

## ACCUPLACER Policy

### Overview

The ACCUPLACER® exam is a computer adaptive college placement test used by Arkansas Tech University (ATU) to:

- Evaluate incoming student's skill levels in reading, writing, and mathematics
- Place students in courses appropriate to their skill levels

ATU accepts ACCUPLACER® scores for general admission purposes. High school students may also take the exam to establish eligibility for enrollment in concurrent high school courses. Prospective applicants may review admission requirements, including minimum entrance exam scores, at <http://www.atu.edu/admissions/requirements.php>. Questions regarding admission standards should be directed to an Admissions representative at (479) 968-0343 or by sending an email to [techenroll@atu.edu](mailto:techenroll@atu.edu).

***Examinees may take each section of the ACCUPLACER® once per day but no more than three times in a 30-day period.*** It is recommended that test takers wait two weeks between an initial test and the retest. Test takers are encouraged to use the two week period for study and review of test content areas in which they did not obtain a passing score.

Exams may be scheduled by calling the Office of Testing Services at (479) 968-0308, or by stopping by in person at the Doc Bryan Student Services Building, Suite 211.

### Test Accommodations

Students requiring test accommodations due to a disability should submit their request to the Office of Disability Services at least 30 days before the desired test date in order to allow adequate time to review the request and any associated documentation. Documentation may be submitted by mail, email, fax, or dropped off in person.

Disability Services

Doc Bryan Student Services Building 1605 Coliseum Drive, Suite 141 Russellville, AR 72801 (479) 968-0302 Fax (479) 968-0375 email [disabilities@atu.edu](mailto:disabilities@atu.edu)

## **Test Fees**

The Office of Testing Services requires payment of the following fees prior to the administration of the exam:

- One section \$10
- Two sections \$20
- Entire exam \$30

The exam fee must be paid by cash, debit, or credit card prior to administration of the test. Personal checks will not be accepted. The fee may be paid online or by contacting a Student Accounts representative at (479) 968-0271. The examinee must show proof of payment and a photo I.D. on the day of the test.

## **Remote Testing**

If you are a student/examinee who does not reside in the Russellville, AR area or are otherwise unable to test in person at the ATU Main Campus Testing Center, please use the online form to request to take the ACCUPLACER® exam remotely at a more convenient location, such as an alternative ACCUPLACER® Test Center nearer to you or fully online from your own computer via Examity Automated Proctoring.

Once the form is submitted, the examinee will then receive an email with instructions for paying the required exam fees and submitting their receipt/proof of payment in order to complete registration. All examinees are required to provide proof of payment within 30 days of submitting this form in order to receive a voucher code.

Once payment has been confirmed, the examinee will receive an email confirmation containing the voucher code, and all of the additional information needed to test remotely via Examity Automated Proctoring or at your chosen testing center. (Please note that Examity charges an additional \$10.00 automated proctoring fee, payable directly to Examity at the time of the exam. Exams remotely proctored at alternative test site are subject to the policies and any additional fees of that site, which may vary.)

## **Cancellation/Refund**

Examinees must contact Testing Services in advance of their scheduled test date and time if the need to reschedule should arise. Test fees will be forfeited if the examinee does not show for their scheduled test appointment.