



TABLE OF CONTENTS

ACCUPLACER Site Manager Training Webinar Q & A.....	2
ACCUPLACER Proctor Training Webinar Q & A.....	5
ACCUPLACER Accommodations Training Webinar Q & A.....	8

ACCUPLACER Site Manager Training Webinar Q & A

January 21, 2021

How many colleges are accepting ACCUPLACER today?

A: A little over 3,000 universities and institutions. It is recommended to check with your university as to whether or not they accept these scores.

Does this test replace SAT for IEP students? Does it fill the SAT requirements for students? Can all IEP students this in place of SAT?

A: Yes, if the IEP team determines this is appropriate for the student, it will meet the College Placement exam requirement. Idaho Administrative Rule states, "A student must take one (1) of the following college entrance examinations before the end of the student's eleventh grade year: SAT or ACT.... Students receiving special education services through a current Individualized Education Plan (IEP) may utilize the **ACCUPLACER placement exam in lieu of the SAT or ACT.**"

Where is the material to prep for the ACTA Certification?

A: ACTA study resources are located on the left hand side navigation panel at the top under Certificate of Test Administration link.

How long are the student data available? Will we still see students from 2 years ago?

A: Yes. Data is kept for five years within the ACCUPLACER platform.

I have submitted my Site Manager Account request form but haven't received information about accessing the test which I must pass. Also, I'm assuming I must pass that test before receiving log-in information?

A: It is possible the password reset email from ACCUPLACER is caught by the spam filter. Please contact Morgan Phillips at mphillips@sde.idaho.gov for assistance.

Is there a certain date or timeframe that this test needs to be taken on? Like SAT?

A: The ACCUPLACER test window is from February to June 30th, 2021. ACCUPLACER is on-demand and is not like SAT.

I know nothing about the ACCUPLACER. Could you please give me some background information regarding this assessment, such as, what type of student is this test best suited for? Are most colleges and universities accepting this test? Is there a decision tree that we can use during an IEP meeting to decide if the SAT or the ACCUPLACER would be best for the student? What does this test look like...math, reading, science? Is it paper and pencil or online?

A: ACCUPLACER is a placement test. It is used to determine whether or not a student has a reasonable chance of being successful in an entry level course. As of now, it is being accepted in a little over 3,000 universities and institutions, but it is recommended to check with your institution as to whether or not they accept these scores. At this moment, there is not a decision tree, but we can check with SDE leadership to see if that's something they would like to provide as a resource. This is an online, computer adaptive test,

Can there be two Site Managers for one school?

A: Yes schools can have multiple Site Managers and it is strongly recommended if you have a larger school.

Would you recommend a student practice this if they are unsure if they would like to take ACCUPLACER or SAT?

A: Yes, the student should have input on this decision. The IEP team should also keep in mind the student's post-school goals. If the student is planning on attending a 4-year college or university you would want to research their entrance requirements (do they accept ACCUPLACER?)

Should we have already received an email to log in for training?

A: You should have already received your username and password to the ACCUPLACER platform. It is possible the password reset email from ACCUPLACER is caught by the spam filter. Please contact Morgan Phillips at mphillips@sde.idaho.gov for assistance.

What are the units that are ordered?

A: Units are like vouchers for the SAT. Please submit a [Units Request Form](#) to request units. It is not an automated system. Please give us at least three-day advance notice, if possible, when requesting units. Please contact Morgan Phillips at mphillips@sde.idaho.gov if you need to expedite your request.

Do we add students in the Student Profiles tab?

A: That will be covered in the [ACCUPLACER Proctor Training](#). The Student Profile tab is used when you need to edit a student's demographic information that may have been input incorrectly.

Being a small school, usually 8-10 students a year taking the ACCUPLACER, would you recommend a Site Manager and Proctor Reporter, or the same person doing both?

A: You can definitely do both. You don't have to have two separate people.

In November, I got online, read the materials, and took the test to be a Site Manager. After this training, do I have to take the test again to have access to all items?

A: No, the Site Manager certification is good for 12 months.

ACCUPLACER Proctor Training Webinar Q & A

January 21, 2021

Will the state provide those of us who do not currently have an account with login information?

A: Please submit a [Site Manager Request Form](#) to become a Site Manager. If you are a Proctor, please contact your Site Manager to get an account.

Could this test be taken on an iPad?

A: It is recommended to take the test on a desktop or laptop machine due to frequently experienced technical difficulties.

Can a student whose test has been invalidated due to a test incident, retake ACCUPLACER? Does this require another unit?

A: If a IA stops and invalidates a test, it is a local decision if the student would be allowed to test at a later date. Retesting does require additional consumption of test units.

Is this the same Test Incident log as other state tests?

A: The use of [Test Incident Log](#) is encouraged to protect staff, in case of (serious) test incident.

Does the SDE pay those extra costs for remote proctoring?

A: No, the SDE will not pay for the extra costs for remote proctoring. However, if you already use a virtual platform (e.g. Zoom, GotoMeeting) for instructional purposes, you can use it to proctor.

Is there an advantage giving each test separately compared to all at once?

A: It comes down to preference and timing.

Can Para Professionals serve as a proctor?

A: Yes, paraprofessionals can be Proctors. It is recommended to work with your administration to determine who should proctor in your school.

Would Para Professionals be able to be in the testing room for assistance to any students taking the exam?

A: Yes, as long as they have taken the proctor training. Also, consider accommodations that would support the para working with the students.

Are students able to take both the SAT/ACT and the ACCUPLACER?

A: Not at state expense. Idaho Administrative Rule states, "A student must take one (1) of the following college entrance examinations before the end of the student's eleventh grade year: SAT or ACT.... Students receiving special education services through a current Individualized Education Plan (IEP) may utilize the **ACCUPLACER placement exam in lieu of the SAT or ACT.**"

Appropriate students to take the ACCUPLACER: ERR, Resource. Can this be an alternate assessment for students that are exempted from taking the SAT/ACT?

A: The only students exempt from the college entrance exam Graduation requirement are those who qualify and take the IDAA (Alternate assessment). IEP teams should determine which students should take the ACCUPLACER instead of SAT.

Our ERR students have many Para's assisting them throughout the day. Is this allowed while taking the ACCUPLACER?

A: Yes, as long as they have taken the proctor training. This ensures test validity.

Can you show us how you switch between being a Site Manager (SM) and a Proctor Reporter (PR) if we are doing both?

A: This example is shown at the end of the Proctor Training webinar found [here](#). Two sets of log in credentials (User Name and Password) are required if you are serving in the role of SM and PR. To switch between the roles you will need to log out and log in with the desired user role credentials.

Is the ACCUPLACER intended to be taken as a replacement for the SAT (i.e. if a student is an alternate assessment student) or as an additional exam?

A: Yes, this is a replacement for SAT. If a student qualifies for the Idaho Alternate Assessment (ISAT alt), they are exempt from the College Entrance exam. All other students on IEPs need to take either the SAT/ACT or Accuplacer, Idaho Administrative Rule states, "A student must take one (1) of the following college entrance examinations before the end of the student's eleventh grade year: SAT or ACT.... Students receiving special education services through a current

Individualized Education Plan (IEP) may utilize the ACCUPLACER placement exam in lieu of the SAT or ACT."

When will Site Managers get their credentials email?

A: It is possible the password reset email from ACCUPLACER is caught by the spam filter. Please contact Morgan Phillips at mphillips@sde.idaho.gov for assistance.

ACCUPLACER Accommodations Training Webinar Q & A

March 3, 2021

Is there a time limit on the test? Can they stop and come back later to resume test?

A: No, ACCUPLACER is not timed. Yes, student can save and finish the test later within 14 days.

Does the online Accuplacer test have text to speech accommodations for students?

A: No, there is no embedded text-to-speech accommodation. You will need to install a text-to-speech software and select the correct branching profile.

We received test forms and booklets in the mail when I ordered the test. I didn't realize they were going to send a paper test. I thought we were ordering online. Can we still take the online version? What do we do with the paper tests if we don't use them?

A: You should not have been able to order standard or large print booklets. These booklets are available as print on demand (COPPS). What did you receive? Please reach out to me to get this resolved.

Can students enlarge the text in the online format?

A: Yes, they can in both ACCUPLACER Online and ACCUPLACER COMPANION Digital.

I need help getting login information.:

Please contact your Site Manager. If you are the Site Manager, overseeing the proctors or being the main contact, please submit the Site Manager Account Request Form at <https://form.jotform.com/203075929753059>.

Can we do the read the script to online students?

A: Yes, if human reader is an accommodation on the student's IEP and is used regularly.

Is Read Write on Google Chrome the same as Read Write Gold?

A: Yes, they are both offered by Texthelp, Inc.

What's the grade level of the Companion?

A: There is no grade level attached to ACCUPLACER.

Can Special Education students with lower reading levels take the test?

A: Yes, use this [Decision Tree document](#) during IEP meetings to help you determine which assessment choice best meets the needs of your student in meeting the college entrance exam graduation requirement. You can also visit the ACCUPLACER website to access [practice tests](#).

Do we sign up the student or do you?

A: Either the Site Manager or the Proctor pre-registers the student. Pre-registration is optional, and you can start the test without pre-registration. However, pre-registration will ensure all relevant student information is entered correctly and save time on the test day.

My screen does not have these options. I am logged into Accuplacer but not seeing the same screens.

A: Please make sure you have the correct access. Site Managers cannot proctor the test.

Is Read Write able to be used as the text to speech software?

A: Yes.

Can you test read write software in the sample test as well?

A: Yes.

I had major problems with pop up blockers.

A: Pop-up blocker has to be turned off.