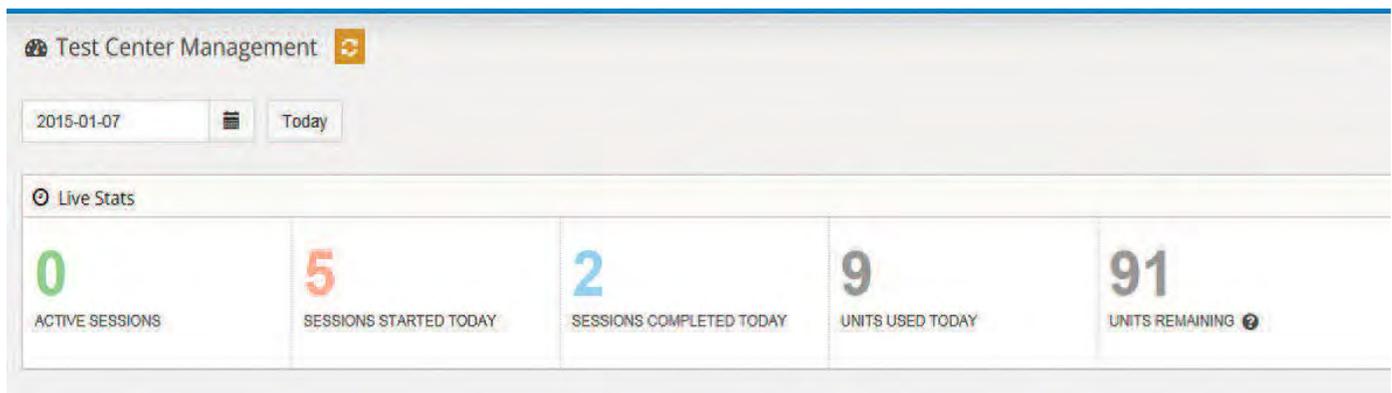
If a student fails to print test scores upon completion of the test, go to the **Dashboard** on the Home screen. Click on **Test Center Management** and follow the directions below:

- Locate Student's Name
- Click on the **Actions button** (located to the far right of the selected student)
- Click on **View/Print ISR**
- The ISR pop up window will appear
- Print a copy of the student score report

Note: You may need to refresh the Dashboard if the student's test does not display "Completed" under Current Status.

At the top of the Test Center Management page, live statistics are displayed for the current day, the fields include:

- Active Sessions
- Sessions Started Today
- Sessions Completed Today
- Units Used Today
- Units Remaining



The next section, Today's Sessions, shows all testing activity at the user's site, with the following fields:

- First Name
- Last Name
- Student ID
- Started Date
- Ended Date
- Branching Profile
- Current Status
- Status Details – for active test sessions, the name of the test that the student is taking and question number is listed. If the student is not taking a test, the status is left blank.

The screenshot shows a web interface titled "Today's Sessions". At the top, there are filter buttons for "All", "Awaiting Approval", "Active", and "Completed", along with a search box labeled "Filter" and a page size selector set to "10". Below the filters is a table with the following data:

First Name	Last Name	Student ID	Start Date	End Date	Branching Profile	Current Status	Status Details	Actions
Keith	Henry	6308477250	2015-01-07	2015-01-07	Arithmetic	Completed		
Keith	Henry	6308477250	2015-01-07		Fall Testing	Saved	WritePlacer	
Keith	Henry	6308477250	2015-01-07		Fall Testing	Saved	WritePlacer	
Keith	Henry	6308477250	2015-01-07	2015-01-07	Fall Testing	Completed		

Action Button: When the Action Button is clicked, a drop-down will appear with the available actions for that test session. Depending on the status of the test session, the available actions will vary.

View/Print ISR: This action will open a new window with the student's Individual Score Report. The Individual Score Report can only be viewed or printed.

Invalidate Test Session: DO NOT INVALIDATE A TEST SESSION unless absolutely necessary (e.g. the student is caught cheating). This action will prevent a student from being able to continue their test. On the student's next action, they will be presented with a message saying that the test session has been stopped and they will be unable to continue. This action is only available for those sessions in the Active status.

Use of Calculators

Students are not allowed to use handheld calculators on the Next Generation Accuplacer math tests. Some, but not all, of the math questions contain pop-up calculators to aid students in solving the problem asked. If a question is configured to allow for the use of a calculator, the calculator icon will appear in the top right corner of the screen. When the icon is clicked, either one of two things will happen:

1. If the question is configured for only the Basic calculator (4-function), the calculator will pop up on the screen. The calculator can be moved around, and clicking the "X" in the top right corner will make it disappear.
2. If the question is configured for multiple calculators, clicking on the icon will provide the student with a drop-down menu of multiple calculators that could include two or three of the following:
 - **Basic Calculator** = 4-function
 - **Square Root Calculator** = 4-function with square root button
 - **Graphing Calculator** = TI-84 graphing calculator

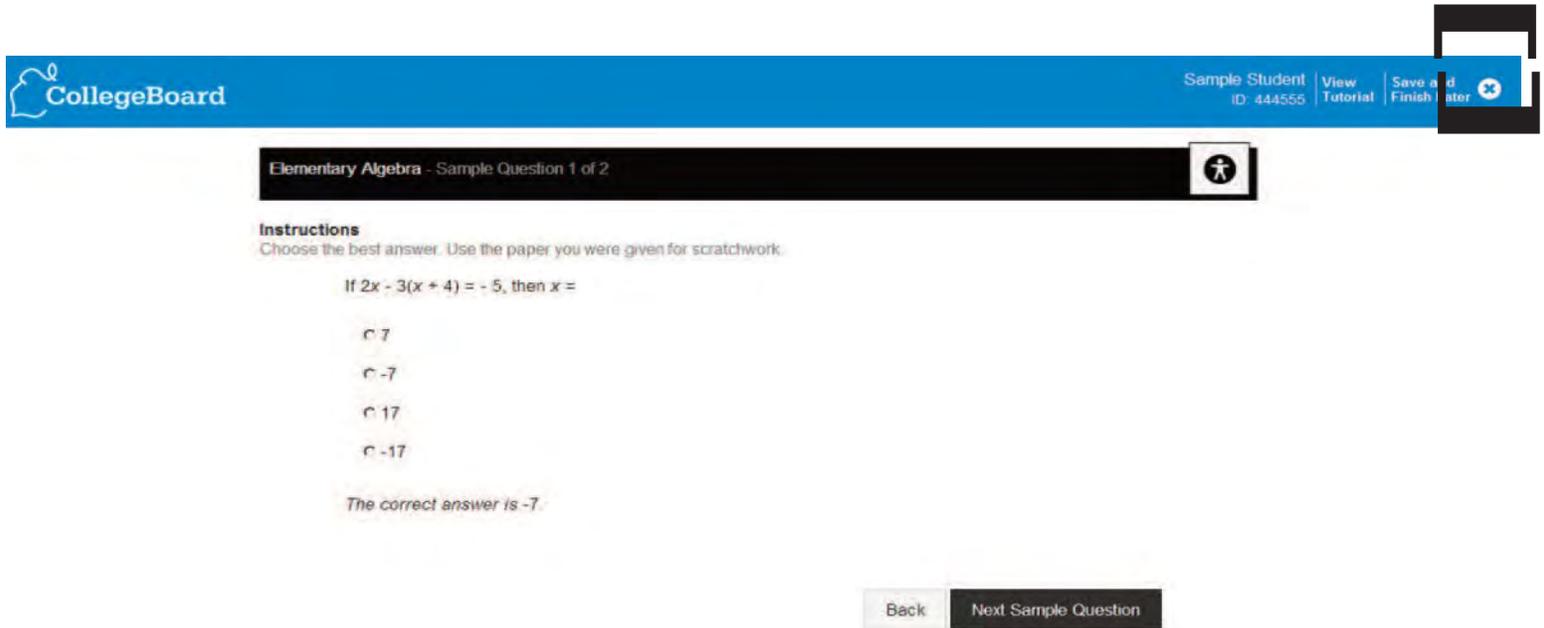
When one of the calculators on the list is chosen, the selected calculator will pop up on the screen. It can be moved around, and clicking the "X" in the top right corner will make it disappear. For these questions, multiple calculators can be used to aid in solving a question; however, only one calculator will appear on the screen at a time.



The screenshot shows the top navigation bar of a CollegeBoard test interface. On the left is the CollegeBoard logo. On the right, it displays the user's name 'shawn pierce' and ID '9088888', along with buttons for 'View Tutorial' and 'Save and Finish Later'. Below this is a black header bar with the text 'Elementary Algebra Question 10 of 15' and two circular icons: a calculator and a person. The main content area shows the question instructions: 'Choose the best answer. If necessary, use the paper you were given.' The question is: 'The graph of which of the following in the xy -plane does NOT intersect the line $y = 10$?' Below the question is a radio button next to the equation $y = \sqrt{x} + 11$. On the right side of the question area, a drop-down menu is open, listing three calculator options: 'Basic Calculator', 'Square Root Calculator', and 'Graphing Calculator'.

Save and Finish Later

A STUDENT SHOULD NOT CLICK THIS BUTTON without permission from the Test Administrator. An interrupted test session becomes an Open Test Session. Use Save and Finish Later option **ONLY** if the student runs out of time (e.g., end of class), illness, fire drill, or some other emergency. Should a student need to stop a test and return at a later date, the student should click **Save and Finish Later**. This process will interrupt the test session, and the test will become an Open Test Session.



The screenshot shows the top navigation bar of the CollegeBoard interface. On the left is the CollegeBoard logo. On the right, it displays 'Sample Student ID: 444555' and buttons for 'View Tutorial', 'Save and Finish Later', and a 'Close' button. Below the navigation bar, the page title is 'Elementary Algebra - Sample Question 1 of 2'. The main content area contains the following text:

Instructions
Choose the best answer. Use the paper you were given for scratchwork.

If $2x - 3(x + 4) = -5$, then $x =$

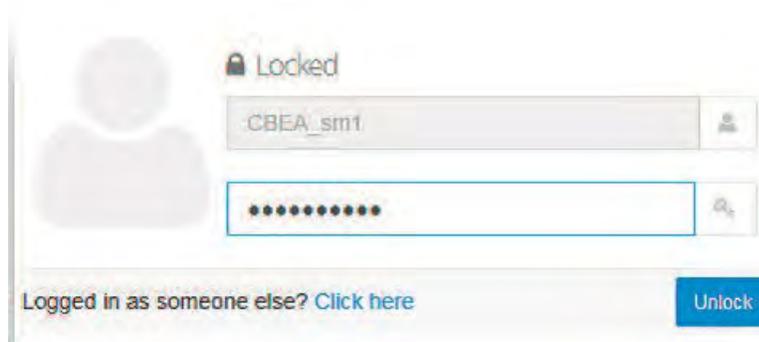
- 7
- 7
- 17
- 17

The correct answer is -7.

At the bottom of the question area, there are two buttons: 'Back' and 'Next Sample Question'.

After you have confirmed that you would like to stop the current test session, you will be prompted for user credentials. If you are the person who started the test session, enter your password and click **Unlock**.

If you are not the person who started the test session, click on the **Click Here** link, enter your username and password, and click **Unlock**.



The screenshot shows a login prompt with a 'Locked' status and a padlock icon. It includes a username field containing 'CBEA_sm1', a password field with masked characters, and an 'Unlock' button. A link 'Logged in as someone else? Click here' is also visible.

Manage Test Sessions

A test administrator can resume an Open Test Session by clicking the **Manage Test Sessions** button located under the **Administer Test** menu. When an open test session is resumed, the test begins at the same screen the student was working on when the test session was interrupted.

Use the filters under the Manage Test Sessions to find a single student or multiple students. Check the student whose test session is to be resumed and click the **Resume** icon (gear icon under Actions button) and then click **Begin Test**.

Manage Test Sessions

* Branching Profile inherited from the Institution level
** Branching Profile inherited from the Group level
*** Branching Profile inherited from the ACCUPLACER System
Test Sessions that remain Open for more than 14 days will automatically Close and can then be accessed via the "Manage Closed Test Sessions" functionality.

Q Manage Test Sessions

Filter by Branching Profile
-Select One-

Created Date From: MM/DD/YYYY 📅
 Created Date To: MM/DD/YYYY 📅
 Status: Open
 Score Status: Both Valid and Invalid

AND/OR Find Student By Name

Student ID:
 First Name:
 Last Name:

Reset Search

Test Session Search Results Invalidate Close

Sort By: Student ID ⌵ ⌴ ⌵ ⌴ 10

Select	Exnum	Last Name	First Name	Student ID	Test Date	Site Name	Branching Profile	Score Status	Action
<input type="checkbox"/>	16809047	Lee	Clara	09876543	01/20/2015	CB EA Site 1	Arithmetic Retest	Valid	⚙️
<input type="checkbox"/>	16823798	Lee	Clara	09876543	01/25/2015	CB EA Site 1	Arithmetic	Valid	⚙️
<input type="checkbox"/>	16862756	Schmitz	Sue	11223344	02/05/2015	CB EA Site 1	CSP (Vista/2007)	Valid	⚙️

NEXT GENERATION

Test Format and Content

Next Generation Reading (20 Questions)

Next Generation Writing (25 Questions)

Questions are multiple choice in format.

Passages on the Next Generation Reading and Writing tests cover a range of content areas (including literature and literary nonfiction, careers/history/social studies, humanities, and science), writing modes (informative/explanatory, argument, and narrative), and complexities (relatively easy to very challenging).

Note: The Math test starts in Quantitative Reasoning, Algebra, and Statistics (QAS). The student will be placed based on the achieved QAS score or branch down to Arithmetic (AR) or up to Advanced Algebra Functions (AAF) depending on the number of correct/wrong answers.

Next Generation Arithmetic (AR) (20 Questions)

Questions focus on computation, order of operations, estimation and rounding, comparing and ordering values in different formats, and recognizing equivalent values across formats.

Next Generation Quantitative Reasoning, Algebra, and Statistics (QAS) (20 Questions)

Questions focus on a range of topics including computing with rational numbers, applying ratios and proportional reasoning, creating linear expressions and equations, graphing and applying linear equations, understanding probability and sets, and interpreting graphical displays.

Next Generation Advanced Algebra and Functions (AAF) (20 Questions)

Questions focus on a range of topics including a variety of equations and functions, including linear, quadratic, rational, radical, polynomial, and exponential. Questions will also delve into some geometry and trigonometry concepts.

For more information about each exam, test administrators can go to the Resources page and click on Next Generation Test Resources and Next Generation Test Specifications.

NEXT GENERATION ACCUPLACER

Test Taking Tips for students

Your Accuplacer test results will determine the specific course level you will take when you enroll at Orangeburg-Calhoun Technical College. Therefore, Accuplacer placement tests are the most important tests that you will take; you should prepare to do your best. You will be testing on one or all of the following skill sets: 1) English/Writing 2) Reading 3) Math.

Calculator and scratch paper for the math section of Next Generation Accuplacer

No handheld calculators are allowed on the Accuplacer math test. A calculator is provided on the screen as needed for some math problems. The proctor on duty provides scratch paper as needed. All scratch paper must be turned in at the end of testing.

Know These Facts BEFORE You Test

1. Read all instructions at the beginning of each section and use the practice section before starting the test.
2. Make sure you check and are satisfied with all of your answers on the page you are working on **BEFORE** clicking the button to advance to the next page because you cannot go back to a previous question after going forward. **You must answer every question. You cannot move to the next question without choosing an answer.**
3. The test is a computerized adaptive test. Questions are presented based on your individual skill level. Your response to each question drives the difficulty level of the next question. It is important to give each question as much thought as you can before you select your answer.
 - **The test is untimed** so take your time and read each question thoroughly to select the best answer.
 - If you are not sure of an answer, select the “best answer” and move on to the next question.
 - **Do not rush to finish the test.** We want to make sure we place you in the appropriate level coursework based on your test results. **RELAX, read the directions, and you will easily navigate the test.**

Adequate test preparation will reduce test anxiety. We strongly encourage you to review and seek academic preparation in Math, Reading, and English.

PRACTICE RESOURCES

Practice Resources including a **WEB-BASED APP** and **Study Guides** are available to test takers for **FREE**. OCtech recommends that each student take advantage of these resources before testing. The study app helps test takers become familiar with the content and format of the tests and provides immediate explanations for both correct and incorrect answers so they can learn as they go.

Web-Based Study App: <https://accuplacerpractice.collegeboard.org/login>

Study Guides: <http://accuplacer.collegeboard.org>

Testing in High Schools

See your High School Counselor for on-site testing.

Testing Options at OCtech

Contact an Admission's staff member at 803.535.1234 or via email askme@octech.edu for questions regarding Next Generation Accuplacer.

You may also contact the Testing Center at 803.268.2539 or go to the Testing Center Webpage located at www.octech.edu under Student Resources for further information.

Next Generation Accuplacer is administered on OCtech's campus in the Testing Center and virtually via Zoom Monday – Thursday by appointment.

Please see information below:

A valid picture ID required for testing. Students must adhere to Social Distancing guidelines. The Satellite Testing Center is located in room K-104; students must enter through the K-107 door.

VIRTUAL ACCUPLACER

To request an appointment to take a virtual Accuplacer test via Zoom, go the OCtech Website www.octech.edu.

- ☞ Click Student Resources
- ☞ Click Testing Center
- ☞ Click "Virtual Accuplacer Test" and follow the instructions.

Please note: Virtual appointment requests are not final until the student receives an official Zoom appointment via email.

FACE-TO-FACE TESTING

To schedule an on campus face to face test, go to the OCtech Website www.octech.edu.

- ☞ Click Student Resources
- ☞ Click Testing Center

☞ Click "in Person Accuplacer Test" and follow the instructions.

Choose an available test time listed on the right of the page. Complete the information section, type in first name, last name, email, and phone number.

☞ Click *BOOK* button at the end of the page to complete the appointment process.

Students will receive a confirmation email for the scheduled appointment.

IN PERSON TESTING SCHEDULE – SATELLITE CENTER K-104

Monday – Thursday **9:00am** **1:00pm** **3:30pm**

VIRTUAL TESTING SCHEDULE

Monday **2:00pm** Tuesday **11:00am**

Wednesday **9:30am** Thursday **2:00pm**

Test Exemption Option

Submit official SAT, ACT or WorkKeys scores and your high school transcript to OCtech Admissions Office to see if you qualify for an exemption.

NEXT GENERATION ACCUPLACER Placement Score Criteria

Effective January 16, 2019

READING PLACEMENT

200 – 220 READING RETAKE

(A minimum reading score of 221 required for college admittance)

221 – 249 RWR 032

250 – 300 COLLEGE LEVEL READING/ENGLISH

WRITING PLACEMENT

200 – 236 RWR 032

237 – 249 ENG 155/160

RDG 250 – 300 COLLEGE LEVEL READING/ENGLISH

MATH PLACEMENT

200 – 236 (Branch to AR)

237 – 249 MATH 101/155

250 – 262 MATH 102/175

263 – 300 MATH 110/120

ARITHMETIC

200 – 236 MATH 031

237 – 300 MATH 032

AR - ARITHMETIC

QAS - QUANTITATIVE REASONING, ALGEBRA & STATISTICS

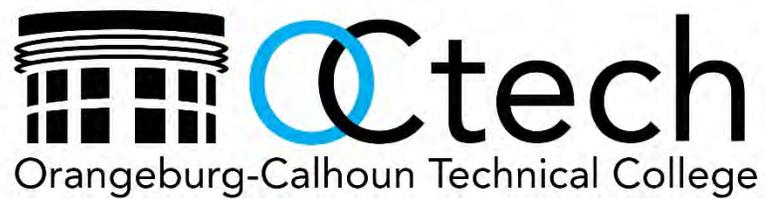
RDG - READING

ENG - ENGLISH

WRT - WRITING

RWR - READING, WRITING, and REASONING

The score ranges are subject to change. Please contact the OCtech Admissions Office for the latest Next Generation Accuplacer Placement Scores.



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