

USI English 101 Accuplacer Writing Prompt Overview & Directions

Directions for students with a voucher as well as those without a voucher on the following pages

Students are not permitted to use a cell phone during testing. **If you have a student with an IEP who is taking the Accuplacer writing prompt, please let us know beforehand so we can assure appropriate accommodations are provided and approved through our ADA coordinator.**

***Students may be asked if they want to take a foreign language test. Tell them to select “No Thank You.”** If the student selects a language test, they must finish it. The test score cannot be retrieved until the test session is closed.

PSAT/SAT/ACT Test Score Accuplacer Exemptions for CAP ENG 101

students with the test scores below or higher will not be required to take the USI Accuplacer Writing Prompt to take CAP ENG 101

English 101: Students must meet one of the following criteria in addition to the required 2.5 GPA:

1. SAT/PSAT Evidence-Based Reading and Writing (EBRW) score of 450 or higher.
2. ACT English score of 17 or higher.
3. Placement through a timed writing prompt*.

*If none of the above test score criteria are met, a student may attempt to place into English 101 through a timed writing prompt (details shared with CAP English 101 instructors via email). Prompt deadlines are early each semester. Each prompt is evaluated by two to three USI faculty to ensure consistency and fairness, just as writing prompts on campus are evaluated. Students who pass the prompt may enroll in English 101.

Students must have the required scores or place into the course at the time of enrollment. Students in year-long courses cannot register in the spring with qualifying test scores at that time.



Test Results	
	Score
	5


Tip: The score that appears at the end of the writing prompt means nothing. USI uses faculty members to read the writing prompt and does not use the Accuplacer system score. Don't let students get stressed over the number that appears at the end.

Tips for a Smooth Testing Session
(read before going over directions)

● Test student devices before testing. Chromebooks have been known to not work with the Accuplacer site. In this case, computer labs must be used.

● Make sure pop-ups from Accuplacer are allowed.

Make sure you have turned off the pop-up blocker or else you will not be able to access the test. Turn off pop-ups in Chrome by:

1. At the top right, click More  > Settings.
2. At the bottom, click Advanced.
3. Under "Privacy and security," click Content settings.
4. Click Pop-ups and redirects.
5. At the top, turn the setting to Allowed for <https://www.accuplacer.org:443>.
6. Make sure once you've allowed pop-ups to close any background/previously launched Accuplacer windows as this will not permit the test to begin.

● Advise students not to click outside of the testing screen (this will cause a lock-out requiring you to log back in on their computer and resume the test, directions for resuming provided further in this handout).

● Have students use the restroom before the testing session begins.

● If you have a student with an IEP who is taking the test, please let us know beforehand so we can assure appropriate accommodations are provided and approved through our ADA coordinator.

● Advise students to select that they don't want to take a foreign language exam if they are asked.

● The student ID (if asked to enter one - i.e. not using a voucher) can be the student's school ID or date of birth with his/her initials included. The ID number doesn't matter as it gets changed to the USI ID number once enrollment is completed.

Proctor Directions for Small Group Testing Without Vouchers:

1. The proctor should go to www.accuplacer.org using any browser. **Popup blockers will need to be turned off to allow popups.**
2. The proctor should type in their case-sensitive username and password.
Your CAP specific username and password are confidential and should not be given to the student.
 - If you get a message that your account will expire or has expired, contact the CAP Office or Ms. Meyers or Ms. Suzie Schroeder, USI Placement Test Coordinators, at 812-464-1763. Accuplacer access is available for one year from the date of the completion of the Certificate of Test Administration Exam. If it has been a year since your exam, your access will be expired.
 - If the username and password fails 5 times, call 812-464-1743 for assistance from Ms. Nancy Myers or Ms. Suzie Schroeder, USI Placement Test Coordinators.
3. Click **Administer Test** to the left of the screen.
4. Click **Administer New Test Session** to the left of the screen.
5. From the branching profile dropdown menu choose **English**.
6. Click **Administer Test**.
7. The next screen should be the privacy policy. Scroll to the bottom and click **Accept**.
8. Have the student fill in all spaces that have a red * next to it. The ID number can be the student's school ID with their initials included or his/her date of birth. The ID number does not matter as CAP staff will have to go in and corrected it to the USI ID after enrollment.
9. The test will begin on the next screen asking for the name of their high school. Have the student proceed to the test.
 - You may monitor a student's test progress from another computer by using the login information and going to the **Dashboard Menu** under **Test Center Management**.
 - If a student gets a lock-out message, the proctor should log back in, go to Administer Test, Manage Sessions, search for test on the current date, find the student's name and click the **resume** button off to the right.

For more information call the CAP Office at 812-228-5022 or Ms. Nancy Myers or Ms. Suzie Schroeder, Placement Test Coordinators in USI's Academic Skills at 812-464-1743 or check the web site <http://www.usi.edu/university-division/academic-skills/placement-testing>

Proctor Directions for Large Group Testing With Vouchers:

Instructor station (set up first): Helpful when giving the test to a large group.

1. Go to www.accuplacer.org using any browser. **Popup blockers will need to be turned off to allow popups.**
 2. The proctor should type in their case-sensitive username and password. Your CAP specific username and password are confidential and should not be given to the student. *(If the username and password fails 5 times, call 812-464-1743 for assistance from Ms. Nancy Myers or Ms. Suzie Schroeder, USI Placement Test Coordinators.)*
 3. Click **Dashboard Menu** to the left of the screen.
 4. Click **Test Center Management** to the left of the screen.
 5. Next, get the students started entering in their voucher information on their computers (see **Student Directions - Start Tests with Vouchers** below).
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Student Directions - Start Tests with Vouchers

1. Tell students to go to www.accuplacer.org using any browser. Popup blockers will need to be turned off to allow popups. If not done in advance through the school's
2. Students should click the **Use Voucher** button.
3. Maximize the screen.
4. Type in case-sensitive voucher number, last name and birthdate. Click **Submit**.
5. Student should wait and not do anything at this point until the test has been opened. A red stop sign will appear on the screen. Tell the students to stop when they see the stop sign and to not click anything.
 - The Proctor can then activate the tests from the instructor station.
 - Click **Awaiting Approval** at the bottom of the screen.
 - Click the **Multi-Action** dropdown, click **Select All** and **Approve Request**. Refresh the proctor station browser window to update pending test approvals. This step may need to be repeated multiple times.
 - If needed, the Proctor can activate the test at the individual computer by clicking **Next** and you, the proctor, typing in your username and password.
6. The next screen should be the privacy policy. Scroll to the bottom and click **Accept**.
7. Have the student fill in all spaces that have a red * next to it. A student may use their high school ID number combined with numbers from their date of birth for their ID number. Student ID numbers or dates of birth alone are no longer sufficient as we have run into issues where the IDs and dates of birth are already in the system. For example, have a student use 10132003455789 instead of just their date of birth digits (e.g., 10132003).
8. The test will begin on the next screen asking for the name of their high school.



Proctor Troubleshooting:

1. If a problem occurs, the proctor should go back/log in to the original login screen at www.accuplacer.org and instead of clicking Administer New Test Session, click **Manage Test Session.**
 - Without clicking anything else, click **Search.**
 - Choose the student's name from the list by clicking on the icon at the end of the row which will resume their test. Select the **resume** test button on the far right side. The test should resume from where the student left off.
 - If the student's name is not in the list and they have not answered any test questions yet, start the test over again.
 - You do not need to print the test results as USI will be able to access the score report.
 - You may monitor a student's test progress from another computer by using the login information and going to the **Dashboard Menu** under **Test Center Management.**
2. If you get a message that your account will expire or has expired, contact the CAP Office or Ms. Meyers or Ms. Schroeder, USI Placement Test Coordinators, at 812-464-1763. Accuplacer access is available for one year from the date of the completion of the Certificate of Test Administration Exam. If it has been a year since your exam, your access will be expired.
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