



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

CollegeBoard
ACCUPLACER

Home

Dashboard Menu

Users

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Administer Test

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Home

★ Welcome!

Welcome to ACCUPLACER!

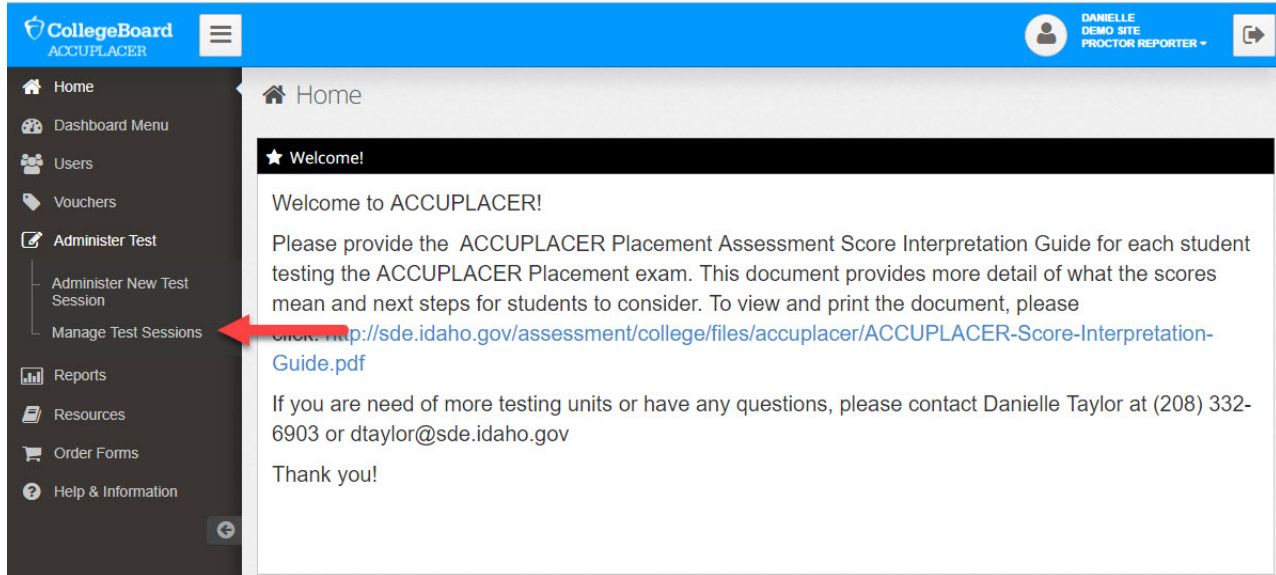
Please provide the ACCUPLACER Placement Assessment Score Interpretation Guide for each student testing the ACCUPLACER Placement exam. This document provides more detail of what the scores mean and next steps for students to consider. To view and print the document, please click: <http://sde.idaho.gov/assessment/college/files/accuplacer/ACCUPLACER-Score-Interpretation-Guide.pdf>

If you are need of more testing units or have any questions, please contact Danielle Taylor at (208) 332-6903 or dtaylor@sde.idaho.gov

Thank you!

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

Q Manage Test Sessions

Filter by Branching Profile

-SelectOne-

Date Range Query(12 months max)

Yesterday and Today

From 02/06/2018

To 02/07/2018

Status

Open

Score Status

Both Valid and Invalid

AND/OR Find Student By Name

Student ID

First Name

Last Name

Save Query

Create New Query

Update Saved Query

Enter new query title

Save

Reset Search

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

The screenshot displays the 'Manage Test Sessions' interface. At the top, there's a blue header with the CollegeBoard ACCUPLACER logo and a user profile for 'DANIELLE DEMO SITE PROCTOR REPORTER'. The main area contains search filters: 'Date Range Query (12 months max)' set to 'Yesterday and Today' with dates from 02/06/2018 to 02/07/2018; 'Status' set to 'Open'; and 'Score Status' set to 'Both Valid and Invalid'. There are also fields for 'AND/OR Find Student By Name' (Student ID, First Name, Last Name) and a 'Save Query' section with options to 'Create New Query' or 'Update Saved Query'. Below the filters is a 'Test Session Search Results' table. The table has columns: Select, Exnum, Last Name, Student ID, Test Date, Site Name, Branching Profile, Score Status, and Action. A single record is shown for student Taylor (ID 13333) on 02/06/2018, with a 'Valid' score status. A red arrow points to the 'Resume' button in the Action column of this record. The table also shows '1 to 1 of 1 Records' and pagination controls.

Select	Exnum	Last Name	Student ID	Test Date	Site Name	Branching Profile	Score Status	Action
<input checked="" type="checkbox"/>	28476455	Taylor	13333	02/06/2018 15:42:01	Demo Site	002: ACCUPLACER Placement - Elementary Algebra, Reading Comprehension, Sentence Skills	Valid	Resume

7. Test will begin where student left off.