



ACCUPLACER®

FIVE STEPS

to Get Ready for Your ACCUPLACER Exam

FOR EXISTING PROCTORU USERS



STEP 1

Look for an email from ACCUPLACER

You will receive a **Voucher Notification** email from ACCUPLACER. Keep this email for future reference, as it will also indicate which proctoring service line you'll be using either **Record+** or **Live+**.



STEP 2

Add a new enrollment to your existing ProctorU account

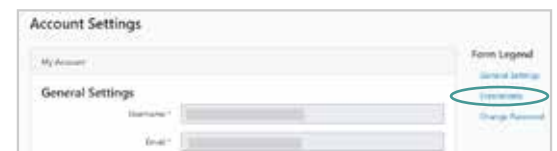
Since you already have an existing ProctorU account, you'll need to add a new enrollment to your account in order to take an ACCUPLACER exam.

Note: If you do not have an existing ProctorU account, please reference the New User Guide instead!

- **Log in** to your ProctorU account
- Use the dropdown by your name in the upper right to open **Account Settings**
- Select **Enrollments** and click **Add Enrollment**
- In the dropdown institution list, find and select **College Board (ACCUPLACER)**
- Before updating your account, you will need to scroll to the top of the page to **General Settings** and enter your date of birth

Note: This field is required by College Board for all ACCUPLACER test-takers.

- Scroll back down to the bottom of the page and click **Update Account** to complete your enrollment into the College Board ACCUPLACER exam



STEP 3

Enter your voucher code

You'll need to reference the Voucher Notification email from step 1 to complete this step.

- From the main dashboard of your account, select **Schedule New Session**
- Confirm **College Board (ACCUPLACER)** is the institution listed
- Enter the voucher code provided in your Voucher Notification email and click **Apply**
- Your institution and exam name should automatically populate the rest of the fields.
- Click **Find Session**

The screenshot shows the ProctorU dashboard with the 'Schedule New Session' button circled in red. Below it is the 'Select Exam for Ren Patil' form. The form has the following fields: 'Confirm your institution' (College Board (ACCUPLACER) Settings), 'Enter voucher code' (RUC0000), 'Department' (Measures II - New, Pre-req - BE2040), and 'Exam' (ACCUPLACER Exam Proctor). The 'Apply' button and 'Find Sessions' button are circled in red.

Note: If you get an error when entering your voucher code, please review the [troubleshooting matrix](#) on our student proctoring hub.

STEP 4

Schedule your ACCUPLACER exam appointment

After clicking **Find Session** on the voucher step, you'll be presented with several scheduling options.

- Select your scheduling type
 - Schedule On-Demand:** Find an appointment within 72 hours, which may incur an additional fee
 - Schedule for Later:** Find an appointment at least 72 hours in advance without an additional fee
- Use the calendar to select your preferred date and use the arrows to select a time. Then click **Submit Search**
- Review the available appointments on the date and around the time selected in the previous step.

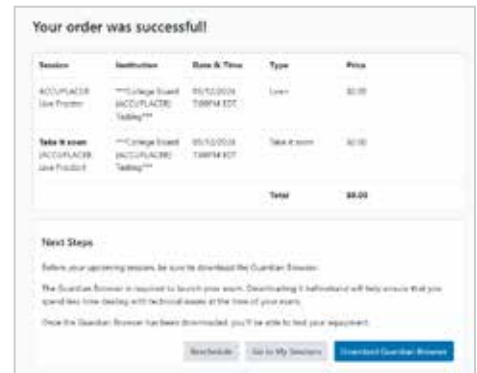
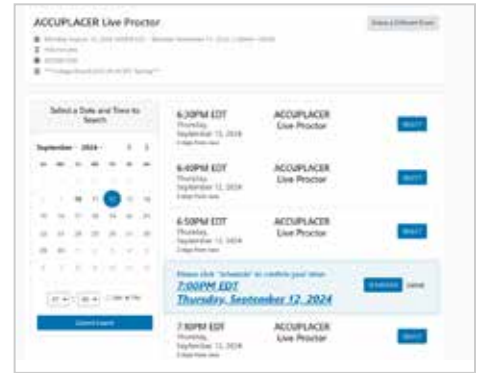
The screenshot shows the 'Select Scheduling Type' form. It has two radio buttons: 'Schedule On-Demand' (unchecked) and 'Schedule For Later Date' (checked). A 'Submit' button is at the bottom.

The screenshot shows a calendar for September 2020. A date is selected, and a time slot is chosen. A 'Submit Search' button is at the bottom.

- Click **Select** next to your desired appointment time, then click **Schedule**

Note: If payment for the exam is required, you will be prompted to pay at this step. If your institution is covering the cost of your exam, you will proceed to the order confirmation screen. If you have any questions about payment, please contact your institution.

- If your selection was accepted, you will see a screen that says **Your order was successful!**



| **STEP 5**

Prepare for exam day

Review the resources available on the student proctoring hub. Reference your Voucher Notification email or your order confirmation in the ProctorU Platform to identify which type of proctoring session you will need to prepare for—either Live+ or Record+.

- Download the Guardian Browser
- Review technical requirements
- Test your equipment
- Read what to expect on exam day
- Review our test-taker privacy policies
- Watch the student experience videos



ACCESS THE STUDENT PROCTORING HUB

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