If you are a student who resides more than 200 miles away and unable to travel to Rutgers University-Newark to complete placement testing, please do the following:

1. Contact a local academic institution (your high school/college) to determine if test center personnel (guidance counselor/advisor) are willing to proctor your ACCUPLACER math and writing placement tests. Students are not allowed to take the placement tests without the supervision of an approved proctor. This ensures the integrity of the students’ test scores and the security of the ACCUPLACER tests.

   **Proctor Qualifications:**
   - Familiar with accepted practices for administering standardized tests
   - Has no vested interest in the student’s scores
   - Is not related to the student
   - Is employed by an academic institution, which can be verified, and can provide an official school email address

2. Verify that there is a computer available and ask your proctor to make sure it meets the basic tech requirements for administering the tests. The easiest way to do this is to go to [www.accuplacer.org](http://www.accuplacer.org) and click “System Requirements.”

3. Complete the **Request to Take ACCUPLACER at a Remote Location** form and ask your proctor to fill out the **Proctor Security Agreement** form below. **Forms on Pages 2 & 3 must be completed and submitted by the proctor.**

4. Schedule your placement test session (at least 7 to 10 business days after submitting this request) and allow 4.5 hours for testing. Review the Testing PowerPoint on our website [www.ncas.rutgers.edu/remotetesting](http://www.ncas.rutgers.edu/remotetesting). Please keep in mind that your placement tests must be completed before you can register for classes.

5. Once the **Request to Take ACCUPLACER at a Remote Location** and the **Proctor Security Agreement** have been received, your proctor will be contacted via email with testing instructions for accessing the ACCUPLACER testing website.

6. Reminder: Please schedule the placement test at least 7-10 business days after you submit this request.

If you have questions about the remote testing procedures at Rutgers University-Newark please contact:

Janeyah Vickers  
Academic Advisor  
Testing Administrator  
janeyah.vickers@rutgers.edu  
Ph#: 973-353-5800
Rutgers University-Newark
Student Request to complete ACCUPLACER® tests at a Remote Location

PLEASE PRINT NEATLY

Student’s Name: ________________________________________________________

Rutgers ID Number (9 digits): ___________00-______________________________

Address: ______________________________________________________________

City, State/Country, Zip Code: ___________________________________________

Telephone: ___________________________ Email: ___________________________

Please provide the following information regarding the proctor who has agreed to administer the ACCUPLACER placement tests to you. Your proctor must be someone from an academic institution (which can be verified) and the proctor must use an official school email address. All sections must be completed.

Proctor’s Name & Position/Title: __________________________________________

Academic Institution: __________________________________________________________________

Address: _________________________________________________________________________

City, State/Country, Zip Code: __________________________________________

Telephone: _________________________________ Fax: ___________________________

Proctor’s Official School Email Address: __________________________________________

STATEMENT OF POLICY ON ACADEMIC INTEGRITY

Your acceptance of admission to one of the colleges or schools of Rutgers University, and your presence at this testing session establishes your status as a member of the university community.

As such, you are expected to adhere to the principles of academic integrity, honesty and truth. Each student is responsible for knowing the standards of academic integrity. Copying from or giving others assistance on an examination, having a substitute take an examination for you, and taking an examination for another are all serious offenses in a university community.

By submitting this form, I do hereby pledge that no items or content on the placement tests will be copied, duplicated, or printed. Information regarding individual items on this test will not be divulged to anyone. The student will take the tests the entire time without any access to calculators, dictionaries, thesauruses, notes, or other texts. All paper used to work out problems will be destroyed.

Proctor Signature: ___________________________ Date: __________________________

Student Signature: ___________________________ Date: __________________________

Please scan or fax completed pages 2 & 3 to:

Janeyah Vickers
Academic Advisor
Testing Administrator
janeyah.vickers@rutgers.edu
Ph#: 973-353-5800
Rutgers University-Newark
Proctor Security Agreement for the Administration of the ACCUPLACER® Computerized Placement Tests

PLEASE PRINT NEATLY

I, ________________________________, agree to administer the ACCUPLACER® test(s) to ________________________________ in a secure, proctored environment and to be present throughout the testing session, which will be administered on ___________________________ beginning at ______________________________.

(month/day/year) (test session start time)

Please schedule the placement test at least 7-10 business days after you submit this request.

• I agree to verify the identification of the student named above by the use of a picture ID issued by a state or federal agency (driver’s license, passport, military ID).
• I agree to take all necessary precautions and actions to ensure the security and confidentiality of the ACCUPLACER item pools.
• I agree NOT to reproduce or copy, in any fashion, in whole or part, any of the materials of the ACCUPLACER system.
• I acknowledge that all said materials are copyrighted, and I agree NOT to share, in any way, such materials with any unauthorized persons.

AGREED TO AND ACCEPTED BY (PLEASE PRINT NEATLY):

Signature of Proctor: __________________________________________

Phone: ________________________________

Official School Email Address: ________________________________

Date: ________________________________

Please scan or fax completed pages 2 & 3 to:

Janeyah Vickers
Academic Advisor
Testing Administrator
janeyah.vickers@rutgers.edu
Ph#: 973-353-5800
ACCUPLACER® OFF-SITE PROCTOR INSTRUCTIONS

(This is an example of the instructions, official instructions will be sent directly to the proctor)

Thank you for agreeing to administer the ACCUPLACER test to:

__________________________________________________________ for □ Math & English □ Math Only □ English Only

(name of student & Rutgers ID#)

Before administering the test, please review the PowerPoint presentation www.ncas.rutgers.edu/remotetesting to familiarize yourself with the full student testing instructions. Please open the PowerPoint depending on which test the student will be taking: 1) Math Only 2) English Only or 3) Both Math & English.

Math section: 1½ hr (average), no official timed sections (scratch paper is allowed for math section only)

English Section: 2 ½ hrs, includes Reading Comprehension, Sentence Sense, & a Timed Essay (60 minutes)

Be certain the pop-up blocker is turned off.

• Students should NOT use their personal computer or laptop to complete the test.
• Students are not allowed to bring a cell phone into the testing room.
• Please supply the student with a piece of clean scratch paper and a pencil.
  Note: This is only permitted during the Math section, please removed during the English/Writing section
• Students may NOT use a calculator or any other electronic device during testing.
• Before beginning the test, please have the student review the PowerPoint instructions, available at www.ncas.rutgers.edu/remotetesting, on the right hand side. Please open the PowerPoint depending on which test they are taking: 1)Math Only 2) English Only or 3)Both Math & English.

ACCUPLACER INSTRUCTIONS

• Proctor will receive an email from ACCUPLACER to set up password
• Go to www.accuplacer.org to access the ACCUPLACER log-in screen
• Click on log-in (right hand corner)
• Enter “ ” for USER NAME and enter “ ” for PASSWORD.
  Note: Username & Password will be sent to proctor.
• Click on Administer Test, TAB ON LEFT SIDE
• Click on Administer New Test Session
• From the Branching Profile drop down menu, select “ ”
  Note: Assigned Branching Profile will be sent to official proctor, once test(s) are determined.
• When the student arrives at the screen where they are to enter a student ID, please be sure they use their assigned Rutgers ID Number.
• At the conclusion of the test, please send me an email along with the student's name and Rutgers ID Number, informing me that the student has completed the test(s).

IF YOU HAVE ANY TECHNICAL PROBLEMS DURING THE TEST, CALL THE COLLEGEBOARD AT 1-866-607-5223 or use the LIVE CHAT button in top right corner. IF the student times out, re-log them in using their Rutgers ID# go to Administer Test and select RESUME TEST SESSION—it will be where they left off. No test is ever lost.

Sincerely,

Janeyah Vickers
Academic Advisor
Testing Administrator
janeyah.vickers@rutgers.edu
Ph#: 973-353-5800