



ACCUPLACER®

Revealing Potential. Expanding Opportunity.

Certification Training for Ability to Benefit Test Administrators

September 2011

New Regulations

New regulations concerning Ability to Benefit (ATB) testing were published in the Federal Register, October 29, 2010, and go into effect July 1, 2011.

These new regulations require more accountability and reporting for the ACCUPLACER program as well as for the ATB test administrators.

Please see the link(s) below regarding ATB testing from the Code of Federal Regulations, published 10/29/10:

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?type=simple;c=ecfr;cc=ecfr;sid=dfd6c00086b22d943d3aa34a254176d2;region=DIV1;q1=66960;rgn=div2;view=text;idno=34;node=20101029%3A1.42;start=1;size=25>



Certified ATB Test Administrator

ATB testing must be administered by certified ATB test administrators¹

To become a certified ATB test administrator you must participate in at least one of the below training activities.

- study the *Policies and Procedures for Administering Ability to Benefit Tests* manual found under the Resources tab and study the ATB training PowerPoint.
- participate in a WebEx training session - for a list go to www.collegeboard.com/accuplacertraining

Pass the ATB Test Administrator Certification test

¹Federal Register: October 29, 2010, 668.150 (b) (1)

Proctor Qualifications

- Must be an employee of the institution where test center is located
- Must have an institution email address
- Must have individual login credentials for the institution's testing site.
- Must have participated in an ATB certification training activity
- Has never been decertified as an ATB test administrator

Student workers are not eligible to become certified ATB test administrators.

ATB Certification Test

Once you feel that you have a thorough understanding of the regulations concerning the administration of ATB tests, request to take the certification test by sending an email to accuplacer@collegeboard.org

The email must include your

- full name,
- phone number
- name of your institution

ATB Certification Test

An official ACCUPLACER ATB Certification Testing site has been created on the ACCUPLACER testing platform through which the certification test will be administered.

Once your request to take the ATB certification test has been received, your eligibility to take the certification test will be checked.

If you meet the eligibility requirements, you will be sent a Proctor Username and Password that you will use to access the certification test.

ATB Certification Test

These login credentials are NOT to be shared with other staff member.

DO NOT change the password. These credentials are being used by others, they are not your personal credentials.

Log in to www.accuplacer.org using the proctor login credentials that were provided. Click on the Administer Test tab and select the branching profile “Certification Test.”

ATB Certification Test

When you begin taking the certification test, you will see the following message. If you do not use this format for your ID number, you will receive an error message.

Student Instructions

On the Student Information screen and those that follow, you will be asked to provide your personal information. Please complete all mandatory fields indicated by a red asterisk (*). If you have any questions, please contact your Proctor.

For your student ID number please use your ACCUPLACER Institution ID number followed by your initials. If you do not have a middle initial, please use "N" for no middle initial.

If you do not know your Institution ID number, log on to your ACCUPLACER testing account, click on the Users tab, select Create and Edit Users, and then select Search and Edit Users. Your Institution ID number is displayed in the top left-hand corner.

For example, if your name is William Henry Duvall and your institution account number is 000222, then you would enter 000222whd for your student ID number.

Please provide your office phone number in the "Home Phone" number field.

Please call 866 607-5223 if you have questions.

Know Your Institution ID Number

To find your Institution ID # click on the Users tab > Create and Edit Users> Search and Edit Users.

A screen similar to the one below will appear.

In this example the Institution ID is 000005.

Site Id	Site Name	Institution Id	Institution Name	User Type	Username	Last Name	First Name
000005-001	Main Campus	000005	*Sample College	Proctor	gthompsonp	Thompson	George
000005-001	Main Campus	000005	*Sample College	Site Manager	lgreensm	Green	Laura
000005-001	Main Campus	000005	*Sample College	Proctor	lgreenp	Green	Laura

ATB Certification Test

At the end of testing, you will be told if you have “passed” the certification test.

In order to “pass” you must answer all ten questions correctly.

Candidates who do not pass the certification test will be required to do further study and retest.

Sample Score Report

Student Name	Student ID	Major Name
William Boren	000222whb	---Omitted---
Date of Birth	Date of Testing	Site Name
03/25/1962	03/10/2011	Test Administrator Certification Site
Message from the Institution		
Time Record:		
Test Started	Test Completed	Total Time
03/10/2011 04:00 PM EST	03/10/2011 04:03 PM EST	00Hr:02Min:40Sec
Test Results		
Test Name	Score	
ATB Certification Test	10	
Course Placements		
CONGRATULATIONS		
You have passed the ATB Test Administrator Certification test. This score report will serve as your ATB Test Administrator Certificate. Please print this score report and retain it in your personal records.		
Placement Determined on 03/10/2011		

ATB Certification Test

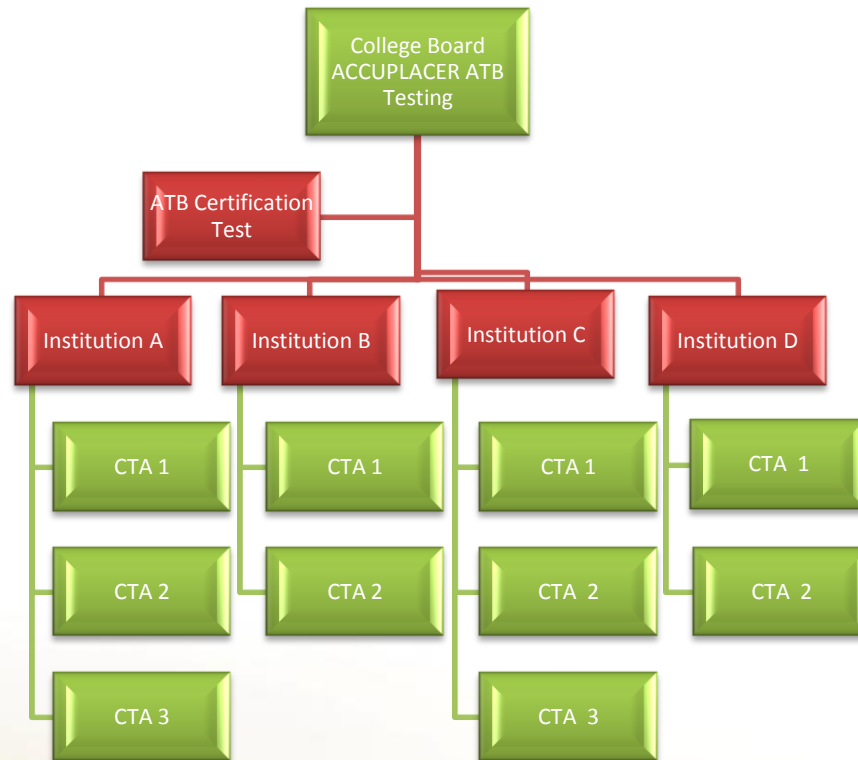
The Individual Score Report generated at the end of testing will serve as your “Certificate.”

Print a copy of the report for your personal files as well as copies for any other campus offices that may need one.

Suggestion: Create a *pdf* of your score report and save it on your office computer.

Official ACCUPLACER ATB Testing Site

If you pass the certification test, an ATB Testing site for your institution will be established under the College Board ACCUPLACER ATB testing account.



Certified ATB Test Administrator (CTA)

You Will Receive an Email With Your ATB Site Number

Congratulations on becoming a certified ATB Test Administrator!

An ATB testing site has been established for your institution under the official College Board ATB testing account. Your ATB site number is **004592-000**. Please save/print this email and keep it with your ATB Test Administrator Certificate. You will need to use this site number each time you purchase test units for your ATB testing site.

You will receive your Proctor and Reporter login credentials in separate emails. These emails sometime go to your Junk Email. The proctor user name ends with "p" and the reporter user name end with "r."

As a Certified ATB Test Administrator please remember that

- all ATB testing must be done on the official ACCUPLACER ATB testing site using the login credentials that you have been provided for ATB testing
- login credentials should not be shared with anyone
- a certified ATB test Administrator should be present at all times during ATB testing
- when testing a student with a documented disability, the branching profile "ATB Testing with Accommodations " must be used so that information concerning the student's disability and accommodations that were provided can be recorded.

Save/print this email for future reference. You will need to use this site number when ordering test units for your ATB site.

ATB Testing Site Login Credentials

Proctor and ***Reporter*** login credentials for your ATB site will be created and sent to you within five business days.

The proctor login credential will end with “p”

Example: sjohnsonatb**p**

The Reporter login credential will end with “r”

Example: sjohnsonatb**r**

Many times the emails with your login credentials go to your Junk email box.

ATB Testing

The ATB Proctor credential must always be used when administering ACCUPLACER tests or retests for ATB purposes.

It is recommended that institutions have more than one certified ATB test administrator since it is required that a certified ATB test administrator be present at all times during an ATB testing session.

ATB Testing

All ATB testing must be done on the College Board ACCUPLACER ATB Testing site. If a student tests on an institution account and it is later determined that the student needed to take ATB test, the student must retest on the ATB site.

It is strongly recommended that test center personnel work with their financial office to establish a referral process so that ATB students will be identified before initial testing.

ATB Testing Site Established

Each certified ATB test administrator will have unique login credentials to their ATB testing site.

These credentials must not be shared. Sharing of credentials will be considered a testing irregularity.

If you become employed at another institution, you must re-apply for ATB certification for your new institution.

Login credentials cannot be transferred to other institutions.

Please note that according to the ACCUPLACER System Software License Agreement (3(c)) that as a licensee of the ACCUPLACER system you must control the access of your authorized users and immediately revoke such access if the user ceases to be employed by the institution or is no longer appropriately authorized to access the system.

If Customizing an ATB Site

If you want to customize your ATB testing site, request a Site Manager login credential by sending an email to accuplacer@collegeboard.org.

The request must come from someone at your institution who is a Certified ATB Test Administrator and who has Institution Administrator (IA) login credentials for your institution's ACCUPLACER account.

Site Manager credentials will expire after two weeks.

If Customizing an ATB Site

The Site Manager may

- Create custom messages
- Copy the ATB branching profiles and add additional tests to the profiles
- Customize your System Configurations
 - Activate Low Test Unit Threshold setting
 - Change time zone
 - Student ID format
- Add placement rules
- Add additional background questions
- Configure your batch processing system that will upload ATB scores into your student information system

If Customizing an ATB Site

If you add custom messages or placement rules to your site, you will need to copy the Test Setting named “ATB” and select Custom Messages and Placements to show on the Individual Score Report.

If you customize the “ATB Testing with Accommodations” Branching Profile, copy that branching profile, do not make changes to the background question groups that are available. Add additional background question groups below those provided in the branching profile.

If Customizing an ATB Site

The Site Manager may **NOT**

- add users – Only certified ATB Test Administrators may have login credentials for the ATB testing site.

College Board ACCUPLACER staff will add users as they become certified.

- make modifications to the mandatory tests and background questions. These are required for a valid ATB testing session.

If Customizing an ATB Site

When you have completed your customization, notify the ACCUPLACER program by send an email to accuplacer@collegeboard.org

Your site will be reviewed by the ACCUPLACER program staff.

Students must not be tested until your modifications have been approved by ACCUPLACER.



ATB Requirements Federal Register

Assessment center is a facility that²

- is located at an eligible institution that provides two-year or four-year degrees or is a postsecondary vocational institution;
- is responsible for gathering and evaluating information about individual students for multiple purposes, including appropriate course placement;
- is independent of the admissions and financial aid processes at the institution at which it is located;
- is staffed by professionally trained personnel;
- does not have as its primary purpose the administration of ability to benefit tests.

²Federal Register: October 29, 2010, 668.142

Assessment Center

Background questions on the certification test address these requirements.

If your answers indicate that the assessment center does not meet these requirements, you will receive the following message on your Individual Score Report.

Institution

Based on the answers you have provided, your institution may not be eligible to administer ATB tests. Please send an email to accuplacer@collegeboard.org so that we can contact you.

Candidates for certification must provide a statement they are not currently decertified³

A background question on the certification test addresses this requirement. If your answer to this question indicates that you have been decertified, you will receive the following message on the Individual Score Report.

Decertified

You indicated that you have been decertified as an ATB test administrator. Please send an email to accuplacer@collegeboard.org so that we can contact you concerning your decertification.

³Federal Register: October 29, 2010, 668.150 (b) (2)

Institution must maintain a record for each student who takes ATB tests⁴

Since all ATB testing will be done on the official College Board ACCUPLACER ATB testing site that was created for your institution, all of your ATB records are available on a single site.

You can use your Reporter login credentials to run reports of students who have tested on your ATB testing site.

⁴Federal Register: October 29, 2010, 668.151 (g)

Every 18 months, test publishers must submit to the US DOE a report of all ATB testing⁵

Test irregularities and anomalies must be reported to US Department of Education. Irregularities may include

- Not using the official ATB testing site
- Not administering ATB tests in accordance with instructions provided in *Policies and Procedures for Administering Ability to Benefit Tests* manual
- Sharing login credentials
- Administering tests in a manner that does not ensure the integrity and security of the tests
- Not securing tests against disclosure or release.

⁵Federal Register: October 29, 2010, 668.150 (b) (13)

Test publishers must decertify those who do not follow established policies and procedures⁶

ACCUPLACER staff will monitor the activities of the ATB testing sites. If there is evidence of a test irregularity, the certified ATB test administrator will be contacted so that policies and procedures can be clarified.

If multiple irregularities occur, the certified ATB test administrator will be investigated for decertification, and your institution could lose its ability to administer ATB tests.

Any certified ATB test administrator who is decertified will be reported to US Department of Education.

⁶Federal Register: October 29, 2010, 668.150 (b) (4)



Testing Students

Procedures for Administering ATB Tests

A test is considered to be properly administered if the test administrator

- is a certified ATB test administrator
- has administered the tests in accordance with instructions provided in the *Policies and Procedures for Administering Ability to Benefit Tests* manual
- has followed the retest policy
- has administered the tests in a manner that ensures the integrity and security of the tests
- secures the tests against disclosure or release.

Procedures for Administering ATB Tests

A certified ATB test administrator must be present at all times during the administration of ATB tests in order to secure the tests against disclosure or release.

All testing must be completed on the same day, unless there is a need to accommodate a student with a documented disability.

Testing Students

Each candidate must be asked to present at least one form of identification. The ID must include the student's name, signature and a recognizable photograph.

Acceptable forms of identification include:

- A current driver's license
- A high school ID
- A college ID
- A current state or federal ID card
- A current passport
- A tribal ID card
- A naturalization card or certificate of citizenship

Testing Students

The identification must be checked before the student begins testing and re-checked at the end of testing.

Verify that the name on the Individual Score Report matches the name on the student ID that was provided at the beginning of testing.

Testing Aids

- **Use of Calculators** - In Test Setting the calculator **MUST** be activated for ATB testing. Handheld calculators are not allowed unless it is a prescribed accommodation.
- **Use of Dictionaries** - The use of dictionaries is not permitted.
- **Use of Scratch Paper** - Scratch paper must be provided to students who are taking ACCUPLACER tests. The scratch paper must be collected at the end of testing and destroyed by secure means.
- **Use of Personal Computers** - Do not allow students to use their own computer or laptop unless there is a documented disability that requires the use of a very specific computer.

To Test Students Who Not Have a Disability

- Login using your ATB Proctor credentials
- Click on the Administer Test tab
- From the Branching Profile dropdown menu select **ATB Testing** branching profile

User Role: Proctor

Home Users Test Setup **Administer Test** Reports Resources Order Tests

> Administer Test > Administer New Test Session

Administer New Test Session

← Back Administer Test Cancel

All ACCUPLACER tests must be administered in the presence of an authorized Proctor in a secure testing environment for the duration of the test session.

* Branching Profiles inherited from the Institution level.
** Branching Profiles provided by the ACCUPLACER System.

Please select a branching profile

- Select One -
- Select One -
* ATB Testing
* ATB Testing with Accommodations

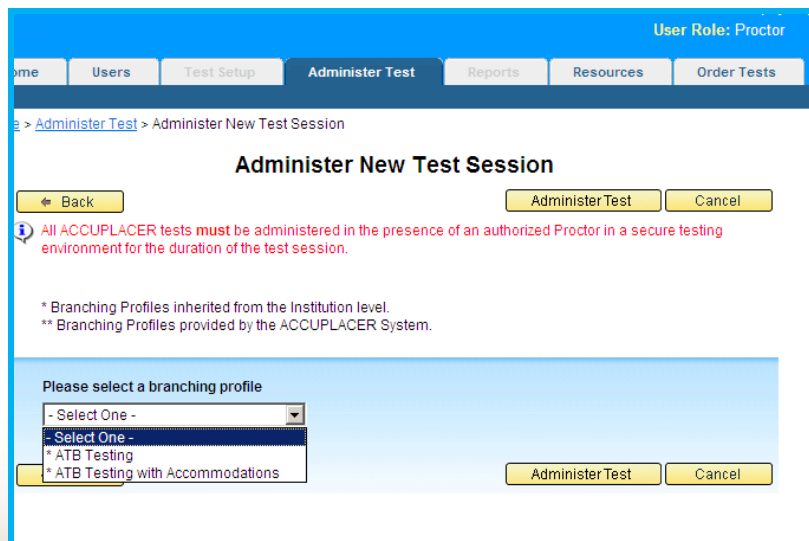
Administer Test Cancel

ATB Testing administers the Reading Comprehension, Sentence Skills and Arithmetic.

The calculator is activated, and the Accessibility Wizard has been turned on.

To Test Students With A Disability

- Login using your ATB Proctor credentials
- Click on the Administer Test tab
- From the Branching Profile dropdown menu select ***ATB Testing with Accommodations*** branching profile



The screenshot shows the 'Administer Test' interface for a Proctor. The page title is 'Administer New Test Session'. There are navigation tabs: Home, Users, Test Setup, Administer Test (selected), Reports, Resources, and Order Tests. A breadcrumb trail shows 'Administer Test > Administer New Test Session'. Below the title, there are 'Back', 'Administer Test', and 'Cancel' buttons. A red warning message states: 'All ACCUPLACER tests must be administered in the presence of an authorized Proctor in a secure testing environment for the duration of the test session.' Below this, there are two asterisked notes: '* Branching Profiles inherited from the Institution level.' and '** Branching Profiles provided by the ACCUPLACER System.' A light blue box contains the instruction 'Please select a branching profile' and a dropdown menu. The dropdown menu is open, showing options: '- Select One -', '* ATB Testing', and '* ATB Testing with Accommodations'. At the bottom of the form are 'Administer Test' and 'Cancel' buttons.

ATB Testing with Accommodations

administers the Reading Comprehension, Sentence Skills and Arithmetic. The calculator is activated, and the Accessibility Wizard is turned on.

This branching profile must always be used when testing students with disabilities.

Testing Students with a Disability

A certified ATB test administrator who administers a test to a student who requires accommodations in the administration of the test must report to the test publisher the nature of the disability and the accommodations that were provided. ⁷

The ***ATB Testing with Accommodations*** branching profile has two local background questions so that this information can be collected.

The certified ATB test administrator must assist the student with answering these two background questions.

⁷Federal Register: October 29, 2010, 668.150 (b) (17)

Testing Students with a Disability

FERPA (and similar regulations) have exemptions permitting disclosure of otherwise protected information for law enforcement or other Federal data collecting purposes.

Nature of Disability

A background question has been added to the “ATB Test with Accommodations” branching profile.

From the list below, please select the type(s) of disability for which accommodations are being provided. Select all that apply.

- Learning disability
- Physical impairment
- Visual impairment
- Other

If the answer is “Other” a second background question will be presented that asks for more information.

You selected "Other" in the previous question. Please provide a short description of the nature of the student's disability.

Accommodations Provided

A background question has been added to the “ATB Test with Accommodations” branching profile.

From the list below, please select the type(s) of accommodations that were provided for this student. Select all that apply.

- Accessibility Wizard
- Extra / Extended breaks
- Reader
- Recorder
- Screen reader or other assistive technology
- Use of a calculator
- Other

If the answer is “Other” a second background question will be presented that asks for more information.

You selected "Other" in the previous question. Please provide a short description of the type of accommodations provided for the student.

ATB Passing Scores

Scores set as the qualification for Ability-to-Benefit are one standard deviation below the mean for students graduating from high school who have taken ACCUPLACER in the last three years. The federally approved passing scores for ACCUPLACER are shown below:

Reading Comprehension 55

Sentence Skills 60

Arithmetic 34

Re-Test Policy

Within any three-month period, ATB candidates may be permitted an initial test and one retest. There must be a two week waiting period between the initial test and the retest.

Re-Test Policy

Students who do not pass all three tests during the initial testing must retake and pass all three tests in order to meet the required ATB passing scores.

Scores from two different administrations cannot be mixed or combined. A student must pass all three tests during a single test session.

All retesting must be done on the ATB testing site.

ATB Placement Rules Have Been Added To Your Site

Individual Score Report

Student Name Sample Student	Student ID 131344	Major Name ---Omitted---
Date of Birth 03/24/1986	Date of Testing 03/23/2011	Site Name ATB Testing - Sample College

Time Record:

Test Started	Test Completed	Total Time
03/23/2011 04:10 PM EDT	03/23/2011 04:30 PM EDT	00Hr:20Min:06Sec

Test Results

Test Name	Score
Reading Comprehension	74
Sentence Skills	94
Arithmetic	91

Course Placements

ATB Passed
You achieved the required ATB scores.

Individual Score Report

Student Name Sample Student	Student ID 131344	Major Name ---Omitted---
Date of Birth 03/24/1986	Date of Testing 03/23/2011	Site Name ATB Testing - Sample College

Time Record:

Test Started	Test Completed	Total Time
03/23/2011 04:34 PM EDT	03/23/2011 04:39 PM EDT	00Hr:05Min:13Sec

Test Results

Test Name	Score
Reading Comprehension	29
Sentence Skills	29
Arithmetic	20

Course Placements

ATB Not Passing
You did not achieve the required passing scores. Please talk with your test administrator concerning your future options.



Adding Test Units to Your ATB Testing Site

Test Units

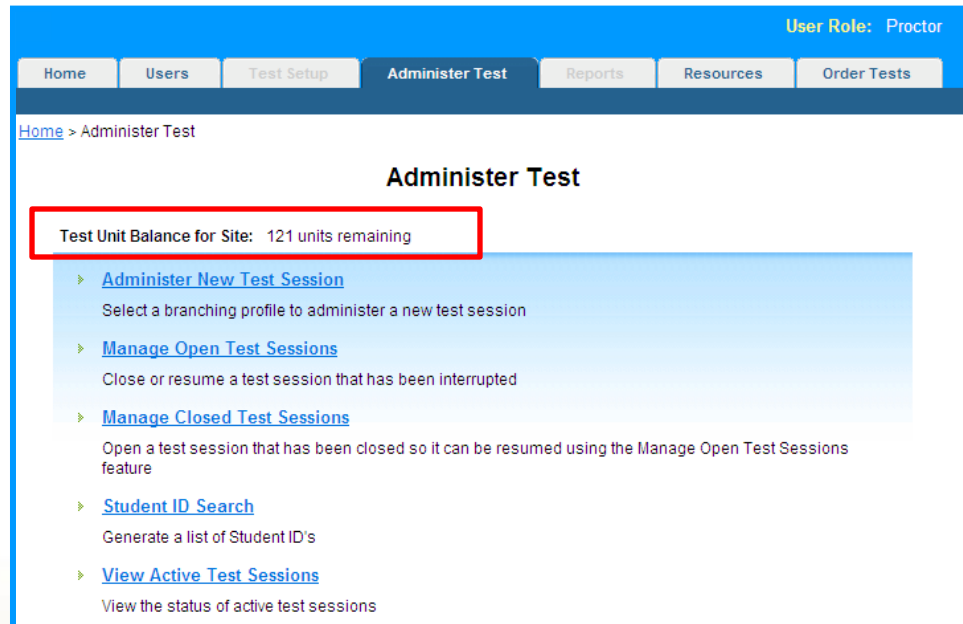
Once your ATB testing site has been established, you must purchase ATB test units using the ACCUPLACER order form found under the Resources tab.

Separate order forms must be used to order ATB test units. Be sure to use your ATB testing site ID number, not your regular college site number.

Your ATB testing site ID was provided in an email that was sent to you after you became a certified ATB test administrator.

Test Units

The Test Unit Balance for your ATB site must be monitored closely. Each time you administer an ATB test session the number of test units remaining on your site is displayed.



The screenshot displays the 'Administer Test' interface for a user with the role of 'Proctor'. The navigation menu includes 'Home', 'Users', 'Test Setup', 'Administer Test', 'Reports', 'Resources', and 'Order Tests'. The breadcrumb trail is 'Home > Administer Test'. The main heading is 'Administer Test'. A red box highlights the 'Test Unit Balance for Site: 121 units remaining' text. Below this, there are several menu items with descriptions:

- [Administer New Test Session](#)
Select a branching profile to administer a new test session
- [Manage Open Test Sessions](#)
Close or resume a test session that has been interrupted
- [Manage Closed Test Sessions](#)
Open a test session that has been closed so it can be resumed using the Manage Open Test Sessions feature
- [Student ID Search](#)
Generate a list of Student ID's
- [View Active Test Sessions](#)
View the status of active test sessions

Test Units

If you run out of test units on your ATB testing site, you will not be able to test until additional units have been added to your site.

It is not possible to transfer test units from your institution account to your ATB testing site.



Transferring Test Scores

Transferring ATB Test Scores

If students request to have their ATB test scores transferred to another institution, either the receiving institution or the transferring institution must complete the “Request to Transfer ATB Scores” form for each transfer of scores. This form is found under the [Ability to Benefit \(ATB\) Testing](#) link under the Resources tab.

The form must be signed by the student giving permission to transfer his/her scores. This is necessary in order to comply with the terms of the ACCUPLACER Student Privacy policy.

A copy of the form must be sent along with the student’s Individual Score Report to the receiving institution AND to the ACCUPLACER program. The transferring institution, the receiving institution and the ACCUPLACER program must all maintain copies of this documentation.

Remember that all ATB tests must be administered on an ATB testing site by a certified ATB test administrator.