Guidelines for Remote Testing of Students

Recommended facilities

• College or university test center
• High school
• Library

Prohibited sites

• Student’s home*
• Student’s place of employment
• Coffee shops and Internet cafes

*Students with a documented disabling condition who require accommodations must consult with test center personnel.

Proctor Eligibility Criteria

• Proctors must be responsible adults familiar with accepted practices for administering standardized tests.
• Proctors may not be a peer of the student.
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• Proctors must have no stake in students’ scores.
• Proctors must not be related to the student.
• Proctors may not be employed part- or full-time at a test preparation company.
• Proctors may not participate in any coaching activities that address the content of ACCUPLACER tests.
• Proctors may not administer any ACCUPLACER test being administered to a member of their household or immediate family.
• Proctors must be authorized by the institution to proctor exams in a remote location.

Proctor Duties

• Proctors must be familiar with the administration and test security procedures.
• During test administration, proctors may assist students with equipment during the exam and provide additional scratch paper and pencils if necessary.
• Proctors must walk around the room to ensure students are working on the correct test and to guard against attempts at cheating.
• Proctors must never read, eat, drink, engage in conversation, or perform any activity not related to the test administration.
• Proctors who are familiar with students’ specific accommodation needs may administer exams to students with disabilities.