

Accuplacer English as a Second Language Learner

Before taking your ESL exam, the following is a list of items a student must know prior to taking the test.

If you have any previous college coursework, please submit a Prerequisite Clearance Form.

Visit our website for further details <https://foothill.edu/reg/prereqs.html>

If English is your native language, or you attended an International high school that was taught in English please contact us at fhtesting@fhda.edu.

Characteristics of the ESL assessment test:

- The assessment tests are adaptive and not timed. You can take as long as you need to complete your answers.
- Please note that once you submit your answers you cannot go back and change them because the exam is using your answer to give you the next question.
- On average the ESL test takes two (2) hours.
- Before you begin the test, you will ask a set of background questions.
- Answer these questions as honestly and as accurately as you can.
- The ESL test is composed of 4 sections: Listening, Reading, Writing and Language Usage.
- You will need a pair of headphones for the listening section.
- If you are taking an ESL exam and you are prompted to write an essay, you will be have approximately 45 to 50 minutes to complete it.
- Not every student will need to take an essay. The essay is ONLY used to determine a student's assessment if you are in between levels.

Assessment Testing Results, Validity & Retesting

*The Foothill College Testing Center will contact you upon completion of your test to review your results with you. It can take up to five (5) business days to contact you.

*You can contact the Foothill College Testing & Assessment Center at 650-949-7743 or fhtesting@fhda.edu.

Administering English as a Second Language Learner Assessment

Go to [Accuplacer.org](https://accuplacer.collegeboard.org)

CollegeBoard
ACCUPLACER

Welcome to the
ACCUPLACER® Platform

To learn more about the ACCUPLACER program, please visit our website at accuplacer.collegeboard.org

Admin Login

Username

Forgot your Username?

Password

Forgot your password?

Login

Start Test with Voucher
If you are proctoring a student who is taking a test with a voucher, please click the button below to begin.
Use Voucher

Fast Track
Expedite the student pre-testing process via the Fast Track login.
Fast Track Login

Student Portal
Access your ACCUPLACER test results, download free practice resources, or find a testing location closer to home.
Information for Students

Log in:

Username - FoothillDistanceProc

Password – Assess2020

Once logged in, navigate to the left hand column. Go to 'Administer Test'

CollegeBoard
ACCUPLACER

FOOTHILL COLLEGE-MAIN CAMPUS
PROCTOR REPORTER

Home

Home

Access to this account is set to expire on: Tuesday, March 31, 2020 at 12:00 a.m. Please contact your program administrator or Customer Service to extend access for this account.

★ Welcome!

Welcome to ACCUPLACER. In addition to administering ACCUPLACER to students, the platform provides a variety of materials to help you navigate the program. Check out the Resources tab to locate manuals, guides, and other helpful resources. Looking for your state/system Outreach member? Click here. Need technical assistance? Contact information is listed in the footer of this page.

Register for Live Professional Development Webinars

Throughout the year, members of Outreach host live webinars to keep you informed of platform enhancements and to offer refreshers on various components of the program. Register for webinars here.

Join ACCUPLACER Community (formerly the EDG)

ACCUPLACER Community is an online discussion group where users can offer their testing expertise, share campus experiences, and ask questions of the broader ACCUPLACER community. When you join ACCUPLACER Community, you tap into an extensive network of ACCUPLACER users representing more than 2,000 institutions across the country and internationally. Need help with developing your institution's course placement scores? Ask the Community. Not sure how to incorporate branching profiles? Ask the Community!

To join ACCUPLACER Community, send an email (from an institutional email address) to accuplacer@collegeboard.org with the subject line: "Request to join ACCUPLACER Community." Your request will be processed within 48 hours. Once you've been approved, you'll receive a confirmation email from discuss+noreply@accuplacerEDG.org. You must review and accept the terms of conditions to gain access.

Student Resources—Student Portal and Practice Materials

The ACCUPLACER Student Portal is the best resources for students to look up their test results, locate testing sites, and access practice questions and the web-based study app. Make sure you link to the portal from your test center's website.

Update on the Use of ACCUPLACER for CA Community Colleges

As part of our commitment to serve students and institutions in the CA Community College system, we will continue to maintain access to the Classic ACCUPLACER tests you are currently using. This extension allows your institution to continue using all classic tests which include the diagnostic and placement versions of the following: Reading Comprehension, Sentence Skills, Arithmetic, Elementary Algebra, and College-Level Math. In addition, all ESL tests as well as WritePlacer will continue to be available. In the next few months, you may see notifications from ACCUPLACER regarding a 1/28/2019 migration date. **This date does not apply to CA Community Colleges.**

If you have any questions or would like to discuss your situation further, please reach out directly to your ACCUPLACER Outreach representative, Keith Henry at khenry@collegeboard.org.

Select 'Administer New Test Session' from the drop down menu

The screenshot shows the ACCUPLACER Home page. The left sidebar contains a navigation menu with the following items: Home, Certificate of Test Administration, Dashboard Menu, Users, Vouchers, Administer Test, Administer New Test Session (highlighted with a red arrow), Manage Test Sessions, Reports, Resources, Order Forms, and Help & Information. The main content area displays a welcome message and several informational sections, including updates regarding COVID-19, a registration link for live webinars, and information about the ACCUPLACER Community.

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FOOTBALL COLLEGE MAIN CAMPUS
PROCTOR REPORTER

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Updates and Reminders Concerning the Coronavirus – COVID-19

College Board is monitoring the spread of the coronavirus (COVID-19) and as the situation continues to rapidly evolve, we are focused on the health and safety of students, educators, and their communities. We recognize that this is a challenging time and we wish to extend our support however possible.

The ACCUPLACER Program is prepared to support you and your students as you plan and execute contingency plans in response to the Coronavirus (COVID-19).

- The ACCUPLACER platform and all technical support/customer service options will continue to operate as usual.
- Our remote proctoring partner Examity is available as an option should you need to utilize remote testing due to campus closures.
- The Local Test capability can be used in the event you need to administer your institution's course exams online. Visit the User's Guide in Resources for more information and instructions.

Should testing at your campus be suspended, we ask that you notify us by emailing accuplacer@collegeboard.org with the subject of "Test Center Closure – Coronavirus."

Please do not hesitate to reach out directly to Keith Henry (khenry@collegeboard.org) with any questions.

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<https://www.aceonline.com/accuplacer/home.html#/administerTest>

The screenshot shows the 'Administer New Test Session' page. The left sidebar is the same as in the previous screenshot. The main content area contains instructions for test administration, a 'Test Unit Balance' section showing a balance of 11371, and a 'Select Branching Profile' dropdown menu. A blue 'Administer Test' button is located at the bottom right of the page.

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Administer New Test Session

All ACCUPLACER tests must be administered in the presence of an authorized Proctor in a secure testing environment for the duration of the test session.
POP-UP BLOCKERS MUST BE DISABLED TO ENABLE TEST ADMINISTRATION. If you are presented with the locked administrator access screen after selecting "Administer Test" and no test administration window opens on top of the locked administrator access screen, then you likely have a pop-up blocker enabled. Use the System Requirements to ensure your workstation conforms to system requirements.

* Branching Profiles Inherited from the Institution level
** Branching Profiles Inherited from the Group level
*** Branching Profiles Inherited from the ACCUPLACER system

Auto Allocation is enabled. Test units will be deducted directly from the Institution when the unit balance for the Site is at or below zero.

Test Unit Balance

11371
SITE

Administer New Test Session

Select Branching Profile

-Select One-

Administer Test

Under 'Administer New Test Session', Select Branching Profile: 1st ESL Only

CollegeBoard ACCUPLACER

FOOTHILL COLLEGE MAIN CAMPUS PROCTOR REPORTER

Home

Certificate of Test Administration

Dashboard Menu

Users

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Administer New Test Session

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Help & Information

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Test Unit Balance

11371

SITE

Administer New Test Session

Select Branching Profile

-Select One-

-Select One-

- * 1MME - English
- * 1MMM - Arithmetic Only
- * 1MMM - College Level Only
- * 1MMM - Elementary Algebra Only
- * 1MMM - Math
- ** 1MME - English
- ** 1MMM - Arithmetic Only
- ** 1MMM - College Level Only
- ** 1MMM - Elementary Algebra Only
- ** 1MMM - Math
- *** 1MME - English
- *** 1MMM - Arithmetic Only
- *** 1MMM - College Level Only
- *** 1MMM - Elementary Algebra Only
- *** 1MMM - Math

ESL Only

- * 1st ESL only
- ** ESL Essay Only
- ** Honors Essay Only
- ** Arithmetic
- *** ESL Reading Skills
- *** Reading Comprehension
- *** Sentence Skills

Press 'Administer Test'

CollegeBoard ACCUPLACER

FOOTHILL COLLEGE MAIN CAMPUS PROCTOR REPORTER

Home

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Test Unit Balance

11371

SITE

Administer New Test Session

Select Branching Profile

* 1st ESL only

Administer Test

The College Board Privacy Policy will appear. Please read through the policy



The ACCUPLACER platform and System ("System") are operated by the College Board and are designed to be used by educational institutions, governmental departments of education and students to assist in determining if a student is prepared for a college-level course and to aid institutions in making course placement decisions. The College Board recognizes the importance of protecting the privacy rights of students taking ACCUPLACER® tests available through this System. This System is securely managed and safeguarded in accordance with all applicable laws and the policies and guidelines set forth below. By using this System, you consent to the terms of the following privacy policy, including the uses of the information as described below.

INFORMATION COLLECTED

The following data may be collected from students: test scores, test related data and personally identifiable information, including name, address, phone number, email address, student ID, date of birth, gender, ethnicity and other data that may be requested specifically by the institution ("Student Data").

INFORMATION USE, SHARING AND DISCLOSURE

- Student Data is provided to the institution that is administering the test to the student and may be shared by that institution with governmental departments of education for reporting purposes as well as with the institution's operational and research partners. Students may grant permission to share their score reports with institutions other than where the test was administered. The student must provide that permission in writing to the non-administering institution before the score report can be shared.
- Student Data is used by the College Board for internal research and reporting purposes in accordance with the College Board's data use policies. With the exception of those uses set forth in this privacy policy, student personally identifiable information will not be shared, sold or released to third parties without the student's consent. For further information regarding the College Board's data use policies, visit <http://www.collegeboard.org> to access the College Board's Guidelines for the Release of Data and the College Board's Uses of College Board Test Scores and Related Data.
- Student Data may be shared with employees and subcontractors who assist the College Board with System operations and the technical aspects of hosting the System as well the College Board's research partners for the purposes of performing predictive analysis and testing outcomes. All College Board employees and subcontractors are subject to the College Board's confidentiality and privacy policies.
- Student Data may be disclosed in response to a subpoena, court order or legal process to the extent permitted and required by law.
- Student Data may be disclosed to protect user security or the security of other persons, consistent with applicable laws.
- For ACCUPLACER Users only: The College Board may send email communications regarding the College Board's free college planning services to those students who do not opt-out of receiving these types of communications. The College Board will not rent, sell, or release email addresses to third parties without the student's consent.
- For ACCUPLACER Users only: If CSP Assessment tests are administered by an institution, and taken by the student, only the student's ACCUPLACER ID number will be provided to CSP Placement for the purpose of administering the test.

Select 'Accept'

INTERNATIONAL USERS AND TRANSFERS OF INFORMATION

The College Board System operates on a software as a service platform that is located in the United States. Therefore, your Student Data may be transferred from your testing location to the United States. When you furnish Student Data to the College Board through this System, you are consenting to your data being transferred to a platform located in the United States.

INFORMATION GATHERED THROUGH TRAFFIC MONITORING

Like many other Systems, the College Board System is equipped with a program that monitors traffic by automatically recording every visitor's host, domain name, pages visited, length of user sessions, browser type and/or IP address. This program tracks the number of times the System is hit, how many visitors come to the System, which parts of the System they frequent, and the length of time of each visit. This information does not contain personally identifiable information and is used to evaluate areas of interest and to improve this System and may be provided to third parties by College Board or its affiliates.

CHANGES TO THIS PRIVACY POLICY

We reserve the right to change the terms of this Privacy Policy from time to time by posting an updated Privacy Policy. We encourage you to review this Privacy Policy Statement periodically for any changes or updates.

QUESTIONS ABOUT THIS PRIVACY POLICY

If you have questions about this Privacy Policy or the College Board's privacy practices, please contact us at 866-607-5223 or accuplacer@collegeboard.org. Please note: the College Board's customer service department is not intended to be a substitute for legal counsel. If you have specific legal questions about the use of the College Board System in your state or country, please consult with your individual attorney.

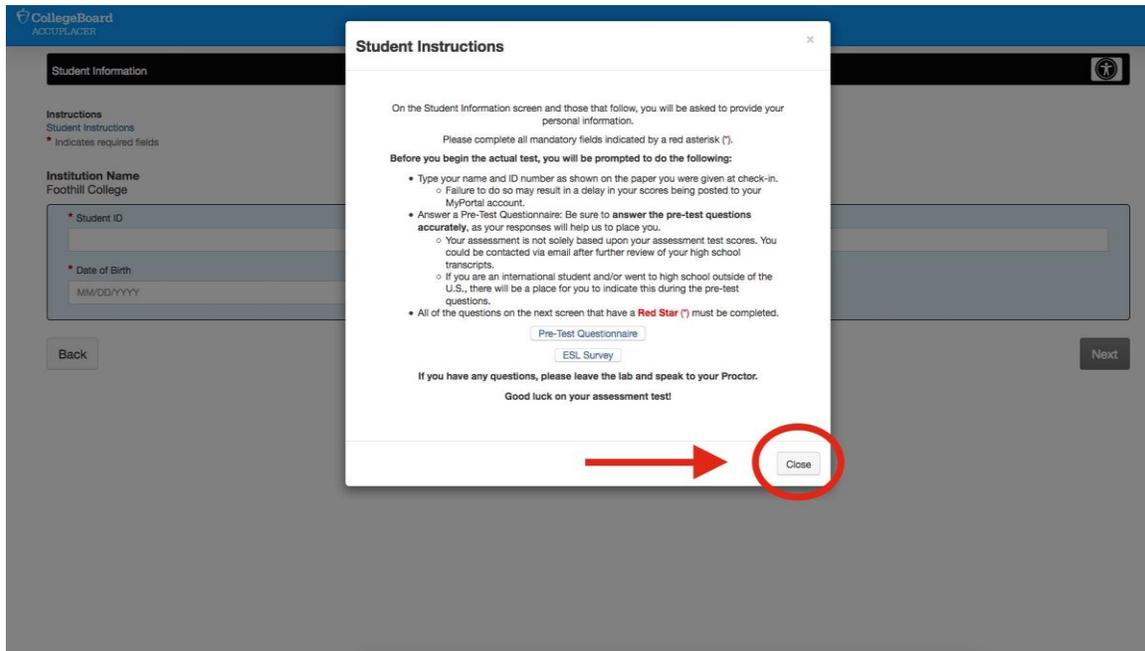
Effective 8/7/18

Decline

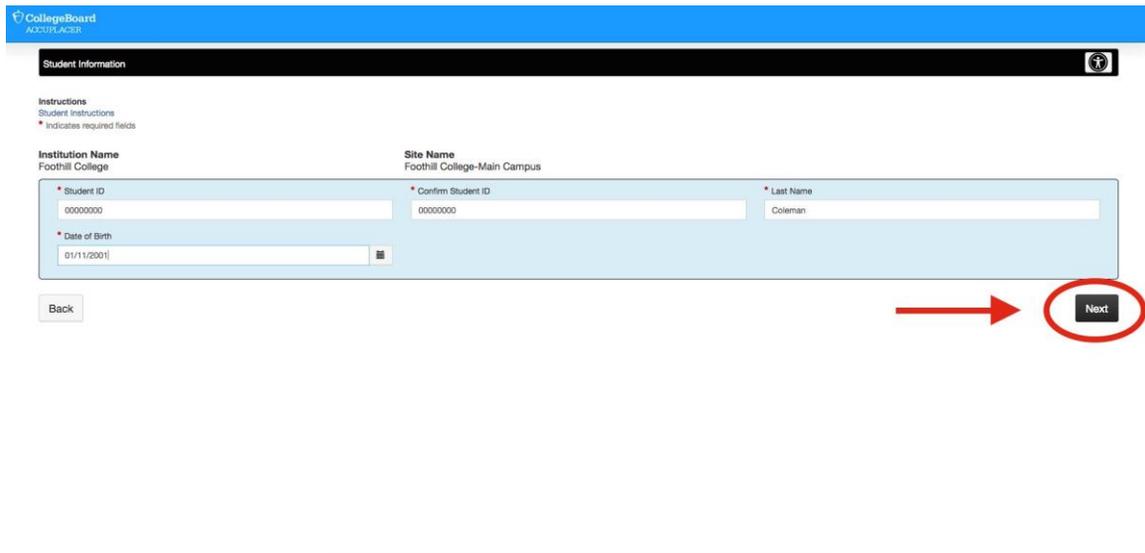
Print

Accept

On the following page, 'Student Instructions' box will appear. Press **Close**.



Fill out the required information in the 'Student Information' area with an asterisk (*), press **Next**.



On the following page the 'Student Information' area will be continued. Fill out the required information with an asterisk (*), press **Save**.

Student Information

Instructions
A student record has been found on the system with matching profile information. If necessary, please update the information and select Save to continue. If this is not your information, please notify your Proctor immediately.
Student Instructions
* Indicates required fields

Institution Name Foothill College	Site Name Foothill College-Main Campus
Branching Profile Name * 1st ESL only	Voucher Number N/A

* First Name Herrera	Middle Name	* Last Name Coleman
* Address 1 12345 El Monte Rd.	Address 2	
* Country United States	* State California	If Other Specify
* City Los Altos Hills	* ZIP/Postal Code 94022	* Email luherrera@gmail.com
* Student ID 10	* Confirm Student ID 10	Supplemental Student ID
Home Phone Number xxx-xxx-xxxx	Mobile Phone Number xxx-xxx-xxxx	* Date of Birth 19 -19
* Gender I choose not to answer	* How do you describe yourself? I choose not to answer	

Select up to three institutions to share your test results. Your home institution will automatically receive your test results. Sharing your test scores is optional. If unsure now, you can send your scores later through the Student Portal.

Foothill College

I prefer NOT to receive email from the College Board regarding their free college planning services.
College Board Privacy Policy

Back Save

If you would like to continue, you will select **Yes**.

* Indicates required fields

Institution Name
Foothill College

Branching Profile Name
* 1st ESL only

Are you sure you would like to continue?

Cancel **Yes**

* First Name Fountainetta	Middle Name	* Last Name Coleman
* Address 1	Address 2	
* Country United States	* State	If Other Specify

After reading the Welcome message, proceed by selecting **Next**.



Welcome to the Testing & Assessment Center!

During your assessment testing session, you may take a break at any time; just let your proctor know before leaving the Center.

The assessment test is multiple-choice and adaptive, which means you must answer each question before you may see the next question. You cannot skip a question or go back to a previous question to change your answer.

Scratch paper, pencils, erasers and earplugs are available inside this testing lab for your use.

Lastly, while your proctor is not permitted to help you with any test questions, we are here to help! So, let us know if you need anything.

Next

Read the Directions for Answering Questions, select 'Start Test Session'



Read each question carefully. From the answer choices presented, select the best answer, click next to your choice, and then click **Submit** at the bottom of the screen. You may have to scroll to see all of the answer choices.

The box shown below will appear. Click **Confirm** to finalize your answer choice. Click **Cancel** if you want to change your answer. You can change your answer as many times as you wish. However, once you click **Confirm**, you cannot go back to the question.

Confirm your selection
Click **Confirm** to submit this answer.
If you want to change your answer, click **Cancel** and make another selection.

SAMPLE SAMPLE SAMPLE

Cancel Confirm

A toolbar exists near the top of the screen. If the accessibility tool is turned on, you will see an accessibility button on the toolbar. Click on the button to set the accessibility preferences. If you are allowed to use a calculator on a question, the calculator button will appear in the toolbar. Click on it to bring up a calculator. To highlight a portion of a passage or question, click on the highlighter icon and select a color. Then, left click your mouse button and drag the cursor over the text you want to highlight. Release the mouse button to stop highlighting. The image below shows what the calculator button (left), accessibility button (middle), and highlighter button (right) look like.



Tutorials are available to show you how to use a computer mouse and keyboard, and how to enter your answers to the test questions. Click on the **View Tutorial** link at the top of the screen to review the tutorials.

Click on the **Start Test Session** button below to begin.

The Proctor is not permitted to help you with any test questions. However, if you need help with anything else during the test, please inform the Proctor.

Do not attempt to refresh your screen or open other tabs, windows or applications during test administration. Doing so will cause your test to be paused, and require proctor assistance to resume.

Back

Start Test Session

Ensure you have read the Terms and Conditions. You are required to acknowledge that you agree to terms by clicking inside the box.

Terms and Conditions



By checking the box below, you agree that you:

- are the person whose name is printed on the photo ID used to take the test,
- understand that all test material presented is **confidential** and owned solely by the College Board, and
- will not share the information presented in this test in any way, with anyone, even after you complete the test.



I have read and agree to the above terms and conditions.

Decline

Accept

Then select, 'Accept'

Terms and Conditions



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I have read and agree to the above terms and conditions.

Decline

Accept

You will be given six (6) questions of **Background Questions**. Answer each question to the best of your knowledge, and then select '**Submit**'.

Background Questions - Question 1 of 6

How many hours per week (outside the classroom) do you spend reading in English?

- 0
- 1-2
- 3-4
- 5-6
- 7-10
- More than 10



Confirm your selection by pressing 'Confirm'

Background Questions - Question 1 of 6

How many hours per week (outside the classroom) do you spend reading in English?

- 0
- 1-2
- 3-4
- 5-6
- 7-10
- More than 10

Confirm your selection.

Click Confirm to submit this answer. If you want to change your answer, click Cancel and make another selection.



Once Background Questions are completed, you will move on to **Sample Questions**. *Please note* you will need a pair of headphones for the Listening section of the exam

ESL Listening

This test measures your ability to understand one or more people speaking in English. The conversations take place at work, home, or school. On the next two screens you will be shown two sample questions.

Each of the test questions will consist of a spoken conversation or lecture followed by a spoken question. Several answer choices will then be spoken and presented in writing. You have the ability to listen again to each conversation, question, and all of the answer choices by clicking Play.

You have the ability to listen again to the conversation, the question, and each answer choice. Click the next to your answer choice. If you change your mind simply click on a different answer. You may need to scroll to see all of the answer choices.

Click on the button below to view the first sample question.



The prompt should automatically begin playing, however, you may press 'Play' if this is not the case.

**Instructions**

First, listen to the conversation and the question that follows. Then, choose the best answer and click on the appropriate button. When you are finished, press the SUBMIT button.

PassageCONVERSATION OR LECTURE QUESTION at a train station on a highway in a park in a restaurant

The correct answer is B: on a highway

FAQ's

Test Session Lockout

If at any point you navigate from your current test session, the session will automatically log you out.



* Username
FoothillDistanceProc

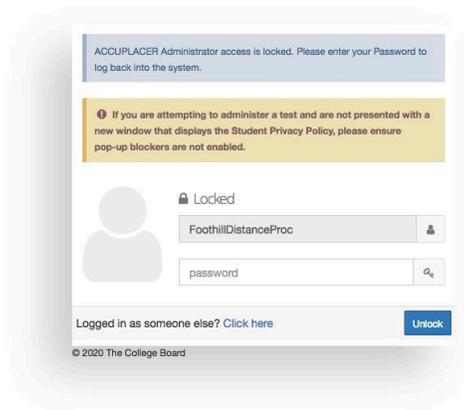
* Password

In this case, you will only need to provide

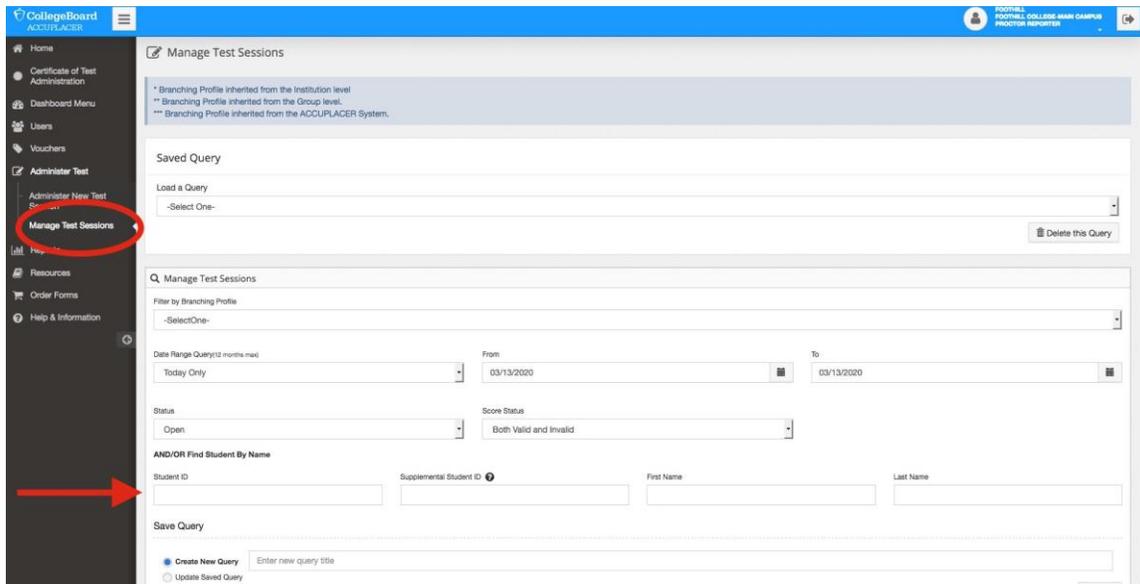
*Username – FoothillDistanceProc

*Password – Assess2020

If at any time you are completely logged out of your session, you will need to sign back in through the Accuplacer homepage.



Under Administer Test, Go to **'Manage Test Sessions'**. Enter your Foothill Student ID #.



Press Search

Administer Test

- Administer New Test Session
- Manage Test Sessions
- Reports
- Resources
- Order Forms
- Help & Information

Load a Query
--Select One-- [Delete this Query]

Manage Test Sessions

Filter by Branching Profile
--Select One--

Date Range Query(12 months max)
Today Only [From: 03/13/2020 To: 03/13/2020]

Status: Open [Score Status: Both Valid and Invalid]

AND/OR Find Student By Name

Student ID: 0000000 [Supplemental Student ID: [First Name: [Last Name:]]

Save Query

Create New Query [Enter new query title]
 Update Saved Query

Reset [Search]

Press {Play} button in order to resume the exam.

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Filter by Branching Profile
--Select One--

Date Range Query(12 months max)
Today Only [From: 03/13/2020 To: 03/13/2020]

Status: Open [Score Status: Both Valid and Invalid]

AND/OR Find Student By Name

Student ID: 0000000 [Supplemental Student ID: [First Name: [Last Name:]]

Save Query

Create New Query [Enter new query title]
 Update Saved Query

Save [Reset] [Search]

Test Session Search Results [Export Options] [Invalidate] [Close]

Sort By: Exam

Select	Exam	Last Name	First Name	Student ID	Test Date	Site Name	Branching Profile	Score Status	Supplemental Student ID	Action
<input type="checkbox"/>	36245542	Coleman	Fountainette	10301754	03/13/2020 15:31:45	Foothill College-Main Campus	1st ESL only	Valid		