COLLEGE OF DUPAGE

REMOTE PLACEMENT TESTING

College of DuPage students

If you live more than 50 miles from DuPage County, you must do the following:

- Know which placement tests you need to take: Math (ALEKS), Reading and/or Writing (ACCUPLACER).

- Be prepared to provide name, COD ID number*, date of birth, address, city, state, zip code, email address and phone number. *New students must complete an Admission form prior to taking placement tests. An ID will be assigned.

- Know your myACCESS username/password.

- If taking the ALEKS math placement, Test #1 must be completed prior to going to the testing center. See the information below about ALEKS as to how to complete Test #1.

ACCUPLACER

Remote ACCUPLACER tests are available to testers who live more than 50 miles from DuPage County. No tester is allow to take the test without the supervision of an approved proctor. This will ensure the integrity of the student’s test scores and the security of the ACCUPLACER tests. Please follow the steps below to get your ACCUPLACER test proctored at a remote location.

1. You must be admitted to College of DuPage. You will need your COD ID number.
2. You must know if you need to take the Reading Placement Test and/or the Writing Placement Test (Sentence Skills).
3. You must provide us with your current address. Our Testing Center staff will need to find a testing center closest to your residence.
4. Please complete the remote registration form for the College of DuPage Testing Center.
5. Once we have found a proctor location nearest to you, we will communicate via email for your approval for the location. This may take two business days.
6. When the approval is received, we will contact you via email with your next steps.
7. You may need to contact the testing center to make an appointment. Please use the testing center information to contact the testing center for hours, rates, and directions. Please be aware that testing centers may have a proctor fee (typically $20 - $45). You may be charged at the time of testing.
Remote ALEKS tests are available to testers who live more than 50 miles from DuPage County. No tester is allowed to take the test without the supervision of an approved proctor. This will ensure the integrity of the student’s test scores and the security of the ALEKS tests. Please follow the below steps to get your ALEKS test proctored.

1. You must be admitted to College of DuPage. You will need your COD ID number.
2. You must know if you need to take the Math Placement Test.
3. You must create a myACCESS account.
4. You must sign up for the ALEKS PPL math placement test. This can be done through the student portal.
5. You must complete Test #1 prior to going to a testing center.
   - You WILL NOT be able to take Test #2 if you have not completed Test #1. The program will block Test #2 until Test #1 is completed.
   - Test #1 can be taken in any un-proctored environment (home, library, open computer labs etc.).
   - Need more information about ALEKS? http://www.cod.edu/math/placement
6. You must find a qualified testing facility/proctor. You can do so by using following the steps below:
   a. If possible, choose a proctor from the National College Testing Associations’ (NCTA) Consortium of College Testing Centers – options can be found when you click here:
      i. http://www.ncta-testing.org/find-a-cctc-participant
   b. If you cannot find a proctor in your location on that list, please check with a nearby college or university. The college must have a testing facility which follows standard testing practices.
   c. A qualified standard testing facility/proctor must be:
      - Familiar with accepted practices for administering standardized tests.
      - Has no vested interest in the testers’ scores.
      - Is not related to the tester.
      - Is employed by an educational institution (community college, four year university, libraries etc.).
      - Please be aware that testing centers may have a proctor fee (typically $20 - $45). You may be charged at the time of testing.
7. Once you have found a proctor location, please complete the remote registration form for the College of DuPage Testing Center. You will need provide:
   a. The location of your chosen testing center. We will need this information to communicate with the school of your choice.
   b. Accurate contact information. We need this so that we can communicate with the proctor/testing facility about your testing information.
8. This process may take two business days. If you cannot find a testing center with the provided website, please email us at testing@cod.edu.