



This place changes people.

## **Protocol for Distance Placement Testing ACCUPLACER Computerized Placement Tests**

**Begin by identifying an institution in your area that will provide a proctored setting with Internet access. Here are two options. Most people have better luck with the first option.**

- 1. An institution that is willing to administer ACCUPLACER Online, such as a high-school test center or a library.** Ask someone with whom you already have a relationship to proctor the tests, such as your guidance counselor or a teacher. Even if school is out, you will probably find someone working at your high school over the summer who will be available.
- 2. An institution that currently administers ACCUPLACER Computerized Placement Tests online.** Contact the local colleges and universities in your area. Many institutions have a testing center and are happy to proctor tests (usually for a fee). If you test at a college or university testing center, be sure to give your proctor the Proctor Security Agreement to fill out and fax to Chrisa Hotchkiss. Your proctor will need Dominican's ID and password (obtained from Chrisa) to get you into the correct tests. (See next paragraph for more details.)

**The proctor who agrees to administer your tests must complete, sign, and fax Chrisa Hotchkiss the Proctor Security Agreement before you can test.** (See fax number below.) *This step is very important.* If your proctor does not receive the ID and password from Chrisa, you will end up taking the wrong tests, and your placement results won't make sense. When Chrisa receives from your proctor the signed Proctor Security Agreement, she will provide the proctor with the required password (so you will get into the correct test) and instructions for online access to the Proctor Training Manual.

Because of the level of security required to maintain the integrity of the test, please begin this process as soon as possible and allow enough time to find a proctor, complete the documentation, and take the tests. You will know the results as soon as you complete the tests, and your scores will be transmitted electronically to Dominican University of California as long as you follow this procedure correctly.

Chrisa Hotchkiss  
Academic Advising and Support Center  
Dominican University of California  
50 Acacia Avenue, San Rafael, CA 94901  
Ph: 415-257-0153  
Fax: 415-257-0177  
chotchkiss@dominican.edu