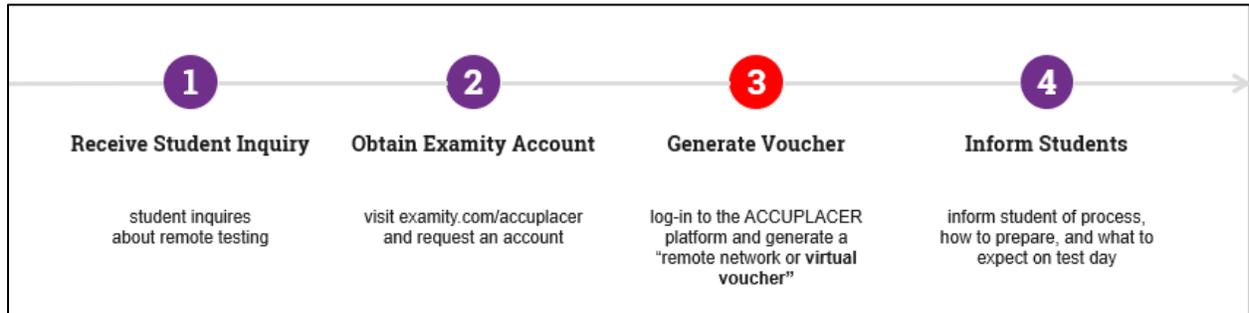


A Process Overview: How to Utilize Examiity for ACCUPLACER Online Proctoring

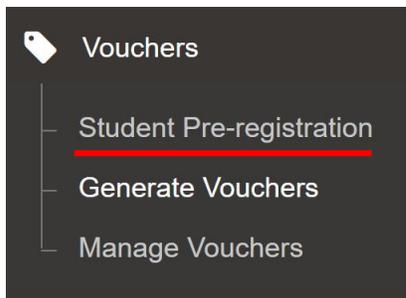
The illustration below identifies the steps required for ACCUPLACER Online Proctoring with Examiity.



The information that follows include step-by-step instructions for **generating virtual vouchers for testing with Examiity, ACCUPLACER's approved online virtual proctoring partner.**

How to generate a virtual voucher:

1. Visit [ACCUPLACER.org](http://accuplacer.org) and log on as a Site Manager, Proctor or Proctor Reporter.
2. Vouchers can be created for a single student (see step 3) OR for multiple students through the Batch Upload Process. USE STUDENT PRE-REGISTRATION FILE FOR BATCH IMPORTING OF STUDENT PROFILES ONLY: Under "Vouchers", select "Student Pre-registration" to complete your student pre-registration by utilizing the available Excel template to batch import your student profiles, the following information is needed for each student: Student ID#, First Name, Last Name, Date of Birth, and Email (where voucher will be sent).



Student Pre-registration

- Click on the "Drop file here to Upload" and choose a file to batch import Student Profiles.
- The file format MUST match the Student Pre-Registration Template and will only accept the following file formats: ".xls ", ".xlsx ", and ".csv".
- Please refer to the [Student Pre-Registration Guidelines](#) for detailed information.

Import Student Profiles

Does your file include a header row? Yes

Student Id	First Name	Middle Name	Last Name	Date of Birth(MM/DD/YYYY)	Address 1	Address 2	City	Country	State/Provin
								United States	

- Select "Generate Vouchers" to begin the process for generating your vouchers. The following page will appear. Add student(s) by (1) using a previously uploaded pre-registration file, (2) searching for a student who has tested before, or (3) creating a single student record.

Vouchers

- Student Pre-registration
- Generate Vouchers
- Manage Vouchers

Generate Voucher

1 Load Pre-Registered Student Records

Select Pre-Registered Students

Select Branching Profile -Select One-

Select Voucher Expiration 90 Days

Select Voucher Type Standard/Print Voucher

3 **2**

Students List

4. Assign the “Branching Profile”, only one branching profile can be assigned per file.

Generate Voucher

Load Pre-Registered Student Records

Select Pre-Registered Students

Select Branching Profile

-Select One-

Select Voucher Expiration

90 Days

Select Voucher Type

Standard/Print Voucher

Reset Generate Voucher

Students List + Create Single Student Record Find Students Export Options Print Print All

5. Select your “Voucher Expiration,” options include: 90 days (default), 7 days, 14 days, 30 days, or 60 days.

Generate Voucher

Load Pre-Registered Student Records

Select Pre-Registered Students

Select Branching Profile

-Select One-

Select Voucher Expiration

90 Days

Select Voucher Type

Standard/Print Voucher

Reset Generate Voucher

Students List + Create Single Student Record Find Students Export Options Print Print All

No records to display.

6. Select your “Voucher Type,” chose “Remote Network or **Virtual Voucher**” and then click the Search button.

Generate Voucher

Generate Voucher

Load Pre-Registered Student Records
 Select Pre-Registered Students

Select Branching Profile
 -Select One-

Select Voucher Expiration
 90 Days

Select Voucher Type
 Remote Network or Virtual Voucher

Selected Remote Site
 -Select One- 

Reset **Generate Voucher**

Students List   Create Single Student Record  Find Students  Export Options  Print  Print All

7. The following page will appear. Put a check mark in “Virtual Site Search Only” and click “Search”.

Remote/Virtual Site Search ×

Find Remote Testing Center

*** Country** **State** **City**
 -Select One- -Select One-

ZIP/Postal Code **Radius (Miles)**
 25

Virtual Site Search Only
 NOTE: To use virtual vouchers, you must setup an account with an approved virtual test vendor in advance of issuing vouchers. For information regarding virtual test proctoring and steps to sign up, go to www.examity.com/accuplacer.

Reset **Search**

8. The following option will appear. Select the radio button and then click “Select”.

Available Testing Sites

Sort By: Institution Name | 10

-Select One-	Institution Name	Site Name	City	Action
<input checked="" type="radio"/>	*Virtual Remote Proctor (VRP)	Examity®	Natick	<input type="button" value="🔍"/>

1 to 1 of 1 Records

First Prev **1** Next Last

9. The following page will appear. Click “Generate Voucher” and confirm the request.

Generate Voucher

Load Pre-Registered Student Records

Select Branching Profile: -Select One- | Select Voucher Expiration: 90 Days

Select Voucher Type: Remote Network or Virtual Voucher | Selected Remote Site: Examity®

Students List |

10. The student will immediately receive an email (sample below) explaining how to setup their appointment with Examity. Inform students of process, how to prepare, and what to expect on test day.

SAMPLE Remote Voucher Notification
ACCUPLACER <NoReply@accuplacer.info>

Dear Deborah Anderson:

Thank you for selecting Examity®, a leader in remote online proctoring, to take your ACCUPLACER test(s). To get started, please go to <https://prod.examity.com/accuplacer> to register. Once registered you will receive a confirmation email with login credentials. Log into the Examity® dashboard to **set up a profile and schedule your exam** using the voucher number below. You must schedule and complete your placement test prior to the voucher expiration date. For more information, please visit us at <https://www.examity.com/accuplacer-students> or check out the student quick guide at <https://bit.ly/2H0Y6Zy>.

Voucher Number: M3E3SVYX

Your voucher number is valid until: Sun Jun 14 23:59:59 UTC 2020

** You must have your voucher number when you arrive at the remote testing site.

You have been registered to test using the following information:

Branching Profile Name: * 001 NG Reading/ NG Writing

Student ID: XXXXX

Supplemental Student ID: N/A

Examinee Details:

Student Name

Student Address

Student Address

Student Phone

Home Phone:

Student Email:

ACCUPLACER Remote Test Site Information

Examity®

Online Location

Natick, Massachusetts, 01760

Email: accuexam@examity.com

Test Center Hours: You may take your ACCUPLACER test with a remote online proctor 24 hours a day, 7 days a week. Please visit our site at <https://www.examity.com/accuplacer-student> for details on how to schedule your ACCUPLACER test with one of our remote online proctors.

Depending upon your institution's policy, **you may be required to pay the remote online proctoring fee** upon scheduling your exam. Your remote online proctoring selection allows you to take your ACCUPLACER test from a quiet location, disruption free. Please make sure when you take your exam with us that you have an approved photo ID readily available (approved photo IDs are listed at <https://www.examity.com/accuplacer-students>). Our online proctors will **require you to present your ID** to them in order to take your ACCUPLACER test.

Thank you for selecting Examity® to take your ACCUPLACER test(s)!