

Accuplacer Placement Remote Testing Student Instructions



Due to the situation with COVID-19 the Tulsa Community College Testing Centers will be offering Accuplacer placement tests through the Zoom video chat service.

More information on how to download Zoom will be listed below.

You will need a computer (desktop or laptop) with a webcam and audio capabilities.

Chromebooks do not work with Accuplacer.


If you do not have a computer to use or a webcam, you can schedule an on-campus appointment for testing at www.tulsacc.edu/placement-test.

Step 1: Schedule your placement test time

- After communicating with TCC staff (such as an advisor, answer center or enrollment services staff) in order to receive a testing referral (may be sent via email to you), you can schedule your remote test session date and time.
- Testing times are scheduled through SignUpGenius.
- If you have an approved re-testing referral, you need to schedule an on-campus appointment as remote sessions are limited to first attempts only.



- Schedules are located on the sign up link at www.tulsacc.edu/placement-test



TCC Testing Remote Proctor Student Schedule


Remote Placement Testing Appointments


If you are needing to test off campus for a specific reason (i.e. illness, out of state, other extenuating circumstances), please sign up here for the subject test you need and provide all requested information. You do need to have received a referral from a staff person or in an email to take a placement test.



A Testing Center staff member will communicate with you after receiving your signup.

If you need to test outside of normal Testing Center hours (posted on our webpage www.tulsacc.edu/testing-services), please email mctesting@tulsacc.edu with your request. We will do our best to accommodate after hour requests if no other option is available to you.

Please review our policies (attached document).

Thank you! 

Related files: 

 [Testing Services Policies Modified for Covid.pdf](#) (100KB pdf) 

- Once you choose your time, the next page will ask for your information.
If it is less than 24 hours before, it will show a lock symbol as we do not allow sign ups less than 24 hours ahead of time due to the prep required for each student.

- You will need to provide your first name, last name, phone number, an email address and your TCC ID number (T*****).



Sign Me Up

Sign me up for:

Available Slot	Date (mm/dd/yyyy - CDT)	Student ID # (T#)	Quantity
Math Accuplacer Placement Test	Thu., 10/01/2020	<input type="text"/>	1

Name

Email

Already have a SignUpGenius account? [Login](#)

Phone

Which device will you be using to take your test? (no phones or tablets)

You will need to verify your device works with Zoom and Accuplacer. Directions will be emailed to you. Chromebooks and Surface laptops do not work well so in order for a successful testing experience, you will need to locate a different device to use.

☐ laptop

☐ desktop

☐ Chromebook

☐ Mac

Do you have a webcam to use for your test?

Please indicate what webcam or camera you can use for Zoom. If you do not have a camera, please sign up to test on campus instead of remote.

If you are taking a placement test, who referred you to test?

You need a referral from a TCC staff member in order to take an Accuplacer test.

☐ a TCC advisor

☐ a TCC admissions staff

☐ a TCC answer center staff

☐ a different person at TCC

☐ I received an email from TCC to test

☐ I did not receive a referral from TCC

☐ I am not taking a placement test





- You will receive a confirmation email with your scheduled test date and time.
- Please check the email address you signed up with prior to your test time.
- If you NO SHOW for a remote session without communicating you will be restricted to testing on campus only.

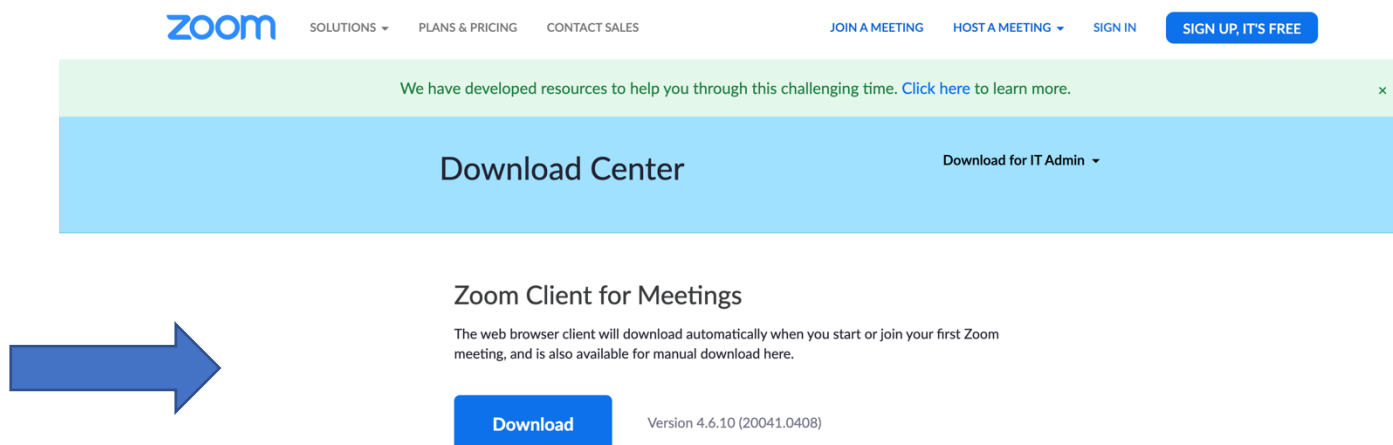
Step 2: Downloading Zoom and ensuring Accuplacer will work on your machine

- In order to have an Accuplacer test proctored remotely, you will need to download the Zoom video chat program. You will also want to make sure your computer will work with Accuplacer's website.

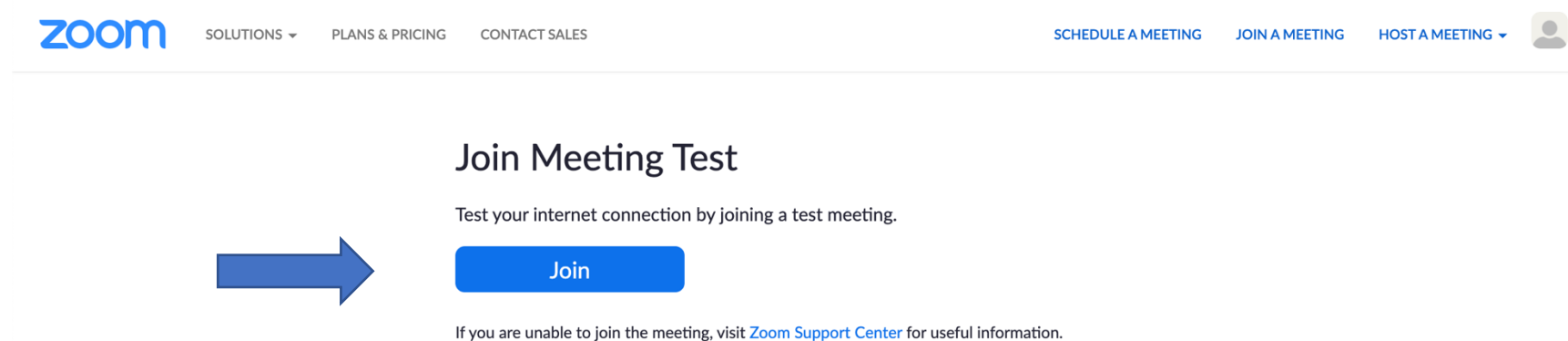
Please follow these steps **BEFORE** your testing appointment:

1. Go to the Zoom website, download and install Zoom:

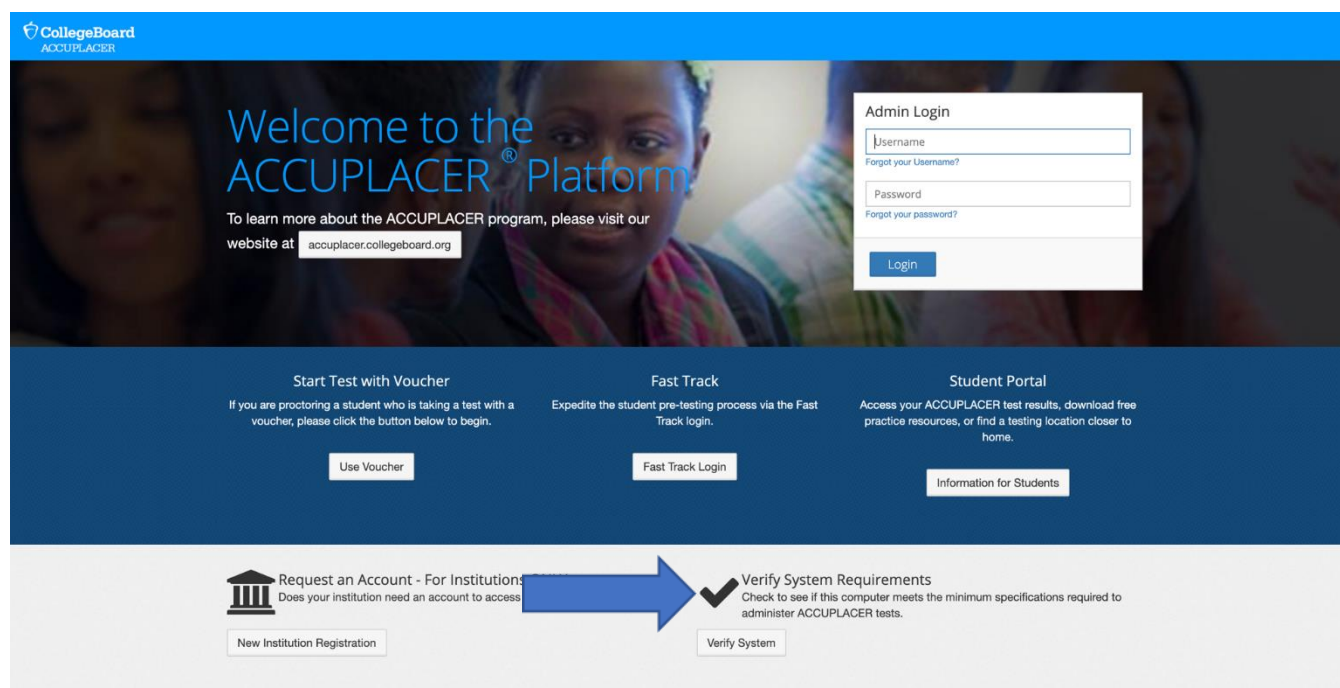
https://www.zoom.us/download#client_4meeting

A screenshot of the Zoom website's download center. At the top, the Zoom logo is on the left, and navigation links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, and SIGN IN are in the center. A blue button labeled 'SIGN UP, IT'S FREE' is on the right. Below the navigation bar is a green banner with the text: 'We have developed resources to help you through this challenging time. Click here to learn more.' and a close button (x). The main section is a light blue box titled 'Download Center' with a link 'Download for IT Admin'. Below this, the text 'Zoom Client for Meetings' is followed by a paragraph: 'The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.' A large blue arrow points from the left towards the 'Download' button, which is a blue rectangle with the word 'Download' in white. To the right of the button is the text 'Version 4.6.10 (20041.0408)'.

2. To check that Zoom was set up correctly, click here: <https://www.zoom.us/test>. This will allow you to run a test meeting. Please use the option to join with video.



3. Check that your computer can run ACCUPLACER by going to www.accuplacer.org
At the bottom of the page click “Verify System” under Verify System Requirements





Step 3: Locate email at least an hour prior to your scheduled test date/time

- You will receive an email (to the email address you used for signing up and/or your official TCC email address) prior to your test time with your **Accuplacer voucher number and your Zoom test session link**. This email will include instructions along with an acknowledgement that by launching this test, you agree to comply with TCC academic integrity testing policies during your test session.

Sample Email

Subject: Your Appointment for Testing at Tulsa Community College

We're excited for you to attend Tulsa Community College. The first step in your enrollment is to take a placement test which will help determine which courses are best for you. Because of the current COVID-19 situation, we are temporarily testing remotely using Zoom. To test, you will need a computer (desktop or laptop) with a webcam and audio capabilities.

Please follow these steps **BEFORE** your testing appointment:

1. Go to the Zoom website, download and install Zoom:
https://www.zoom.us/download#client_4meeting.
2. To check that Zoom was set up correctly, click here: <https://www.zoom.us/test>. Please use the option to join with video.
3. Check that your computer can run ACCUPLACER by clicking here:
<https://www.accuplacer.org/#/systemRequirement>.

Your appointment is scheduled for: Monday, April 6, 2020 at 1:00 PM.

When it's time for your appointment:

1. Sit in a quiet place where you will be undisturbed while testing.
2. Clear a workspace for your monitor, mouse, keyboard, blank scratch paper, and pencil. **All other items must be removed from your table/desk.**
3. Calculators are not allowed unless you have a prescribed accommodation.
4. Be sure to have your photo ID ready. You will need to show it to your proctor.
5. Go here to join your proctor: <<Zoom Meeting URL here>>. The meeting password is **XXXXXX**.
The meeting ID is: **XXX XXX XXX**.
6. The voucher number you will use to start your test is **XXXXXXXXX**. Be sure to write down this down.

We look forward to meeting you! Good luck!

- If you do not receive this email the day before, email wctesting@tulsacc.edu as soon as possible as you will not be able to test without this email.



Step 4: Day of Test

1. Be ready to begin by your scheduled testing time. No late entries. It is best to sign in to Zoom 5 to 10 minutes early to ensure everything is working properly. Your assigned proctor may not arrive until right at your scheduled time. *If you are unable to enter your session at the scheduled start time, please respond to the email you received from TCC with the Zoom link so we can assist you.*
2. Have your photo ID (Driver's license, School ID, Passport) ready to show as prompted by your proctor.
3. The only items allowed in your testing area are your computer, mouse, keyboard, writing instrument, and blank scratch paper.
4. No calculators, phones, tablets, or smartwatches are allowed. Your desk space needs to be clear of anything on it aside from the allowed objects. You will be prompted by the proctor to show your testing space.
5. There should be no one in the same room with you while testing.
6. Your testing session may be terminated at any time if you violate testing rules referenced here and in the email you receive from the Testing Center.



Thank you and we look forward to assisting you! ☺

