

Fairmont State University ACCUPLACER Testing Policies

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Purpose: Outline standards and procedures for the administering of ACCUPLACER placement exams by LEAD Testing Center proctors.

- A. Set standards will help to ensure consistent and fair testing practices for all individuals taking the ACCUPLACER placement exam at Fairmont State University.
- B. Following outlined procedures maintains compliance with ACCUPLACER's mandated policies.

Outlined Standards and Procedures

- A. Intended uses of the ACCUPLACER exam results
 - a. Dual-Enrollment
 - b. Current FSU students
- B. Available ACCUPLACER exams
- C. Procedures for scheduling ACCUPLACER exams
 - a. Basic registration steps
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- F. Results
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A. Intended uses of the ACCUPLACER exam results

- a. **Dual-enrollment students:** Dual-enrollment students are eligible to take the ACCUPLACER when seeking placement in a college level course that requires proof of skill level above that of a high school course. In most cases, this will mean placement in a College Algebra without support course (MATH1530; 3 credit hours).
- b. **Current FSU students (including Middle College):** Currently enrolled FSU students (including Middle College students) are eligible to take the ACCUPLACER if any of the following conditions apply:
 - i. They have not taken the SAT, ACT, or equivalent in the last 5 years
 - ii. They have a 3.5 or above high school GPA, but their SAT/ACT scores are not within range for the course they prefer
 - iii. Their high school transcripts are more than 5 years old or don't apply for other reasons

The results of ACCUPLACER exams taken by current FSU students will be used to place them in the course best suited to their current skill level in the subject for which they are being assessed.

B. Available ACCUPLACER exams

- a. Currently, the only mathematics ACCUPLACER exam provided by Fairmont State University is the Next-Generation Quantitative Reasoning, Algebra, and Statistics exam used to determine placement in STEM courses. The English portion of the ACCUPLACER is also available upon request.
- b. Exams meant for students with accommodations are also available upon request. Please see section **D. Accommodation requests** for more information regarding exam accommodations.

C. Procedures for scheduling ACCUPLACER exams

- a. **Basic registration steps:**
 - i. Students must visit the link provided (see below to determine where the booking link can be found) and register for a test session. **It is important that students ONLY register for 1 exam session.** They can schedule a retest once their results are known. If they register for more than 1 session, **all sessions after the first registration will be cancelled.**
 - ii. Once registered, students who have FSU F00 ID numbers must email their **name, birthday, and FSU F00 number** to the LEAD Center at lead@fairmontstate.edu. This allows for easier tracking of students through the FSU system. If students do not have/provide an F00 number, they will be randomly assigned an ID number for the purpose of the exam.
 - iii. Once these steps are completed, the student has been registered for the ACCUPLACER exam. If a student needs to cancel their registration, they can do so on the booking site, by following the cancellation link in their confirmation email, or by emailing the LEAD Center.

- b. **Dual-enrollment students:** A booking link will be provided to dual-enrollment students by FSU's dual-enrollment coordinator or by each individual school's dual-enrollment instructor/guidance counselor.
- c. **Current FSU students:** If an ACCUPLACER exam is deemed necessary by the student's advisor, the advisor should contact the LEAD Center (lead@fairmontstate.edu) for a booking link. The advisor can then register for the student or send the booking link to the student so the student is able to register themselves. The student (or advisor) should then follow the above instructions for registration.
- d. **Middle College:** Students currently placed in FSU's Middle College program may be registered for the ACCUPLACER by either individually following the above steps outlined for current FSU students or as group. When registering Middle College students as a group, their advisor/dean/etc. should contact the LEAD Center to set up exam sessions prioritizing Middle College students. Each session has a maximum of 12 slots. The LEAD Center will also need a list of the students' names, FSU F00 numbers, UCAs, and birth dates. The LEAD Center will then register the students in groups.

D. Accommodation requests

- a. Students seeking ACCUPLACER exams with accommodations must have approved accommodations verified through Fairmont State University's Accessibility Coordinator (Currently Abby Franks Abigail.Franks@fairmontstate.edu) before the accommodation can be granted. The request must be made to the LEAD Center (lead@fairmontstate.edu) with adequate notice prior to the exam session.
- b. If the student is a dual-enrollment student or Middle College student with a "common sense" accommodation (for example: a student who is blind needing a test in braille or audio format), this accommodation can be granted without going through the accommodation process as long as the request is placed with adequate notice prior to the exam session.
- c. **Certain accommodations require specialty copies of the physical version of the ACCUPLACER exam. Students requesting these versions of the exam MUST provide enough prior notice that the specialty exam can be ordered and delivered to the LEAD Center for the accommodation request to be met.** If this notice is not given, the student will be rescheduled once the accommodation request can be met.

E. Student requirements and responsibilities

a. Requirements:

- i. Students must be currently enrolled at Fairmont State University or in a Fairmont State University program, such as dual-enrollment or Middle College. Students who are not enrolled currently or have not been accepted to Fairmont State University are not eligible to take the ACCUPLACER exam at Fairmont State University currently.

- ii. Currently enrolled students must meet the following criteria to qualify to take the ACCUPLACER exam: They have not taken the SAT, ACT or equivalent in the last 5 years, **or** they have a 3.5 or above high school GPA but their SAT/ACT scores are not within range for the course they prefer, **or** their high school transcripts are more than 5 years old or otherwise not accurate, **or** they are a dual-enrollment student seeking placement in MATH1530.
- b. Responsibilities:** All students are responsible for the following:
- i. Registration for ACCUPLACER exam session
 - ii. Emailing lead@fairmontstate.edu their **name, F00 number, UCA, and Birth date.**
 - iii. Informing the LEAD Center if they have and will be utilizing **accommodations** for the ACCUPLACER exam. **This must be done in advance of the exam for arrangements to be made.**
 - iv. Ensuring they are on time for the session. It is recommended that students arrive 15 minutes early to allow time for check-in, using the restroom, and mental decompression prior to entering the testing room.
 - v. Bringing a form of photo ID to the exam. **Students without ID will NOT be allowed to test.**
 - vi. Communicating cancellations to the LEAD Center. **If a student no-shows twice without communication with the LEAD Center, they will be suspended from further testing.**

F. Results

- a. Where are my results sent and who can see my results?
 - i. The results will be emailed to the student and sent to Fairmont State University's admissions office. If a student wishes to send the results to other colleges and universities, they can input that information while verifying their personal information in the test center **prior** to starting the exam.
 - ii. The test proctor, test site manager, and student will be able to immediately review the ACCUPLACER results once the exam is submitted.
 - iii. If the student is a dual-enrollment student, the results will also be sent to Fairmont State university's dual-enrollment office. Once the dual-enrollment office receives the results, they will distribute them as necessary to high schools, teachers, and guidance counselors. Because this process can take time, it is recommended that **high school students wishing to take dual-enrollment courses register to take the ACCUPLACER the semester prior to their dual-enrollment course. Results could take a week or longer to be distributed to high schools.** If the student is a current FSU student, results may be shared with Academic Advising, their advisor, and other relevant FSU faculty and staff.

b. What do my results mean?

- i. ACCUPLACER results are used to determine the course most suitable for the student’s current skill level. The following values apply to the mathematics portions of the ACCUPLACER exam. The New QAS is the exam FSU currently offers (as of Spring 2024). MATH1530 is College Algebra without Support. Most dual-enrollment programs require a score of 260 to be admitted to the dual-enrollment college algebra course offered in high schools, though a score of 250 may be admitted if the student requests a transcript review through the high school.

Blue cells are scores listed in HEPC Series 21 State Code (1-19-19)		Test effective Mar 2016	Next Generation ACCUPLACER Effective Jan 2019		
Math ACT	Old Math SAT-1	New Math SAT	New QAS Quantitative Reasoning, Algebra, & Statistics	New AAF Advanced Algebra & Functions	Course
No pre-requisite test scores. Any student may register into the class.					MATH 1407 MATH 1410 MATH 1430
19	460	510	250	NOT APPLICABLE	CHEM 1101 COMP 1110 MATH 1507 MATH 1510 PHYS 1001
20	480	520	255		CHEM 1105
21	500	530	260		COMP 1120 MATH 1530 MATH 1550
23	540	560	NOT APPLICABLE	252	MATH 1540 MATH 2551 MATH 2552
24	560	580		268	MATH 1561 PHYS 1101 PHYS 1104
25	570	590		276	MATH 2501 TECH 2290
28	630	660		300	PHYS 1105

G. Retaking the ACCUPLACER exam

- a. Students may only retake the ACCUPLACER exam **2 times per semester** and a total of **4 times per academic year**. No-show appointments count as attempts, however, appointments cancelled with notice do not count as attempts.
- b. Exam attempts must be scheduled with **at least one week** between the attempts to allow students adequate time to prepare. Attempts scheduled with less than 1 week between will be **cancelled**.
- c. Retest attempts **CANNOT** be scheduled until the initial exam is completed and results are known. Multiple sessions scheduled at one time will be **cancelled**.

- d. ACCUPLACER sessions are usually offered monthly. If a student is unhappy with their exam result, they will need to wait until the next scheduled session, which is typically scheduled for the following month. **ACCUPLACER exams are NOT offered “on-demand.”**