HAVING AN ACCUPLACER TEST PROCTORED FOR CNCC

1. Locate a business or institution willing to proctor a 2 hour Accuplacer test. For example, a library, school, church or business. This establishment must have:
   - A quiet place for you to take an online test
   - A person unrelated to you to verify you are taking the test unassisted
   - A professional email address (not gmail, yahoo, etc.)

2. Get the email address of your proctor.

3. Send your proctor’s email address to your Test Coordinator. The Test Coordinator will email the Proctor Agreement Form to your proctor and the Payment Agreement forms to you.

4. Arrange a testing date and time with your proctor. Your proctor will need that information as well as your signature in order to complete the Proctor Agreement Form, which must be sent to the Test Coordinator before your testing arrangements can be finalized.

5. When the Proctor Agreement and Payment Agreement form have been completed and returned, the Test Coordinator will email the following information to your proctor. (This information cannot be sent to anyone except your proctor.)
   - Test website address, branching profile and login and password
   - Accuplacer Proctored Test Completion Form

6. At your proctoring site on the day of your test, your proctor will pull up your test using the provided login and password on a suitable computer. You will need it your Student ID Number to access the test.

7. Take the test. The test is entirely online and may take up to 2 hours to complete. Once you have finished the test your score(s) will automatically be submitted to the Test Coordinator electronically.

8. Your proctor should then complete the Accuplacer Proctored Test Completion form and return it to the Test Coordinator.

Craig Campus Test Coordinator:
Denise Perdue
denise.perdue@cncc.edu
970.824.1126

Rangely Campus Test Coordinator:
Caitlan Moore
caitlan.moore@cncc.edu
970.675.3205