ACCUPLACER Placement Test Administration
Resume a Test Quick Guide
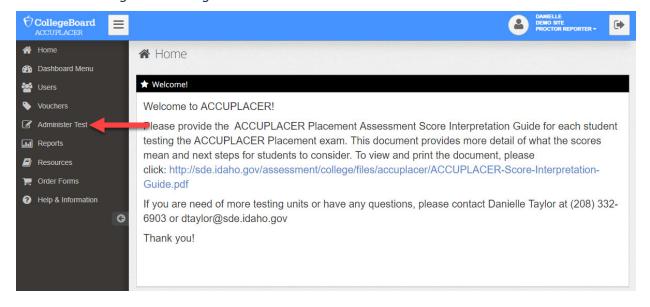
STEPS TO RESUME A TEST

1. Visit the ACCUPLACER Portal.
2. Log-in to the portal by enter your **User Name** and **Password**.

If you need an account setup or password reset, or are unsure who at your school is in the test system, please contact Danielle Taylor. If a new account is needed please indicate: school, LEA, first name, last name, email address, phone number, address, city, zip code, and title or role.
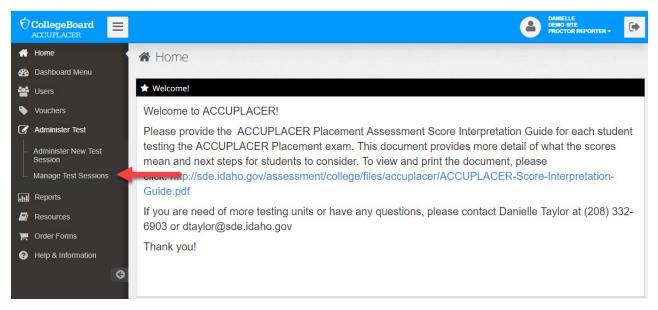
3. Click on **Administer Test** tab on the left side of the navigation panel.
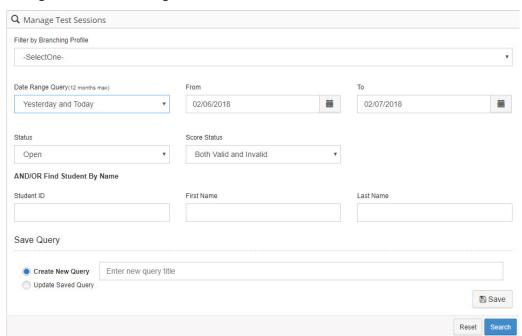
ACCUPLACER Login Home Page Screen Shot

4. Click on **Manage Test Session**.
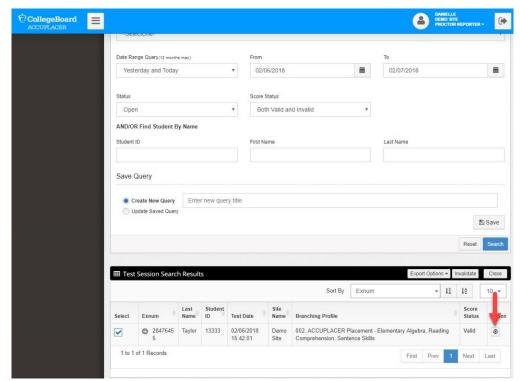
ACCUPLACER Login Home Page Screen Shot

5. Choose **Date Range** and status **Open** (you do not have to enter in student's name). Click **Search**.

Manage Test Sessions Page Screen Shot

6. A list of students will appear, click on **Resume** next to the student who needs to resume their test.

Manage Test Sessions Page Screen Shot

7. Test will begin where student left off.