ACCUPLACER® Program Manual for the Indiana Department of Education

Nonstandard Format Test Administration Directions and Script

On-line Test Administration Directions and Script

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Directions for Administering Nonstandard Format Tests

Students taking the Nonstandard Format test should be given the Reading Placement and Diagnostic Tests first, followed by the Elementary Algebra test. The test administrator will have to hand score the Elementary Algebra test to determine which Mathematics Diagnostic test will be administered next. Use the table below to determine the appropriate test.

Elementary Algebra Score	
92+	This student is ready for a transferrable college-level math course and is not required to take the Mathematics Diagnostic test.
70–91	Administer Mathematics Diagnostic Test Group C
34–69	Administer Mathematics Diagnostic Test Group B
20–33	Administer Mathematics Diagnostic Test Group A

The Reading Placement and Diagnostic test and the Mathematics Diagnostic tests will then be scored electronically by the College Board. The directions on how to send the answer sheets are on page 37. Each student should use one answer sheet for all the ACCUPLACER Assessment tests.

Materials Needed for the Administration of Nonstandard Format Tests

- Test book
- Copies of the Student Privacy Policy
- Answer sheet
- Scratch paper
- Number 2 pencils
- A copy of this manual

Materials Needed for the Scoring of Nonstandard Format Tests

- ACCUPLACER Nonstandard Scoring Log-in Credentials Request Form to create ImageSilo login credentials (see Appendix C - page 78)
- Hand scoring templates
- Nonstandard-Format Elementary Algebra Test Conversion Table (see page 27)

Student Privacy Policy

The Student Privacy Policy can be found in Appendix A of this manual. There is a regular-print copy of the policy as well as a large-print version. You can make your own copies of the policy for distribution during testing, or you can order copies of the policy. There is no charge for copies of the policy.

Timing

The online tests and the Nonstandard Format tests are not timed.

Use of Handheld Calculator with Nonstandard Format Tests

It is recommended that students not be allowed the use of handheld calculators on the Nonstandard Format math tests. Some of the important material that these tests assess cannot be measured properly when using a calculator. Examples of such material are performing basic arithmetic operations and calculations with integers.

The online version of the tests deals with this issue by allowing a pop-up calculator on some questions, but not on all questions. An analogous policy would be difficult on a paper-and-pencil test, so these forms were assembled with the understanding that students would not be using handheld calculators.

Students with a documented disability may use a calculator if it is a prescribed accommodation.

Directions for Completing Pages 1 and 2 of the Answer Sheet

After verifying the identity of all students, seat them and put them at ease by introducing yourself and explaining the purpose of the testing.

Read aloud to the students the directions printed in the boxes below for regular-print and large-print tests. All other instructions are for the Test Administrator and should not be read aloud. For the Braille tests, the test administrator or scribe should work with the student to fill out pages 1 and 2 of the answer sheet.

At the end of testing, collect all testing materials, answer sheets, and scratch paper. Destroy the scratch paper using secure means.

> You are about to take the IDOE Assessment test. The purpose of the test is to assess your skills in mathematics and reading.
>
> During the test administration, you should not have anything on your desk except the materials I provide. Please clear your desk.

Pause and allow students time to clear their desks.

> I am distributing a copy of the Student Privacy Policy.
>
> Please read this policy thoroughly, and raise your hand if you have any questions. (pause)

Distribute Student Privacy Policy.

Note: The Student Privacy Policy can be found in Appendix A of this manual. There is a regular-print copy of the policy as well as a large-print version. You can make your own copies of the policy for distribution during testing, or you can order copies of the policy. There is no charge for copies of the policy.

> By taking the IDOE Assessment test, you consent to the terms of the privacy policy.
>
> Please pass the Student Privacy Policy back to me for now. If you want a copy of the policy, you can get a copy from me after you have completed testing.

Collect copies of the Student Privacy Policy.

I will now distribute your answer sheet.

Distribute answer sheets.

Listen carefully as I explain how to complete your answer sheet.

On the front page of the answer sheet in block 1 labeled **Your Name**, print your last name, first name, and middle initial in the boxes provided, one letter to a box. Do not be concerned if there are not enough boxes to print your name completely. In the column under each box in which you have printed a letter, fill in the circle containing the same letter. Be sure to stay in the proper column and to fill in only one circle in each column. It is very important that you fill in the entire circle darkly and completely. If you change your response, erase the original response as completely as possible. Incomplete marks or erasures may affect your score. (pause)

In box 2 labeled **Student ID**, enter your student ID number (STN) and fill in the corresponding circle below each entry. (Provide any special instructions concerning student ID numbers). (pause)

In box 3 labeled **Date of Test,** enter today's date. Fill in the corresponding circle below each entry. (pause)

In box 4, provide your answer to the question **Are you a test proctor recording responses for the student?** by filling in the corresponding circle for your answer. (pause)

In box 5, provide your answer to the question **How do you describe yourself?** by filling in the corresponding circle for your answer. (pause)

In box 6 labeled **Date of Birth**, enter your birth date and fill in the corresponding circles below each entry. (pause)

In box 7 labeled **Gender**, fill in the circle corresponding to your answer. (pause)

The students should skip boxes 8-17 and 19 on page 2 of the answer sheet.

For box 18, follow the following steps to find the site ID:

1. Log in using your Site Manager Credentials: www.accuplacer.org
2. Select the "Users" tab.
3. Select the "Edit Testing Site" option.
4. On the upper right corner, you can find your 9-digit site ID number.

Open your answer sheet to page 2. You only need to answer the questions in boxes 18 and 20 on this page, and skip boxes 8-17 and 19. (pause)

In box 18 labeled **Site ID**, enter (provide your nine-digit site ID). (pause)

Box 20 contains two Local Background Questions. Read the two questions with answer choices and say:

In box 20, you need to answer two Local Background Questions. I am going to read the questions to you. Listen to each question carefully and select your response. Record your response to both questions by filling in the corresponding circle next to the question number. (pause)

Question 1: Grade Level

Please select your grade level:

A. Junior
B. Senior

(pause)

Question 2: After Graduation

What are you most likely to do in the first year after high school graduation?

A. Employment; no further training
B. Apprenticeship/Training by Employer
C. Business, Technical, Military Training/Service, or 2 year college
D. Four year college/university
E. Undecided

Scripts for Administering Regular-Print or Large-Print Nonstandard Format Tests

Each regular-print and large-print test is contained in a single book. The Braille version may be used to augment the large-print version.

Welcome to the ACCUPLACER Assessment test administration. You will be taking the **(say the name of the test you will be administering: Reading Comprehension, Elementary Algebra, Mathematics Diagnostic Group A, Mathematics Diagnostic Group B, or Mathematics Diagnostic Group C).** The purpose of the test is to assess your skills in (language or mathematics). First, listen carefully to the instructions that I will read. For today's test, you may use only a No. 2 pencil to mark your answer sheet. Raise your hand if you do not have one.

Now remove everything from your desk except your pencils and erasers. Close all bags and backpacks and put them under your desk until the test is over and you are dismissed. At this time, if you still have a cell phone, MP3 player, handheld computer or any other electronic device in your possession, you need to completely power it off and place it under your desk. If your watch has an alarm, please make sure it is turned off. If you are seen using any of these devices or the devices make any sound (ringing or vibrating) during testing or breaks, you will be asked to leave and your answer sheet will not be submitted.

Turn to page (three or four) of your answer sheet, and locate this test on your answer sheet.

This is where you will record your answers. I will now distribute test booklets. Do not open your test book or make any marks on your answer sheet until I tell you to do so.

Distribute test booklets.

On the front cover of your test book, you will see a form designation. Your test is either (Form P or Form Q if taking a Mathematics Diagnostic test or the Reading Placement and Diagnostic test) or (F or G if taking an Elementary Algebra test).

Record on your answer sheet the form of the test you are taking by filling in the appropriate circle. It is very important that you fill in the correct test form because this will determine how your test will be scored.

Please note that only answers marked on your answer sheet will be scored. No credit will be given for answers marked on your scratch paper or test book.

(For large-print edition say…) Because your large-print test book will be used again, do not make any marks on the test book. Use the scratch paper provided.

There are **(see test table below)** questions on this assessment. There is no time limit.

Test	Number of Questions
Reading Placement and Diagnostic	80
Elementary Algebra	35
Mathematics Diagnostic – Group A	64
Mathematics Diagnostic – Group B	64
Mathematics Diagnostic – Group C	48

Script for Reading Placement and Diagnostic Test

We are now ready to begin testing. Open your **Reading Placement and Diagnostic** test booklet to page 3. Carefully read the directions silently along with me.

(For Reading Placement and Diagnostic say…) For each of the questions in this test, select the best answer from the four choices given. Mark your choice on the answer sheet. Do not write in this test book or make any marks in the test book. Scratch paper has been provided for you to make notes or computations. Only answers marked on your answer sheet will be scored. No credit will be given for answers marked on your scratch paper.

(Example #1 for Reading)

In the first example,
In 2008, members of the "Public Space Movement," a worldwide effort to foster community enjoyment of public spaces, planned a day of "public pillow fights." These pillow fights were organized to occur worldwide, in civic centers, town squares, playgrounds, and other public spaces. New York City's 2008 pillow fight was the largest that year, with over 5,000 participants. The tradition has continued, and on April 2, 2011, citizens of more than 130 cities and towns around the world participated in what is now known as International Pillow Fight Day.

According to the passage, the 2011 pillow fights

A. took place on the same day
B. lasted for exactly twenty-four hours
C. occurred once a month
D. happened on every continent

The correct answer is A.

Example #2 for Reading

In the second example,

Hail rarely causes serious structural damage to buildings; in fact, most hailstorms leave few discernible effects. According to one insurance company, wind and hail storms cost the company and its policyholders a whopping $3.9 billion in 2012.

What does the second sentence do?

A. It supports the information given in the first.

B. It explains the cause of the action described in the first.

C. It gives another example of the problem named in the first.

D. It contradicts the statement provided in the first.

The correct answer is D.

After you have completed the test and have checked your work carefully, raise your hand and you will be given further instructions. You may begin testing now.

Make sure students are recording answers in the correct area on the answer sheet.

At the end of testing, collect all testing materials, answer sheets, and all scratch paper. The scratch paper should be destroyed by a secure method.

If large-print test books were used, check for stray marks and erase them before reusing the test books with other students.

Script for Elementary Algebra Placement Test

We are now ready to begin testing. Open your **Elementary Algebra Placement** test booklet to page 3. Carefully read the directions silently along with me.

(For Elementary Algebra Placement say…) For each of the questions in this test, select the best answer from the four choices given. Mark your choice on the answer sheet. Do not write in this test book or make any marks in the test book. Scratch paper has been provided for you to make notes or computations. Only answers marked on your answer sheet will be scored. No credit will be given for answers marked on your scratch paper.

(Example for Elementary Algebra)

In the example,

EXAMPLE:

$1a - 3a =$

A. $4a$
B. $-2a$
C. $2a$
D. $-4a$

B is the correct answer.

SAMPLE ANSWER

Ⓐ ● Ⓒ Ⓓ

The correct answer is B.

After you have completed the test and have checked your work carefully, raise your hand and you will be given further instructions. You may begin testing now.

Make sure students are recording answers in the correct area on the answer sheet.

At the end of testing, collect all testing materials, answer sheets, and all scratch paper. The scratch paper should be destroyed by a secure method.

If large-print test books were used, check for stray marks and erase them before reusing the test books with other students.

Script for Mathematic Diagnostic Test for Group A, B and C

We are now ready to begin testing. Open your **Mathematic Diagnostic** test booklet to page 3. Carefully read the directions silently along with me.

(For Mathematic Diagnostic say…) For each of the questions in this test, select the best answer from the four choices given. Mark your choice on the answer sheet. Do not write in this test book or make any marks in the test book. Scratch paper has been provided for you to make notes or computations. Only answers marked on your answer sheet will be scored. No credit will be given for answers marked on your scratch paper.

Example for Mathematic Diagnostic

In the example,

SAMPLE ANSWER

Ⓐ ● Ⓒ Ⓓ

Example:

If $x + 3(2x - 5) = 6$ then $x =$

A. -3

B. 3

C. 15

D. 5

The correct answer is B.

After you have completed the test and have checked your work carefully, raise your hand and you will be given further instructions. You may begin testing now.

Make sure students are recording answers in the correct area on the answer sheet.

At the end of testing, collect all testing materials, answer sheets, and all scratch paper. The scratch paper should be destroyed by a secure method.

If large-print test books were used, check for stray marks and erase them before reusing the test books with other students.

Scripts for Administering Braille Nonstandard Format Tests

As students test, use the Administrator's Notes for the Braille Edition information that is contained in Appendix B to assist the students. If possible, illustrations and passages followed by questions are on facing pages. This may have required several blank pages, as indicated in the administration notes. All other changes or omissions are listed. The large-print test books can be used to supplement the braille editions of the tests.

A person should be designated to act as a scribe and be available to help the student fill in the answer sheet prior to testing.

The Reading Placement and Diagnostic Test is contracted braille, and the mathematics tests are transcribed according to the 1972 revised Nemeth Code.

Read aloud to the students the directions printed in the boxes below. All other instructions are for the Test Administrator and should not be read aloud. The test administrator or scribe should work with the student to fill out pages 1 and 2 of the answer sheet prior to moving forward.

Welcome to the ACCUPLACER Test administration. You will be taking the **(say the name of the Braille test you will be administering: Braille Reading Comprehension, Elementary Algebra, Mathematics Diagnostic Group A, Mathematics Diagnostic Group B, or Mathematics Diagnostic Group C).** The purpose of the test is to assess your skills in (language or mathematics). First, listen carefully to the instructions that I will read.

Now remove everything from your desk. Close all bags and backpacks and put them under your desk until the test is over and you are dismissed. At this time, if you still have a cell phone, MP3 player, handheld computer or any other electronic device in your possession, you need to completely power it off and place it under your desk. If your watch has an alarm, please make sure it is turned off. If you are seen using any of these devices or the devices make any sound (ringing or vibrating) during testing or breaks, you will be asked to leave and your answer sheet will not be submitted.

Turn to page (<u>three or four</u>) of your answer sheet, and locate this test on your answer sheet. This is where you will record your answers. I will now distribute test booklets. Do not open your test book or make any marks on your answer sheet until I tell you to do so.

You are about to take the (name of test) test. The purpose of the test is to assess your skills in (language or mathematics).

Pause and allow students time to clear their desks.

The IDOE tests are distributed by the College Board and are designed to be used by educational institutions and students to assist in determining if a student is prepared for college-level course work.

I am distributing a copy of the Student Privacy Policy. (Please read this policy to the student.) Raise your hand if you have any questions. (pause)

Note: The Student Privacy Policy can be found in Appendix A of this manual. There is a regular-print copy of the policy as well as a large-print version. You can make your own copies of the policy for distribution during testing, or you can order regular print copies of the policy. There is no charge for copies of the policy.

By taking the IDOE test, you consent to the terms of the privacy policy.

Please pass the Student Privacy Policy back to me for now. If you want a copy of the policy, you can get a copy from me after you have completed testing.

On the front cover of your test book, you will see a form designation. Your test is either (Form P or Form Q if taking a Mathematics Diagnostic test or the Reading Placement and Diagnostic test) or (F or G if taking an Elementary Algebra test).

The scribe will record on the answer sheet the test form you are taking, by filling in the appropriate circle provided for the test booklet form. It is very important that you enunciate your answer clearly so that the scribe can fill in the correct test form because this will determine how your test will be scored.

Because your test book will be used again, do not make any marks on the test book. Use the scratch paper provided. Please note that only answers marked on your answer sheet will be scored.

There are (see table below) questions on this test. There is no time limit.

Test	Number of Questions
Reading Placement and Diagnostic	80
Elementary Algebra	35
Math Diagnostic – Group A	64
Math Diagnostic – Group B	64
Math Diagnostic – Group C	48

If the student is taking the Reading Placement and Diagnostic Test, say:

This test is contracted braille.

If the student is taking one of the mathematics tests, say:

This test is transcribed according to the 1972 revised Nemeth Code.

Script for Braille Reading Placement and Diagnostic Test

We are now ready to begin testing. Open your **Braille Reading Placement and Diagnostic** test booklet to page 3. Carefully read the directions silently along with me.

(For Braille Reading Placement and Diagnostic say…) For each of the questions in this test, select the best answer from the four choices given. Let your scribe know your answer by clearly enunciating your choice. Do not write in this test book or make any marks in the test book. Scratch paper has been provided for you in case you want to make notes. Only answers marked on your answer sheet will be scored. No credit will be given for answers marked on your scratch paper.

(Example #1 for Reading Braille)

In the first example,
In 2008, members of the "Public Space Movement," a worldwide effort to foster community enjoyment of public spaces, planned a day of "public pillow fights." These pillow fights were organized to occur worldwide, in civic centers, town squares, playgrounds, and other public spaces. New York City's 2008 pillow fight was the largest that year, with over 5,000 participants. The tradition has continued, and on April 2, 2011, citizens of more than 130 cities and towns around the world participated in what is now known as International Pillow Fight Day.

According to the passage, the 2011 pillow fights

E. took place on the same day
F. lasted for exactly twenty-four hours
G. occurred once a month
H. happened on every continent

The correct answer is A.

(Example #2 for Reading Braille)

In the second example,

Hail rarely causes serious structural damage to buildings; in fact, most hailstorms leave few discernible effects. According to one insurance company, wind and hail storms cost the company and its policyholders a whopping $3.9 billion in 2012.

What does the second sentence do?

A. It supports the information given in the first.

B. It explains the cause of the action described in the first.

C. It gives another example of the problem named in the first.

D. It contradicts the statement provided in the first.

The correct answer is D.

After you have completed the test and have checked your work carefully, let the scribe know that you are done, and you will be given further instructions.

You may begin testing now.

Make sure scribe and the student are recording answers in the correct area on the answer sheet.

At the end of testing, collect all testing materials, answer sheets, and all scratch paper. The scratch paper should be destroyed by a secure method.

For the test books used, check for stray marks and erase them before reusing the test books with other students.

Script for Braille Elementary Algebra Placement Test

We are now ready to begin testing. Open your **Braille Elementary Algebra Placement** test booklet to page 3. Carefully read the directions silently along with me.

(For Braille Elementary Algebra Placement say…) For each of the questions in this test, select the best answer from the four choices given. Mark your choice on the answer sheet. Do not write in this test book or make any marks in the test book. Scratch paper has been provided for you to make notes or computations. Only answers marked on your answer sheet will be scored. No credit will be given for answers marked on your scratch paper.

(Example for Braille Elementary Algebra)

In the example,

EXAMPLE:

$1a - 3a =$

A. $4a$

B. $-2a$

C. $2a$

D. $-4a$

B is the correct answer.

SAMPLE ANSWER

Ⓐ ● Ⓒ Ⓓ

The correct answer is B.

After you have completed the test and have checked your work carefully, let the scribe know that you are done, and you will be given further instructions.

You may begin testing now.

Make sure scribe and the student are recording answers in the correct area on the answer sheet.

At the end of testing, collect all testing materials, answer sheets, and all scratch paper. The scratch paper should be destroyed by a secure method.

For the test books used, check for stray marks and erase them before reusing the test books with other students.

Script for Braille Mathematic Diagnostic Test for Group A, B and C

We are now ready to begin testing. Open your **Braille Mathematic Diagnostic** test booklet to page 3. Carefully read the directions silently along with me.

(For Braille Mathematic Diagnostic say…) For each of the questions in this test, select the best answer from the four choices given. Mark your choice on the answer sheet. Do not write in this test book or make any marks in the test book. Scratch paper has been provided for you to make notes or computations. Only answers marked on your answer sheet will be scored. No credit will be given for answers marked on your scratch paper.

Example for Braille Mathematic Diagnostic

In the example,

SAMPLE ANSWER

Ⓐ●ⒸⒹ

Example:

If $x + 3(2x - 5) = 6$ then $x =$

A. -3

B. 3

C. 15

D. 5

The correct answer is B.

After you have completed the test and have checked your work carefully, let the scribe know that you are done, and you will be given further instructions.

You may begin testing now.

Make sure scribe and the student are recording answers in the correct area on the answer sheet.

At the end of testing, collect all testing materials, answer sheets, and all scratch paper. The scratch paper should be destroyed by a secure method.

For the test books used, check for stray marks and erase them before reusing the test books with other students.

Script for Administering ACCUPLACER Online Assessments

Pre-registration System

After distributing vouchers to all students, seat them and put them at ease by introducing yourself and the purpose of the assessment. Read aloud to the students the directions printed in the boxes below. All other instructions are for the Proctor and should not be read aloud.

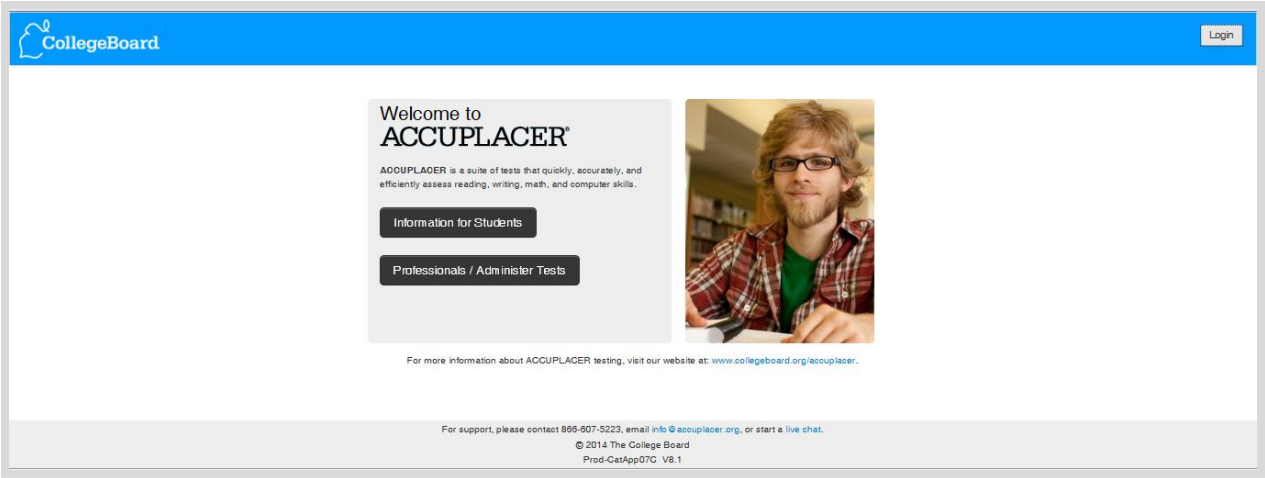
You are about to take ACCUPLACER assessments. ACCUPLACER is a testing tool used by colleges to determine if students are college ready. Students who are considered college ready are able to take credit-bearing courses in their program of study immediately. Students who are not considered college-ready must take remediation courses first. The Diagnostic assessments can help you identify skills needed to become college ready before graduating from high school. The test scores will help you and your high school counselor or teachers decide if you could benefit from a targeted intervention during the next school year.

During the test administration, you should not have anything on your work station except scratch paper and a pencil. All cell phones must be turned off. Dictionaries and calculators are not permitted. If you have brought any such materials with you, please place them under your chair.

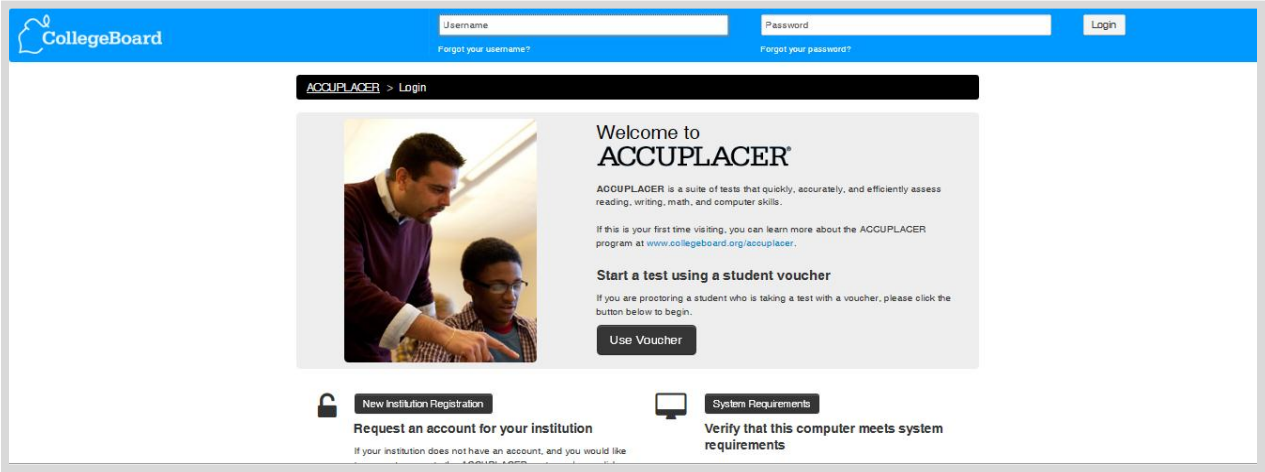
Please go to www.accuplacer.org. Click on **Professional's/Administer Tests** or **Login** on the first screen and **Use Voucher** on the second screen.

Pause and allow students time to get to the appropriate screen.

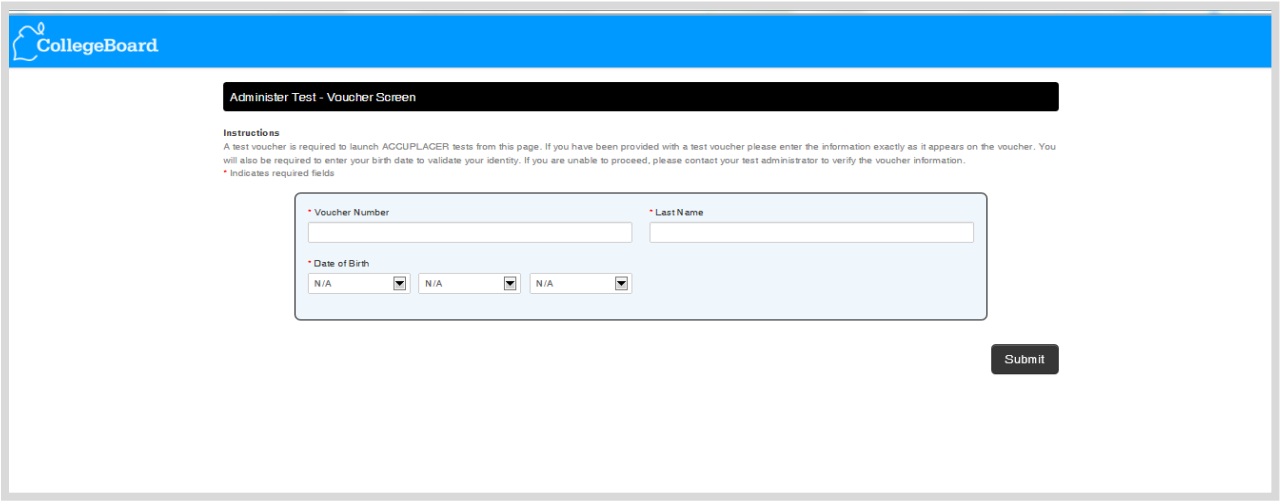
Screen One – click Login (Login is on the upper right corner)



Screen Two – Click Use Voucher



A test voucher is required to launch ACCUPLACER tests from this page. With the test voucher you were provided, please enter the information exactly as it appears on the voucher. You will also be required to enter your birth date to validate your identity. After you have entered your information, click on **Submit** and wait until your test is displayed on your screen. Please be patient as this may take up to one minute.



You are not allowed to use a hand held calculator on this assessment. Some of the mathematics items within ACCUPLACER have pop-up calculators. If a pop-up calculator appears you may use the calculator to help you answer that item. You may however use the scratch paper provided for any of the questions. Please raise your hand if you need extra paper or have any questions.

Please instruct the students of how you would like to be notified when they complete their test session.

At the end of testing, collect all scratch paper. All scratch paper should be destroyed by a secure method.