Accuplacer Placement Testing Student Instructions

Due to the situation with COVID-19 the Tulsa Community College Testing Centers will be proctoring Accuplacer placement tests through the Zoom video chat service.
More information on how to download Zoom will be listed below.
You will need a computer (desktop or laptop) with a webcam and audio capabilities.
Chromebooks do not work with Accuplacer.
If you do not have a computer to use or a webcam, you can schedule an on campus appointment for testing at www.tulsacc.edu/placement-test.

Step 1: Schedule your placement test time

➢ After communicating with TCC staff (such as an advisor, answer center or enrollment services staff) in order to know which test you need, you can schedule your remote test session date and time.

➢ Testing times are scheduled through SignUpGenius . Be sure to choose a date and time that corresponds with the type of test you need (Math, Reading, Writing).

➢ Schedules for the next week will be posted by Wednesday of each week.

➢ If you have an approved re-testing referral, you need to schedule an on campus appointment as remote sessions are limited to first attempts only.

➢ Schedules are located on sign up link at www.tulsacc.edu/placement-test

TCC Testing Remote Proctor Student Schedule

JUNE Accuplacer Placement Testing Sign-Up

Please review the available slots below and click on the button to sign up.

YOU MAY ONLY TAKE ONE TEST PER TIME SLOT. This means only reading, writing or math per a time slot (additional sign ups will be deleted).

If you are unavailable between 8a-6p Monday-Friday due to work, please email the Testing Center at mctesting@tulsacc.edu to discuss options for you.

Thank you!

Created by: TCC RemoteProctor ✉

Already signed up? You can **change your sign up**.

Date (mm/dd/yyyy)	Location	Time (CDT)	Available Slot	☐ Calendar View
06/15/2020 (Mon.)	Zoom link sent the day before. CAN ONLY TAKE ONE TEST PER TIME SLOT.	8:30am - 10:30am	Math (3)	Already filled
			Reading (3)	Already filled
			Writing (3)	Already filled
		11:00am - 1:00pm	Math (6)	5 of 6 slots filled **Sign Up 🔒**
			Reading (6)	5 of 6 slots filled **Sign Up 🔒**
			Writing (3)	Already filled

➢ Once you choose your time, the next page will ask for your information.

If no spots are open, you will see "already filled".
If a spot is available, you can click the "Sign Up" box.
If it is less than 24 hours before, it will show a lock symbol as we do not allow sign ups less than 24 hours ahead of time due to the prep required for each student.

➢ You will need to provide your first name, last name, phone number, an email address and your TCC ID number (T********).

Sign Me Up

Sign me up for:

Available Slot	Date (mm/dd/yyyy - CDT)	TCC ID (T-Number)	Quantity
Math	Tue., 06/16/2020 11:00am - 1:00pm		1 ▾

Name	First	Last

Email [   ]

Already have a SignUpGenius account? Login

Phone [   ] Mobile ▾

Which device will you be using to take your test? (no phones or tablets)

You will need to verify your device works with Zoom and Accuplacer (see student directions on webpage)

○ laptop
○ desktop
○ Chromebook
○ Mac

Do you have a webcam to use for your test?

Please indicate what webcam or camera you can use for Zoom so we can proctor your test.

[   ]

➢ You will receive a confirmation email with your scheduled test date and time.
➢ Please check the email address you signed up with each day until you have tested.
➢ Please create a SignUpGenius account so that you can change or delete your sign up if needed.
➢ If you NO SHOW for a remote session without communicating you will be restricted to testing on campus only.

Step 2: Downloading Zoom and ensuring Accuplacer will work on your machine

➢ In order to have an Accuplacer test proctored remotely, you will need to download the Zoom video chat program. You will also want to make sure your computer will work with Accuplacer's website.

Please follow these steps <mark>BEFORE</mark> your testing appointment:

1. Go to the Zoom website, download and install Zoom:

   https://www.zoom.us/download#client_4meeting

2. To check that Zoom was set up correctly, click here: https://www.zoom.us/test. This will allow you to run a test meeting. Please use the option to join with video.

3. Check that your computer can run ACCUPLACER by going to www.accuplacer.org
   At the bottom of the page click "Verify System" under Verify System Requirements

Step 3: Locate email the day before your scheduled test date/time

➤ You will receive an email *(to the email address you used for signing up and/or your official TCC email address)* the day before your test with your <mark>Accuplacer voucher number and your Zoom test session link</mark>. This email will include instructions along with an acknowledgement that by launching this test, you agree to comply with TCC academic integrity testing policies during your test session.

Sample Email

Subject: Your Appointment for Testing at Tulsa Community College

We're excited for you to attend Tulsa Community College. The first step in your enrollment is to take a placement test which will help determine which courses are best for you. Because of the current COVID-19 situation, we are temporarily testing remotely using Zoom. To test, you will need a computer (desktop or laptop) with a webcam and audio capabilities.

Please follow these steps BEFORE your testing appointment:
1. Go to the Zoom website, download and install Zoom:
   https://www.zoom.us/download#client_4meeting.
2. To check that Zoom was set up correctly, click here: https://www.zoom.us/test. Please use the option to join with video.
3. Check that your computer can run ACCUPLACER by clicking here:
   https://www.accuplacer.org/#/systemRequirement.

Your appointment is scheduled for: <mark>Monday, April 6, 2020 at 1:00 PM.</mark>

When it's time for your appointment:
1. Sit in a quiet place where you will be undisturbed while testing.
2. Clear a workspace for your monitor, mouse, keyboard, blank scratch paper, and pencil. **All other items must be removed from your table/desk.**
3. Calculators are not allowed unless you have a prescribed accommodation.
4. Be sure to have your photo ID ready. You will need to show it to your proctor.
5. Go here to join your proctor: <mark><<Zoom Meeting URL here>></mark>. The meeting password is <mark>XXXXXX</mark>. The meeting ID is: <mark>XXX XXX XXX</mark>.
6. The voucher number you will use to start your test is <mark>XXXXXXXX</mark>. Be sure to write down this down.

We look forward to meeting you! Good luck!

➤ If you do not receive this email the day before, email sectesting@tulsacc.edu nectesting@tulsacc.edu mctesting@tulsacc.edu or wctesting@tulsacc.edu as soon as possible as you will not be able to test without this email.

Step 4: Day of Test

1. *Be ready to begin by your scheduled testing time.* <u>No late entries.</u> It is best to sign in to Zoom 5 to 10 minutes early to ensure everything is working properly. Your assigned proctor may not arrive until right at your scheduled time. *If you are unable to enter your session at the scheduled start time, please respond to the email you received the day before so we can assist you.*
2. Have your photo ID (Driver's license, School ID, Passport) ready to show as prompted by your proctor.
3. The only items allowed in your testing area are your computer, mouse, keyboard, writing instrument, and blank scratch paper.
4. No calculators, phones, tablets, or smartwatches are allowed. Your desk space needs to be clear of anything on it aside from the allowed objects. You will be prompted by the proctor to show your testing space.
5. There should be <u>no one in the same room</u> with you while testing.
6. Your testing session may be terminated at any time if you violate testing rules referenced here and in the email you receive from the Testing Center.

Thank you and we look forward to assisting you! 😊