

HOW TO REGISTER FOR ACCUPLACER

Exam Registration

1 Choose a group

Choose a group

ACCUPLACER

2 Choose an exam

In order to register for **ACCUPLACER**, please click the drop-down box, and select the test time of your choice (**10:00 AM or 2:00 PM**). **Check for room availability in this order: MCHS SUITE 2203, MCHS 3234/35, MCHS 3225, MCHS 2229.** If no test dates appear, (available test dates appear on the calendar in red text), please select a different room.

Choose an exam

ACCUPLACER - Saturday 10:00 AM, McCormick, Room 3234/35

3 Exam Description

To register for **ACCUPLACER - Saturday, 10:00 AM, McCormick, Room 3234**, from the calendar icon below (right-hand side of screen), please click the date (available dates appear within the calendar in red text) that is convenient for you. To navigate between months, use the two arrows on the left, above the calendar.

4 Select a date for your exam

Choose the Date

Saturday, October 15, 2016



*You will need to register at least 3 days ahead of your intended test date

5 Choose a Time

Exam Start Time

10:00 AM

6 Who is taking this exam?

Will you be taking this exam or are you registering for someone else? Please enter the test taker's information.

First Name

John

Last Name

Doe

Email

(Test Date confirmation will be sent to this e-mail address)

jdoe@bloomu.edu

Verify Email

jdoe@bloomu.edu

Note: If you cannot find the confirmation e-mail in your inbox, please **check your Junk/Spam/Trash folders**

7 Exam guideline acknowledgement

(Test date details listed below)

Building/Room: McCormick Center for Human Services (MCHS) Room 3234/35
Floor: Third Floor
Time: 10:00 AM

1. I understand that all (no exceptions) BU Freshmen (summer, fall, spring), including international students, are required to complete BU's ACCUPLACER Placement Test; a test which is **only administered on campus**.
2. I understand that if I am an Act 101/EOP student, I will be contacted by the **Act 101/EOP Office** (www.bloomu.edu/act101) to complete the ACCUPLACER Placement Test. (DO NOT COMPLETE THIS ONLINE REGISTRATION).

I agree to follow the above guidelines

(REQUIRED: Click box)

8 Needed information

Six-digit Bloomsburg University ID#

(i.e. 123456, notjmb19860@huskies.bloomu.edu)

Six-digit Bloomsburg University ID#

(REQUIRED)

Cell Phone Number

Cell Phone Number

9. Click "ADD TO CART"

ADD TO CART

10. Your Cart ("Exam Summary") will appear, on the next page.

Your Cart

ACCUPLACER - Saturday 10:00 AM, McCormick, Room 3234/35	\$0.00
Saturday, October 15, 2016 10:00 AM	
Total exam fees	\$0.00

COMPLETE REGISTRATION

(Click to continue to the next page)

+Add Another Exam

11.  Your exams have been scheduled!

Questions?

Accuplacer questions: accuplacer@bloomu.edu

Foreign Language Placement Test questions: LanguagePlacement@bloomu.edu

ETS Proficiency Profile questions: ets@bloomu.edu

General Inquiries: testing@bloomu.edu

12. Confirmation appears: (You may print your confirmation; however, it is not required)

ACCUPLACER-Saturday 10:00 AM, McCormick, Room 3234/35

10/15/2016 10:00 AM

Location: MCHS 3234/35

Exam Number: 3077481

Building/Room: McCormick Center for Human Services (MCHS) Room 3234/35

Floor: Third Floor

Time: 10:00 AM

Note: The “**Student Acknowledgement**” (below) is included in your confirmation. Please read this information thoroughly.

- I understand that all (no exceptions) BU Freshmen (summer, fall, spring), including international students, are required to complete BU’s ACCUPLACER Placement Test; a test which is **only administered on campus**.
- I understand that if I am an Act 101/EOP student, I will be contacted by the **Act 101/EOP Office** (www.bloomu.edu/act101) to complete the ACCUPLACER Placement Test. (DO NOT COMPLETE THIS ONLINE REGISTRATION).
- I understand that if I am a Transfer student, and if it is required by my major to complete the ACCUPLACER Placement Test, I must contact the ACCUPLACER Coordinator, accuplacer@bloomu.edu to schedule a date/time to complete it. (DO NOT COMPLETE THIS ONLINE REGISTRATION).
- I understand that if I require testing accommodations (i.e. readers, scribes, use of a calculator, extended time [**more than three hours**], I must contact the **Students with Disabilities Center**: <http://www.bloomu.edu/disabilities-process>, [Denise Recla, drecla@bloomu.edu](mailto:Denise.Recla@bloomu.edu) or [Linda Tomashefski, ltomash2@bloomu.edu](mailto:Linda.Tomashefski@bloomu.edu), and provide the required documentation in order to schedule a test date/time to complete the ACCUPLACER Placement Test in their office. (DO NOT COMPLETE THIS ONLINE REGISTRATION).
- I understand that I am 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 my vehicle if I arrive on campus **before 5:00 PM Monday-Friday**. (Please refer to the visitor’s parking permit for parking area regulations). See: <http://www.bloomu.edu/testing-parking> for a campus map.
- I understand that if I arrive **after 5:00 PM Monday-Friday or anytime** on the **weekend** (Saturday or Sunday), a visitor’s parking permit is **not required**.
- I understand that I should arrive at least 15 minutes before my scheduled test date to allow time for the check-in process.
- I understand that one form of current (unexpired) **photo ID is required**. **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.
- I understand that I must know my six-digit BU ID # for testing purposes.
- I understand that **calculators are not permitted**.
- I understand that I will be given a maximum of **3 hours** to complete the ACCUPLACER Placement Test.
- I understand that scratch paper and pencils will be provided.

I understand that if I am scheduled to test in any of the following testing labs: **McCormick 3234/35, McCormick 3225, McCormick 2229, McCormick Suite 2204, Sutliff 105, or Sutliff 106**, I agree to abide by the rules below:

- Only examinees are allowed in the testing lab.
- 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.
- All** personal belongings (purses, wallets, backpacks, food, beverages, hats, etc.) must be stored under the testing station/in a locker (if applicable), during testing.
- All** electronic devices (cell phones, mp3 players, cameras, etc.) must be turned off.
- Once a test is administered, it must be completed in one sitting. You may not leave the testing lab for any reason (*emergencies only*).
- Talking is prohibited during testing.
- Acts of dishonesty are subject to disciplinary action and will be reported.
- Assistance from the proctor in answering test questions is prohibited. However, the proctor may be notified for general inquiries.
- Students must raise their hand once they finish testing, in order to obtain a print copy of their individual score report (“*test results*”) for their records.
- Scratch paper and pencils are to be left at the testing station.**
- Students are to contact Dr. Jennifer Oast, Interim Chair, Academic Enrichment (570) 389-4987 or joast@bloomu.edu, regarding questions with their individual score report.

To Cancel a Scheduled Test Date:

1. Go to: www.bloomu.edu/testing
2. Click on the name of the testing program (i.e. ACCUPLACER) 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
3. Click on the name of the testing program (i.e. ACCUPLACER) 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.

ACCUPLACER Contact Info:

Bloomsburg University
400 East Second St Suite #2203 MCHS
Bloomsburg, PA 17815
E: accuplacer@bloomu.edu
P: 570-389-2998

After familiarizing yourself with the online registration process, please click on the "**REGISTER Online**" button below and proceed to register for an ACCUPLACER Placement Test date and time that is convenient for you.



Again, congratulations on your acceptance to Bloomsburg University, and good luck on your placement test!

From the BU Testing Center Staff