ACCUPLACER PLACEMENT TEST POLICIES

• All (no exceptions) BU Freshmen (summer, fall, spring), including international students, are required to take BU’s ACCUPLACER Placement Test; a test which is only administered on campus.

• Act 101/EOP students will be contacted by the Act 101/EOP Office (www.bloomu.edu/act101) to complete the ACCUPLACER Placement Test. (DO NOT REGISTER ONLINE).

• Transfer students, if required by their major (i.e. Mathematics, Nursing, Physics & Engineering Technology, etc.) must contact the ACCUPLACER Coordinator, accuplacer@bloomu.edu to schedule a date and time to complete the math section(s) of the ACCUPLACER Placement Test. (DO NOT REGISTER ONLINE).

• Students that require testing accommodations (i.e. readers, scribes, use of a calculator), other than extended time (more than three hours), must contact the Students with Disabilities Center, Denise Recla (drecla@bloomu.edu) or Linda Tomashefski (ltomash2@bloomu.edu), and provide the required documentation in order to schedule a test date and time to complete the ACCUPLACER Placement Test in their office. (DO NOT REGISTER ONLINE).

REQUIREMENTS:

Students are required to obtain a visitor’s parking permit from one of the following locations: Buckingham Maintenance Center, Carver Hall, or the University Police Department and display it in their vehicle they arrive on campus before 5:00 PM Monday-Friday. Please see: http://www.bloomu.edu/documents/testing/MapDirections.pdf for a campus map.

• Students that arrive after 5:00 PM Monday-Friday or anytime on the weekend (Saturday or Sunday), are not required to obtain a visitor’s parking permit.
• Students should plan to arrive at least 15 minutes before their scheduled test date and time to allow time for the check-in process.
• Students are required to present one form of current photo ID to test. Acceptable forms of photo IDs: College ID, Driver’s License, High School ID, State or Federal ID, Passport, Tribal ID, Naturalization card or Certification of Citizenship.
• Students should know their six-digit BU ID # for testing purposes.
• Students are not permitted to use calculators, during testing.
• Students will be given a maximum of 3 hours to complete the ACCUPLACER Placement Test.

*The ACCUPLACER Placement Test is a computer-based test; however, for convenience, scratch paper and pencils will be provided.

• Students that are scheduled to test in any of the following testing labs: McCormick 3234/35, McCormick 3225, McCormick 2229, McCormick 2204, Sutliff 105, or Sutliff 106, agree to abide by the rules below:
  a. Only examinees are allowed into the testing lab.
  b. To bring or wear layered clothing to adapt to a cooler or warmer climate in the testing lab, as the testing lab temperature can be unpredictable.
c. **All** personal belongings (purses, wallets, backpacks, food, beverages, hats, etc.) must be stored under the testing station during testing.

d. **All** electronic devices (cell phones, mp3 players, cameras, etc.) must be turned off.

e. Once a test is administered, it must be completed in one sitting. You may not leave the testing lab for any reason.

f. Talking is prohibited during testing.

g. Acts of dishonesty are subject to disciplinary action and will be reported.

h. Assistance from the proctor in answering test questions is prohibited. However, the proctor may be notified for general inquiries.

i. Students must raise their hand once they are finished testing to obtain a print copy of their individual score report (test results) for their records.

j. **Scratch paper and pencils are to be left at the testing station.**

k. Examinees are to contact Dr. Sharon Solloway, Department Chair, Academic Enrichment (570) 389-4987 or ssollowa@bloomu.edu, regarding questions with their individual score report.

**To Cancel a Scheduled Test Date:**

1. Go to: [www.bloomu.edu/testing](http://www.bloomu.edu/testing)

2. Click on the name of the testing program (i.e. ACCUPLACER, Foreign Language Placement Tests, etc.) that you have registered for.

3. Click on the red "Register Online" button.

4. Click on "My Registrations."

5. Enter your e-mail address into the required field.

6. Receive e-mail from RegisterBlast.

7. Click on the link provided in the RegisterBlast e-mail.

8. Click "Cancel" next to the test date and time that you would like to cancel.

9. Click “Yes, cancel my registration.”

10. There should be 0 registrations listed in “**Your History**”, if your test date and time has been successfully canceled.

**To Reschedule a Scheduled Test Date:**

1. First, cancel the test date and time that you initially registered for.

2. Then, go to: [www.bloomu.edu/testing](http://www.bloomu.edu/testing)

3. Click on the name of the testing program (i.e. ACCUPLACER, Foreign Language Placement Test, etc.) that you registered for.

4. Select a new test date and time that is convenient for you. You will then receive a new e-mail confirmation (which will be sent to the e-mail address that you entered on the online form, during registration) for the new test date and time.