



ACCUPLACER Placement Test Administration

Resume a Test Quick Guide

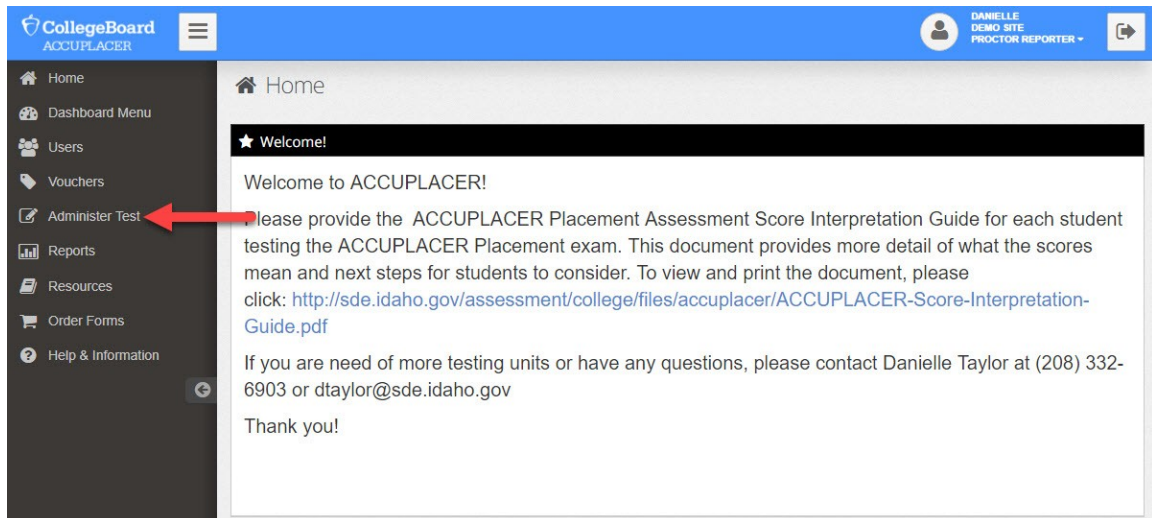
STEPS TO RESUME A TEST

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

Note. Please contact your school's Site Manager to obtain a proctor account.

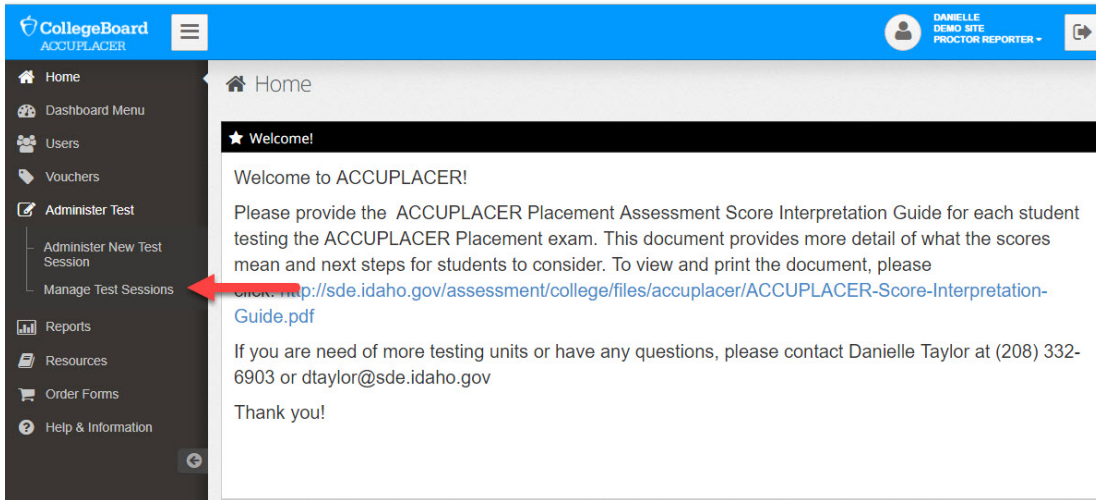
3. Click on Administer Test tab on the left side of the navigation panel. You must complete the certificate of test administration to view this option.

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

- 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 CollegeBoard ACCUPLACER interface. At the top, the user is identified as DANIELLE DEMO SITE PROCTOR REPORTER. The main area contains search filters for 'Date Range Query' (set to 'Yesterday and Today'), 'Status' (set to 'Open'), and 'Score Status' (set to 'Both Valid and Invalid'). Below these are fields for 'AND/OR Find Student By Name' including Student ID, First Name, and Last Name. A 'Save Query' section allows for creating or updating a query. The 'Test Session Search Results' table shows one record for a student named Taylor with a valid score status. A red arrow points to the 'Resume' button in the 'Score Status' column of this record.

Select	Exnum	Last Name	Student ID	Test Date	Site Name	Branching Profile	Score Status	on
<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	

- Test will begin where student left off.
- Visit the ACCUPLACER Portal.