

ACCUPLACER Placement Assessment Information during College Closure

The Shelton State Community College Testing Center is closed for all in-person testing for the rest of the spring 2020 semester, at which point we will evaluate the feasibility of re-opening. We are working diligently to provide continued support to students. We are returning emails. If you have any questions, please contact us at testing@sheltonstate.edu.

During the closure, the Shelton State Community College Testing Center is offering limited availability for remote Accuplacer testing using Zoom software.

Checklist for registering to take the ACCUPLACER remotely

_____ Complete and submit Shelton State application for admission

To apply for admission at Shelton State (SSCC), please visit www.sheltonstate.edu. You will receive your SSCC student number after applying. Your SSCC student number will begin with the letter A.

_____ Verify computer to make sure it meets the minimum requirements

To verify that your computer meets the minimum requirements to successfully complete the test, go to www.accuplacer.org and click Verify System Requirements.

_____ Review proctoring requirements and be prepared to meet each requirement on the day of your test session.

Proctoring Requirements

- a. Students will need 2 sheets of blank paper and a pencil before starting the assessment. Students will need to show these to the proctor before the test begins.
- b. Students will be required to have a clean workspace without extra items on it.
- c. Students will need a computer that will be able to run Zoom software and has a webcam and microphone.
- d. A reliable internet connection.
- e. A private space where students can take the test uninterrupted.
- f. Students will have to confirm their identity through the camera with their proctor by using a VALID government or school ID.
- g. The proctor will require the student to scan the room they are in (possibly multiple times) to ensure the integrity of the test.
- h. All phones will be turned completely off and cannot be used at any time during the test session.
- i. Students will not be able to use any handheld calculators.
- j. Students will be required to share their whole desktop screen for the entirety of the assessment (please hide private information and turn notifications off before the start of the assessment).
- k. The proctor will be required to request control of the student's computer briefly to input passwords.
- l. Students will be monitored by video for the entirety of the assessment.

_____ Register for a test session through your MyShelton account at www.sheltonstate.edu. Please see directions below.

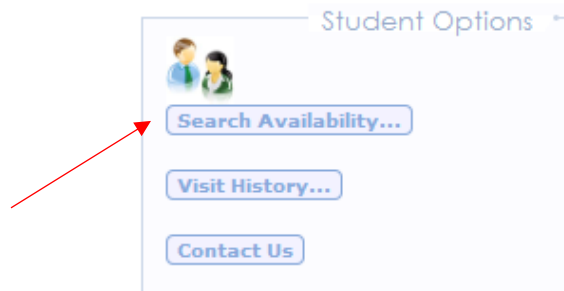
After registering for a test session, students need to send an email to testing@sheltonstate.edu. The testing staff will reply to the email with the voucher number which will allow you to log into the test and an invitation to log into ZOOM on the day of the test. It is very important to send the email so that your appointment will be confirmed. In the email, include the following information.

- a. Full name
- b. SSCC ID number
- c. Address
- d. Date of birth
- e. Phone number

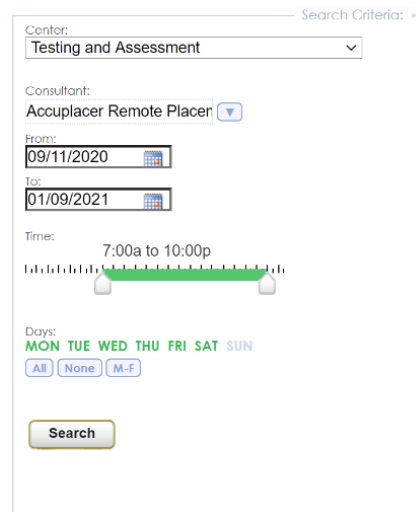
Directions for Using the Online Appointment System to Schedule Placement Assessment

Note: Google Chrome is the recommended browser to use with the online appointment system.

1. Log in myShelton. Click the *Student* Tab. Under the *Student Services* heading, click *Schedule Placement Testing* or go to <http://trac.sheltonstate.edu>.
2. From *Student Options*, select **Search Availability**.



3. From the *Search Criteria*, select:
 - a. From the *Center Menu*, select the appropriate Center.
 - i. Select *Testing and Assessment* to register for Placement Assessment
 - b. From the *Consultant Menu*, select **Accuplacer Remote Placement Assessment, SSCC**
 - c. **DO NOT** change the date range.
 - d. **DO NOT** change the Time or Days.
 - e. Select **Search**

A screenshot of the "Search Criteria" form. It includes a dropdown menu for "Center" set to "Testing and Assessment", a dropdown for "Consultant" set to "Accuplacer Remote Placen", date pickers for "From" (09/11/2020) and "To" (01/09/2021), a time range of "7:00a to 10:00p" with a visual bar, and a "Days" section with "MON TUE WED THU FRI SAT SUN" and buttons for "All", "None", and "M-F". A "Search" button is at the bottom. Red arrows point from the text in the previous block to the "Center" dropdown, the "Consultant" dropdown, the "Days" section, and the "Search" button.

4. View *Available Time Slots*. Use the bottom scroll bar to see all available times.

Center: Testing and Assessment

Search Criteria:

Center: Testing and Assessment

Consultant: Accuplacer Remote Placer

From: 09/11/2020

To: 01/09/2021

Time: 7:00a to 10:00p

Day: MON TUE WED THU FRI SAT SUN

Search

Key: drop in | class | multi person class or group. move the mouse over an availability to view the location and other instructions.

Available Time Slots:

Tue 9/15/2020 Thu 9/17/2020 Tue 9/22/2020

You may not book sooner than 90 days prior to the appointment, and no later than 24:00 hours prior to the appointment.

SSCC Accuplacer Remote Placement Assessment 9:00 AM - 12:00 PM

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SHELTON STATE COMMUNITY COLLEGE

5. Select a time by clicking on the session time you would like to schedule.

Available Time Slots:

Tue 9/15/2020 Thu 9/17/2020 Tue 9/22/2020

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6. Select **Save** when the *Appointment Entry* screen appears.

Appointment Entry

Student: [Redacted] Staff: SSCC Accuplacer Remote Placement Assessment

Appointment Info

Center: Testing and Assessment

Date: 9/15/2020 Time: 9:00 AM To: 12:00 PM

Recurring Appt Type: None

Created 00/00/00 at 00:00:00 by

Modified 00/00/00 at 00:00:00 by

Save

Would you like to sign up for text messaging reminders for your appointments?

Yes No

7. Select **Log Off**.

Main Menu Log Off

Search Criteria:

Center: Testing and Assessment

8. You have scheduled your Accuplacer Placement Assessment session. You will receive a confirmation email shortly.