

Southwestern Oklahoma State University

Accuplacer Remote Testing Guidelines

After you have taken this CLEP test: **College Composition Modular (without essay)...**

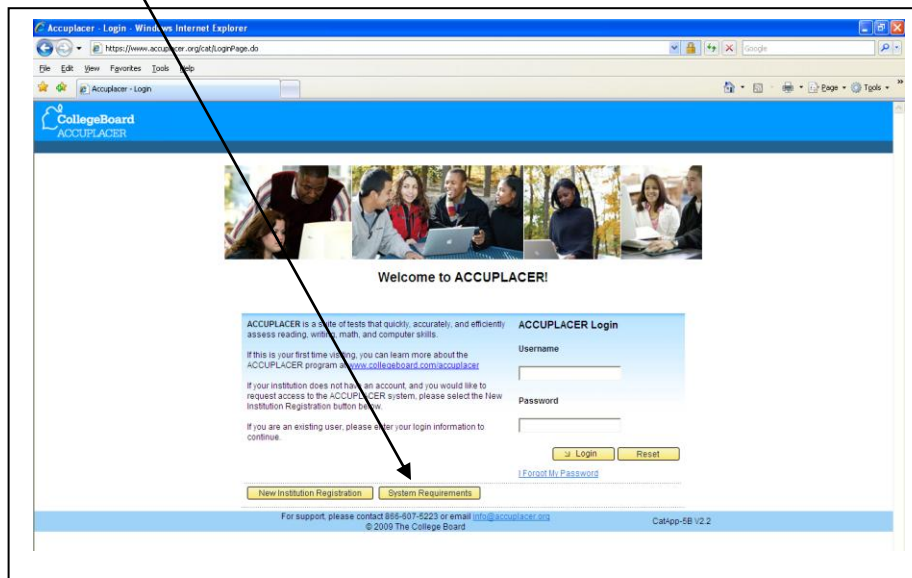
If you are a student who is not able to travel to SWOSU to complete Accuplacer testing for our required **English Comp. I CLEP essay**, please do the following:

1. Contact a local academic institution to determine if test center personnel are willing to proctor Accuplacer tests. Students are not allowed to take Accuplacer tests without the supervision of an approved proctor. This ensures the integrity of the students' test scores and the security of the Accuplacer tests.

Proctor Qualifications:

- Familiar with accepted practices for administering standardized tests
- Has no vested interest in the student's scores
- Is not related to the student
- Is employed by an academic institution

2. Verify that there is a computer available and ask your proctor to make sure it meets the basic tech requirements for administering the tests. The easiest way for the proctor to do this is to go to www.accuplacer.org and click "System Requirements."



3. Schedule your essay test session; allow two (2) hours.
4. Complete the questionnaire at the following website:
<http://www.swosu.edu/resources/evaldata/remote.htm>
5. We will contact your proctor to confirm your testing session, and we will send your proctor test administration instructions.

If you have questions about the remote testing procedures at SWOSU please contact:

Sharon Jenkins,
Assessment Center Testing Supervisor
sharon.jenkins@swosu.edu
580-774-7184

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY

ACCUPLACER® TESTING GUIDELINES

WritePlacer Essay Test Center Rules:

- Examinee must verify identification with a picture ID issued by a state or federal agency (driver's license, passport, military ID).
- Examinee should pay careful attention to directions
- Examinee should not talk to other examinees. All questions should be directed to your proctor.
- Examinee should not have access to cell phones and/or other electronic devices.
- Examinee should not have access to food, drink, text books or other papers in the testing room.
- All test materials, including scratch paper, should be left in the testing room.
- The WritePlacer essay is automatically timed for 90 minutes.
- A dictionary and clean lined scratch paper are required and should be provided by the proctor.

Southwestern Oklahoma State University

Assessment Center

100 Campus Dr.

Weatherford, OK 73096

580-774-7184

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<http://www.swosu.edu/administration/assessment/index.asp>