

## **Accuplacer Reading and Math Placement Testing Instructions**

There are two options to choose from to complete your placement testing. You can test on campus at the Testing Center without any fees, or you can test remotely through the online proctor for a \$10 proctoring fee. Rowan University does not collect or receive any portion of the fees collected by the online proctor.

### **To register to take ACCUPLACER placement tests on campus without a fee:**

Click [here](#) to schedule an appointment to test at the Rowan University Testing Center, then follow the steps below to complete your registration:

1. From the drop down menu "Choose a group" select Placement Test (Basic Skills Math, Basic Skills Reading, and/or College Level Math)
2. From the drop down menu "Choose an exam" select Placement Test
3. From the menu "Choose a Date" click on the calendar on the right inside the box, then choose a date that is in bold type and at least 36 hours in advance.
4. From the menu "Choose a time" select your preferred time
5. Complete "Who is taking this exam" information for the person who will be testing.
6. Read the "Exam guideline Acknowledgement" and check the box to agree to follow the guidelines
7. Complete "Needed Information"
8. Select ADD TO CART
9. Select COMPLETE REGISTRATION

You will receive an email confirmation with the details of your appointment after you checkout. If you have any questions, please contact us at [testingservices@rowan.edu](mailto:testingservices@rowan.edu).

### **To register to take ACCUPLACER placement tests remotely (\$10 fee required):**

1. Verify that the computer you want to use for testing meets the system requirements. You must have Google Chrome as a web browser, a webcam, internet connectivity with a minimum bandwidth of 3Mbps, and audio capabilities (speaker and microphone). If your system meets these requirements, please continue to number 2. If your system does not meet the requirements, you cannot take your placement tests on that computer. You can locate computer to use that meets the requirements or test on campus at Rowan University's Testing Center.
2. Copy the information below into an email to [testingservices@rowan.edu](mailto:testingservices@rowan.edu) with the subject line, "Placement Testing Voucher Request" and provide the information:
  - a) My Banner ID Number: (916XXXXXX)
  - b) My first name:
  - c) My last name:
  - d) My date of birth: (MM/DD/YYYY)
  - e) My Rowan email address:

A representative of Testing Services will review our records to determine which placement tests are required. A voucher will be sent to your Rowan Student email within 5 business days. In that email

you will receive your ACCUPLACER test voucher and scheduling instructions. Once you've received your voucher, proceed to Step 3.

3. Schedule your test with the Examy online proctor using the instructions included in the email you received with your voucher. There is a \$10 fee\*\* paid directly to Examy for proctoring the exam, no portion of that fee is collected or received by Rowan University. You will need a debit or credit card to pay the proctor fee. If you have any technical or scheduling difficulties contact the proctor's support by emailing [support@examy.com](mailto:support@examy.com), clicking the Live Chat: link within the Examy dashboard, or calling the customer service phone number 855-392-6489.

When it is time for your appointment log back into the site by returning to the Examy website, then log in and follow the on-screen instructions to begin your test. Be prepared to test your system and log in about five minutes prior to your scheduled start time to allow for necessary set up. Please follow all of the instructions provided by Rowan University and by Examy. Failure to follow the instructions provided could result in the interruption or cancellation of your exam.

\*\*If you are concerned about the \$10 proctor fee, you can take your placement tests on-campus at Rowan University's Testing Center. There is no proctor fee the first time you take your placement test on-campus in the Testing Center but appointment availability is limited.