

## ***Remote Proctoring***



**Do you need to take the ACCUPLACER test but you are not near Fullerton College?**

**You can...**

### **Option 1 Off Campus - Remote Proctoring**

Take your test at a local testing center. This will enable you to take your ACCUPLACER test at a different testing center.

### **Option 2 Virtual - Remote Proctoring**

Have your ACCUPLACER test proctored online from just about anywhere. This will enable you to take the ACCUPLACER test at any location. You must have an appropriate picture id and your computer must meet the technical specifications required for testing. <http://onlineproctornow.com/systemtest.php>

Below are the instructions:

### **Step 1: Choose your preference for taking your ACCUPLACER remotely**

1. Please email the information below to [assessment@fullcoll.edu](mailto:assessment@fullcoll.edu). Our Assessment Center staff will review your request and email you.
  - a. We will ask you to specify whether you are looking for Off-Campus Proctoring or Virtual – Remote Proctoring.
  - b. Provide the following information in the email.

Fullerton College Student ID#: \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

ZIP Code \_\_\_\_\_

Have you completed our New Student Orientation?

Yes  or No

Please identify which Accuplacer test you would like to take?

English

Reading

Math

ESL (English as a Second Language)

Remote Test Option: \_\_\_\_\_

**Option 1 Off Campus - Remote Proctoring**

**Option 2 Virtual - Remote Proctoring**

**Please email this information to  
assessment@fullcoll.edu**

2. You will be contacted within 5 business days by **Fullerton** College Assessment Center with your next steps.

- a. If you indicated that you are looking for Off-Campus Remote Proctoring (option 1), we will send you further instructions via email.
- b. If you chose Virtual Remote Proctoring (option 2), you will receive a voucher number from your testing administrator by email. Keep this voucher and continue below. Please do not lose the voucher. And note the voucher can only be used once and is valid for 30 days.

*Remote Testing/Virtual sites may charge you a fee to administer your remote Accuplacer test.*

*Fullerton College will not accept out of state Accuplacer exam's administered without an approved Fullerton College voucher.*

***The remaining steps are only for students who elect to pursue Virtual Remote Proctoring, option 2 above.***

**Step 2: Register for your ACCUPLACER test.**

1. Visit <http://accuplacerlive.onlineproctornow.com>
2. Click on Option 1 – “Schedule Your Test”
3. Register for online proctoring.
  - a. Enter your first name
  - b. Enter your last name
  - c. Enter your phone number
  - d. Enter your email address
  - e. Select a password
  - f. Enter the time zone where you are located
  - g. Select the institution: **Fullerton College – ACCUPLACER**

- h. Submit your information

### **Step 3: Schedule your ACCUPLACER test**

1. **Login** using email address and password you created during the registration process above.
2. You will be taken to the “**Welcome To The Online Proctored Test Scheduling Portal**”
3. **Select Test: ACCUPLACER 120 Minutes**
4. Enter the voucher number that was issued to you by your institution
5. Enter any notes that you want to provide for the proctor, select enter
6. Choose your requested date and time from the calendar option on the left
7. Select a 30 minute appointment time with an available proctor to start your test. NOTE: The appointment time is NOT how long you have to complete the test
8. The time you are choosing is your local time zone (the time zone you selected when registering)
9. Complete the process and choose **Submit**
10. You will receive a confirmation email with instructions for your online proctored placement test. Please keep this email as it included specific instructions that you will need to begin the test on the date and time you have chosen.
11. In the event that you need to reschedule your test, please visit this scheduling site, log in, cancel your existing appointment, and reschedule your test.
12. **RECOMMENDED - TEST YOUR SYSTEM** prior to your test. It only takes a few minutes and it saves time on the day of your test. Visit <http://onlineproctornow.com/systemtest.php> to test your system.

*Fullerton College will not accept out of state Accuplacer exam's administered without an approved Fullerton College voucher.*

*All testing vouchers are set to expire 90 days after you receive your voucher.*

*Remote Testing/Virtual sites may charge you a fee to administer your remote Accuplacer test.*