

Accuplacer Placement Remote Testing Student Instructions



Due to the situation with COVID-19 the Tulsa Community College Testing Centers will be offering 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 are not preferred for 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 receive a testing referral, you can schedule your remote test session date and time. Your referral may have been entered onto your student record if you spoke to someone or it may have been sent via email.
- Testing times are scheduled through SignUpGenius.



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



TCC Testing Remote Proctor Student Schedule

Remote Placement Testing Appointments

If you are needing to test off campus for a specific reason (i.e. illness, out of state, other extenuating circumstances), please sign up here for the subject test you need and provide all requested information. You do need to have received a referral from a staff person or in an email to take a placement test.

A Testing Center staff member will communicate with you after receiving your signup.

If you need to test outside of normal Testing Center hours (posted on our webpage www.tulsacc.edu/testing-services), please email mctesting@tulsacc.edu with your request. We will do our best to accommodate after hour requests if no other option is available to you.

Please review our policies (attached document).

Thank you! 

Related files: 

 [Testing Services Policies Modified for Covid.pdf](#) (100KB pdf) 

- Once you choose your time, the next page will ask for your information.
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)	Student ID # (T#)	Quantity
Math Accuplacer Placement Test	Thu., 10/01/2020	<input type="text"/>	1

Name

Email

Already have a SignUpGenius account? [Login](#)

Phone

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. Directions will be emailed to you. Chromebooks and Surface laptops do not work well so in order for a successful testing experience, you will need to locate a different device to use.

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. If you do not have a camera, please sign up to test on campus instead of remote.

If you are taking a placement test, who referred you to test?

You need a referral from a TCC staff member in order to take an Accuplacer test.

a TCC advisor a TCC admissions staff a TCC answer center staff
 a different person at TCC I received an email from TCC to test I did not receive a referral from TCC
 I am not taking a placement test





- You will receive a confirmation email with your scheduled test date and time.
- Please check the email address you signed up with prior to your test time.
- 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 **BEFORE** your testing appointment:

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

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

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING ▾ SIGN IN SIGN UP, IT'S FREE

We have developed resources to help you through this challenging time. [Click here to learn more.](#) ×

Download Center Download for IT Admin ▾

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download Version 4.6.10 (20041.0408)

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.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Join Meeting Test

Test your internet connection by joining a test meeting.

Join

If you are unable to join the meeting, visit [Zoom Support Center](#) for useful information.

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

CollegeBoard
ACCUPLACER

Welcome to the ACCUPLACER® Platform

To learn more about the ACCUPLACER program, please visit our website at accuplacer.collegeboard.org

Admin Login

Username

Forgot your Username?

Password

Forgot your password?

Login

Start Test with Voucher
If you are proctoring a student who is taking a test with a voucher, please click the button below to begin.
Use Voucher

Fast Track
Expedite the student pre-testing process via the Fast Track login.
Fast Track Login

Student Portal
Access your ACCUPLACER test results, download free practice resources, or find a testing location closer to home.
Information for Students

Request an Account - For Institutions
Does your institution need an account to access
New Institution Registration

Verify System Requirements
Check to see if this computer meets the minimum specifications required to administer ACCUPLACER tests.
Verify System



Step 3: Locate email at least an hour prior to 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) prior to your test time with your **Accuplacer voucher number and your Zoom test session link**. This email will include instructions along with an acknowledgement that by launching the test, you agree to comply with TCC academic integrity testing policies during your test session.
- If you do not receive this email the day before, email wctesting@tulsacc.edu (or call 918-595-8096) 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. No late entries. 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 from TCC with the Zoom link 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 no one in the same room 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! 😊

