

# MANCHESTER COMMUNITY COLLEGE

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## Accuplacer Placement Test Registration Form

Any student admitted into a program at Manchester Community College will be required to take placement tests in Reading, Writing, Mathematics and Computers. The goal of placement testing is to identify areas of strength and weakness so that appropriate course placements can be made for math and English, or for courses impacted by math, English, and reading competencies. Students who are not applying to a program are still encouraged to take the test to meet course prerequisites as well as maximize opportunities for success. (A faculty advisor prior to course selection and registration should review placement outcomes.) **See Accuplacer testing rules and conditions on reverse side.**

Manchester Community College's placement policy may be waived, in full or part, for those individuals who have met one or more of the following conditions.

1. Completed a computerized placement test (CBT) within the past three years at Manchester Community College or another accredited postsecondary institution.
2. Transferred to Manchester Community College a Math or English course from another accredited institution.
3. Students can retake all or part of the Accuplacer placement test after one (1) month with thorough review of the subject matter being tested. Students will be charged \$30.00 to retake the Accuplacer placement exam.

If you are a student with a disability and have documentation that supports the need for special assistance, please notify the Coordinator for Disability Services in the Center for Academic Planning and Support (CAPS).

**THE ACCUPLACER TEST MAY BE TAKEN ON A DROP-IN BASIS. PLEASE ALLOW APPROXIMATELY TWO (2) HOURS TO COMPLETE THE TEST (SEE BELOW SCHEDULED START TIMES):**

### Fall & Spring Hours

Monday - Thursday	8:30am - 5:30pm
Friday	8:30am - 3:30pm
Saturday	8:30am - 11:30am

### Summer Hours

Monday - Thursday	8:30am - 4:30pm
Friday	8:30am - 1:30pm

### How to take the Course Placement Test

1. Fill out the bottom portion of this form and submit \$30.00 to the **Bursar's Office**.
2. Bring your receipt to CAPS at the time you plan to take the assessment.
3. Bring **two forms of ID** including a picture ID (such as a driver's license) to the assessment.

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My \$30.00 Accuplacer fee is enclosed (check/money order made payable to Manchester Community College).

NAME: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

ID NUMBER: \_\_\_\_\_

## Accuplacer Placement Testing Rules and Conditions

1. I understand that I must comply with these testing rules and conditions and if I fail to do so, my test results may be cancelled, no monies will be refunded and legal action or other remedies may be pursued.
2. Student is allowed to use scratch paper. Proctor will collect it after the test. **Student is not allowed a calculator; if a particular problem allows one there will be a calculator icon on the screen that the student can click on.** There is no time limit.
3. I understand that ACCUPLACER is administered to obtain information to assist in placing me in the appropriate course, determining the need for developmental coursework or meeting college or other governing body mandates. I further understand that ACCUPLACER may only be taken for these reasons and may not be taken for any other reason.
4. I understand that I must have proper identification to be permitted to take ACCUPLACER. Proper identification includes two pieces of positive identification one of which includes a picture.
5. I understand that my responses may be used for purposes of training and instruction. Further, I understand that if my response is used for these purposes individual identifying information will be removed.
6. I understand that the test administrators are responsible for maintaining a secure test administration and that I authorize the administrators to act as my agents in maintaining test security and will cooperate with them. I further agree to follow all reasonable oral or written instructions presented at the test administration. I understand that if I fail to comply with this requirement, I may be dismissed from the test administration and/or my score may be cancelled.
7. I agree not to communicate with other examinees or other individuals other than the test administrators during the test administration. I further agree not to disrupt or in any way behave in any way that would adversely affect my performance or the performance of other examinees. I understand that if I fail to comply with this requirement, I may be dismissed from the test administration and/or my score may be cancelled.
8. I understand that all test questions and other test materials are the property of The College Board and/or its contractors and have been developed at great cost. I further understand that the materials must be kept confidential and secure from disclosure. These materials are not available to me outside of the test administration, either before or after the test administration. I understand that I cannot and will not take any assessment materials including notes from the test administration room. Any other duplication of test materials, in whole or in part is prohibited. I promise and agree not to disclose any of the contents of the assessment and will not duplicate or reproduce information contained in those booklets in whole or in part. I understand that if I should fail to comply with this requirement, I may be liable for the costs associated with a failure to comply and may be subject to other legal remedies including injunctive relief for any such action on my part.
9. I understand that my scores will be made available to institutions of higher education, and appropriate state agencies. If I wish to cancel my scores, I must do so before leaving the test center by notifying the test administrators in writing of my desire to do so. If The College Board has a doubt about the legitimacy or validity of my score, they may cancel my test score if in their sole opinion there is adequate reason to question the validity or legitimacy of the score.
10. I understand and agree that liability for test administration activities, including but not limited to the accuracy of the assessment materials, assessment scores, administration conditions including computer equipment, will be limited to a retake of the assessment or correction of the scores at no additional charge. I waive all rights to all further claims arising out of any acts or omissions of The College Board or its contractors.
11. I understand that the assessment itself and the assessment program are subject to change at the sole discretion of The College Board and its contractors.

If I object to any of these rules or conditions, I understand that I will advise the test administrators before the test administration and the objection will be considered prior to allowing me to take the assessment. If my objection is not honored, I will not be permitted to take the assessment.

I understand that should any of these rules or conditions or other aspect of the assessment process be declared by any court of competent jurisdiction to be invalid or illegal, the remaining rules, conditions and assessment components will not be affected and will remain in effect.