



## ACCUPLACER ONLINE

### **Project Running Start** Student Guide

#### **About the Assessment:**

The College Board developed the ACCUPLACER Computerized Placement Tests (CPT's), with the help of committees of college faculty, to provide information about your level of skill accomplishment in English. Your college may use the scores you receive and other information that you provide to help determine the English courses most appropriate for you at this time.

It is important that you take your time and answer the question to the best of your ability. Failure to do your very best may result in a course placement that is too low for your current skill level.

#### **Score Reporting:**

When you have completed the test, you will see a report of your score on the screen. The test administrator will help you to print two (2) copies of your report... one for you to review with your advisor and one for your file.

#### **Who Must Take the Test:**

Individuals who wish to enroll in a Project Running Start English course need to take the placement test.

#### **Fees for ACCUPLACER:**

The fee for the course placement test (ACCUPLACER) is \$5.00.

#### **Special Arrangements for Students with Disabilities:**

If you have a disability that would interfere with your ability to take the placement test independently, please ask to meet with the Coordinator for Disability Services in The Center for Academic Planning & Support (CAPS). You may also call to set up an appointment: (603) 668-6706 ext. 221

#### **Testing Regulations:**

Before taking the test you will be asked to confirm that you have read the testing regulations, and that you agree to comply with them. A copy of the regulations is included with this Student Guide.

## **Confidentiality:**

Your test scores and the information you provide when taking the test will only be provided to The College Board, to NHCTC, or your high school guidance counselor and/or Project Running Start instructor. The information may be used for counseling, advisement, and placement purposes and may be used to document whether or not you have met state testing requirements. It may also be used by The College Board for research and training purposes. Your test information will not be disclosed for any other purpose without your permission. If you have any questions about confidentiality, please see your Test Administrator.

## **Tutorial:**

If you are not comfortable using a computer keyboard or mouse, you may want to take the tutorial available on the Internet at <http://www.collegeboard.org>. Ask a friend or advisor to help you. If you do not have access to a computer, you may use one in the library or in CAPS at NHCTC.

## **Computer Delivered Testing:**

You will take the test using a computer. You will use either the keyboard or the mouse to enter your answers and supply other information. A Test Administrator will always be present should you have any questions or problems. The Test Administrator has the ability to resolve any difficulties that may occur.

## **The Writing Sample:**

You will be asked to prepare a multi-paragraph writing sample of about 300-600 words on a topic provided.\* You should use the time available to plan, write, review, and edit what you have written. Carefully read the assignment before you begin to write.

Your writing sample will be scored on the basis of how effectively it communicates a whole message to the specified audience for the stated purpose. You will be assessed on your ability to express, organize, and support your opinions and ideas, not the position you express. Your writing sample will be scored based on the following four characteristics of writing.

- **Focus**

The clarity with which you maintain your main idea or point of view.

- **Organization**

The clarity with which you structure your response and present a logical sequence of ideas.

- **Development and Support**

The extent to which you elaborate on your ideas and the extent to which you present supporting details.

- **Mechanical Conventions**

The effectiveness of your sentence structure and the extent to which your writing is free of errors in usage and mechanics.

\*Scoring is based on 300-600 word writing-samples. If less than 300 words are submitted, scoring may not accurately reflect skill level.

## Questions About the Test Items:

If you have questions about a test question, you may write to:

The College Board  
ACCUPLACER Test Development  
45 Columbus Ave.  
New York, NY 10023

You will receive a written response to any question you submit.

## Additional Information:

If you would like additional information about ACCUPLACER or if you have any questions about the test or its administration, please call CAPS: 603-668-6706 ext.329 or e-mail: [mknedler@nhctc.edu](mailto:mknedler@nhctc.edu)

## Testing Rules and Conditions

1. I understand that I must comply with these testing rules and conditions, and if I fail to do so, my test results may be cancelled. No monies will be refunded and legal action or other remedies may be pursued.
2. I understand that ACCUPLACER is administered to obtain information to assist in placing me in the appropriate course, determining the need for developmental coursework or meeting college or other governing body mandates. I further understand that ACCUPLACER may only be taken for these reasons and may not be taken for any other reason.
3. I understand that my responses may be used for purposes of training and instruction. Further, I understand that if my response is used for these purposes, individual identifying information will be removed.
4. I understand that the test administrators are responsible for maintaining a secure test administration and that I authorize the administrators to act as my agents in maintaining test security, and will cooperate with them. I further agree to follow all reasonable oral or written instructions presented at the test administration. I understand that if I fail to comply with this requirement, I may be dismissed from the test administration and/or my score may be canceled.
5. I agree not to communicate with other examinees or other individuals other than the test administrators during the test administration. I further agree not to disrupt or in any way behave in a way that would adversely affect my performance or the performance of other examinees. I understand that if I fail to comply with this requirement, I may be dismissed from the test administration and/or my scores may be canceled.
6. I understand that all test questions and other test materials are the property of The College Board and/or its contractors and have been developed at great cost. I further understand that the materials must be kept confidential and secure from disclosure. These materials are not available to me outside of the test administration, either before or after the test administration. I understand that I cannot and will not take any assessment materials including notes from the test administration room. Any other duplication of test materials, in whole or in part is prohibited. I promise and agree not to disclose any of the

contents of the assessment and will not duplicate or reproduce information in whole or in part. I understand that if I should fail to comply with this requirement, I may be liable for the costs associated with a failure to comply, and may be subject to other legal remedies including injunctive relief for any such action on my part.

7. I understand that my scores will be made available to institutions of higher education, and appropriate state agencies. If I wish to cancel my scores, I must do so before leaving the test center by notifying the test administrators in writing of my desire to do so. If The College Board has any doubt about the legitimacy or validity of my score, they may cancel my test score if in their sole opinion there is adequate reason to question the validity or legitimacy of the score.
8. I understand and agree that liability for test administration activities, including but not limited to the accuracy of the assessment materials, assessment scores, administrative conditions including computer equipment, will be limited to a retake of the assessment or correction of the scores at no additional charge. I waive all rights to all further claims arising out of any acts or omissions of The College Board or its contractors.
9. I understand that the assessment itself and the assessment program are subject to change at the sole discretion of The College Board and its contractors.

If I object to any of these rules or conditions, I understand that I will advise the test administrators before the test administration and the objection will be considered prior to allowing me to take the assessment. If my objection is not honored, I will not be permitted to take the assessment.

I understand that should any of these rules or conditions or other aspect of the assessment process be declared by any court of competent jurisdiction to be invalid or illegal, the remaining rules, conditions, and assessment components will not be affected and will remain in effect.