

## Guidelines for Remote ACCUPLACER® Testing

Students unable to take the ACCUPLACER placement tests at a CPCC campus may arrange for remote testing by following the steps listed below. Fees for remote testing (if any) are the student's responsibility.

1. If you have taken the ACCUPLACER test(s) for CPCC before, verify you are eligible to retest by viewing our retest policy (located on our website).
2. Contact a local educational institution or military facility to determine if qualified\* test center personnel are willing to administer the ACCUPLACER® tests to you in their testing center. It is not necessary for that college or facility to be a user of ACCUPLACER®. *Then...*
3. Complete the "Request to Take ACCUPLACER at a Remote Location" form, and click the Submit by Email button. *Then...*
4. CPCC will provide the designated proctor with a security agreement form to be completed and returned. *Then...*
5. After receiving the proctor security agreement, CPCC will provide the proctor with a password and instructions for administering ACCUPLACER®. *Then...*
6. Test at the date and time mutually arranged between you and the proctor. *Then...*
7. Advise us when you have completed all placement 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 educational institution or military facility