Testing Services
3000 College Dr. S.
Lethbridge, Alberta T1K 1L6
Phone: 403.320.3368
Toll free phone: 1.800.572.0103 ext. 3368
Toll free fax: 1.888.883.5839
Email: testing.services@lethbridgecollege.ca

OUT-OF-TOWN
Request for Placement Assessment (ACCUPLACER)

Exam Writing Procedures and Requirements

All Assessments Must Be Supervised By An Approved Proctor

If you live within a 2-hour driving distance from Lethbridge College, you will be expected to write your placement assessment free of charge at Lethbridge College Testing Services or at one of our regional campuses: Claresholm, Pincher Creek, and Vulcan County (regional campus information can be found at: www.lethbridgecollege.ca/regional-campuses). If you live beyond a 2-hour driving distance from Lethbridge, you may apply to do your placement assessment within, or close to, your home community. It is your responsibility to find a suitable proctor using the rules below. Testing Services must be able to screen and approve all off-campus proctors using publicly available information online, and it reserves the right to specify the type of proctor used in some cases.

If you are outside of the Lethbridge area, you may also use our online proctor, which allows you to write the assessment at nearly any location (including your home) on any computer, as long as you are the only person in the room, with a proctor monitoring you via webcam and microphone. For this option, your computer must meet the technical requirements of both the online proctor service and ACCUPLACER (instructions for determining whether you qualify are found on page 3 of this document). You will also need a credit card to pay for your online proctor session.

International Applicants, please note: All ACCUPLACER tests written internationally must be completed using the online proctor option. In-person proctors are not accepted for international ACCUPLACER testing.

Any exceptions to the following rules and procedures must be approved by Testing Services.

To make arrangements to write your exam:

1. Complete the **Out-Of-Town Request for Placement Assessment** form.

2. Email or fax the form to Lethbridge College Testing Services at testing.services@lethbridgecollege.ca or 1-888-883-5839.

3. Request the assessment early enough for it to be received and processed prior to your application deadline. Allow five business days for us to process your request, or 1-2 weeks if you are writing outside Canada.
   - If you've chosen an in-person proctor, Testing Services will email your proctor the assessment instructions and access codes for logging you onto the exam.
   - If you've chosen the online proctor option, Testing Services will email you a test voucher with information to use when booking and writing your assessment with the online proctor.

4. All proctors will be required to supervise applicants in accordance with secure proctor procedures.

5. A proctor may not administer the assessment if he/she has a personal connection with the student (e.g., family member, friend, co-worker, supervisor, someone living at the same address, etc.). This limitation protects both the student and the proctor from any actual or perceived conflict of interest by maintaining impartiality throughout the proctoring process.

6. An in-person proctor must:
   - Be employed as a teacher, principal, administrator or testing personnel at an elementary school, high school, college, or university. Testing Services must be able to verify the proctor's employment using publicly available information online.
   - Supervise the assessment in a quiet location at the educational institution where he/she is employed.
   - Provide a school computer for the assessment (the applicant may not use his/her personal laptop).

7. You are responsible for any costs associated with the assessment, including any fee for service charged by the proctor, whether you have chosen an in-person proctor or online proctor. If using the online proctor, you will be required to pay by credit card.

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OUT-OF-TOWN
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STUDENT INFORMATION (Please print)

LAST NAME	FIRST NAME	STUDENT ID #
BIRTH DATE (e.g., Jan. 1, 1980)	PHONE NUMBER (include area code)	COUNTRY
PROGRAM APPLIED TO	EMAIL (required if choosing the online proctor option)	

Do you have a <u>documented disability</u> for which you **require** exam accommodations? (e.g., **screen** reader, scribe, extra time, etc.) ☐ Yes ☐ No

STUDENT SIGNATURE (no electronic signatures, please)	DATE

PROCTOR INFORMATION

<u>**International Applicants, please note**</u>: All ACCUPLACER tests written internationally must be completed using the online proctor option. In-person proctors **are not** accepted for international ACCUPLACER testing.

☐ **I have chosen to use the online proctor.** You should ensure your computer meets the technical requirements set by <u>both</u> the online proctor and ACCUPLACER <u>before</u> submitting this form (see Online Proctor Guidelines on the following page for instructions). If it meets the requirements, you can skip the rest of this form. If not, you will need to find an appropriate in-person proctor.

☐ **I have chosen to use an in-person proctor.** Have your proctor complete the rest of this form. Ignore the Online Proctor Guidelines on the following pages. <u>NOTE: If they have not done so in the last year, ALL in-person proctors must complete proctor certification before administering ACCUPLACER. This takes approx. 15-30 minutes.</u>

LAST NAME	FIRST NAME	JOB TITLE
EDUCATIONAL INSTITUTION NAME	ADDRESS OF INSTITUTION	
PHONE NUMBER	PROFESSIONAL EMAIL (no personal, home, or free email address allowed)	
EXAM DATE		

*I have agreed to proctor the exam at the educational institution named above and guarantee that secure assessment procedures will be followed. I confirm I have no personal connection with the student and I am currently employed at the institution named above.

PROCTOR SIGNATURE (no electronic signatures, please)	DATE

SEND YOUR REQUEST TO:
Fax: 1.888.883.5839
Email: testing.services@lethbridgecollege.ca

*Falsification of information on this form is considered Academic Dishonesty according to the Student Academic Code of Conduct: Academic Honesty Policy.   Effective August 2020

Test-taker
# Live Proctoring Quick Guide

Taking the ACCUPLACER with Examity

ACCUPLACER Registration

- Contact your institution and tell them you're interested in taking ACCUPLACER tests online with Examity.
- Once your school approves your request, you will receive an email from ACCUPLACER with your voucher code. This voucher code will allow you to schedule and take your exam.
- Click the Examity link to register. Enter your first name, last name, email address, phone number, and create a password.
- You will receive a confirmation email from Examity that contains an activation link. Click the link to activate your account
- Log in to Examity with your email address and password that you created, and schedule your exam.
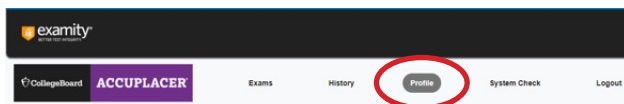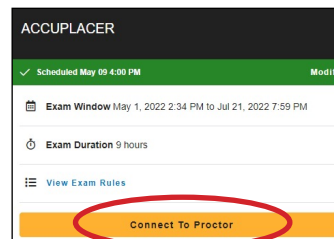
Step 1:
Create Profile
- Update your date of birth
- Select time zone
- Upload government-issued photo ID
- Answer security questions
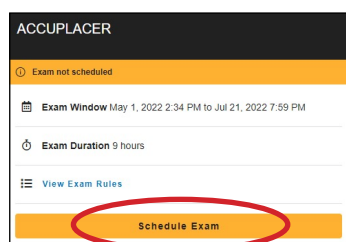
Step 2:
Schedule Exam
- Enter voucher code and press "Submit"
- Click "Schedule Exam"
- Choose your preferred date and time in the calendar

Step 3:
Connect to Proctor
- Return to the Examity dashboard
- Click "Connect to Proctor"
- Perform system check, and install the Examity extension
- Allow access to webcam and microphone

Step 4:
Authentication
- Verify identity with photo ID
- Review exam rules
- Show desk and workspace
- Answer security question
- Agree to the User Agreement

Step 5:
Begin Exam

For additional information on using Examity, please visit: https://www.examity.com/accuplacer-students/
Phone: 855-392-6489 • Email: support@examity.com • Live Chat: Link located in Examity dashboard.