

# SCHEDULING AN ACCUPLACER ASSESSMENT

If you are using the TLC as your proctor site here is how you can pay and schedule your exams. It's online, fast, and secure.

The scheduling page is found [HERE](#).

The first thing you do is choose what you need to have proctored.

For standard college courses with proctored exams, choose **ACCUPLACER**.

Next, you need to select whether you **Currently attend or plan to attend Manhattan Tech** or you **Have a Remote Voucher**.

Remember to schedule all exams at least 12 hours in advance.

1 **Choose a group**  
Choose a group  
ACCUPLACER

2 **Choose Your Status**  
You do not need to bring any testing materials with you to your ACCUPLACER session. The Achievement Center provides pencils, paper, and a calculator to each individual during test sessions. Please remember that you may need to provide proof of payment if payment is required. A valid photo ID is required for all test sessions.  
Choose Your Status  
-  
I currently attend or plan to attend Manhattan Tech  
I have a Remote Voucher.

For **Remote Voucher** testers:

Choose **ACCUPLACER College Assessment**. There is a one-time fee of \$25 for all remote voucher testing.

3 **Choose an exam**  
Choose an exam  
ACCUPLACER College Assessment (\$25.00)

For **Currently attend or plan to attend Manhattan Tech** testers:

If you attend or plan to attend Manhattan Tech, select if this is your **first time testing** or if you are **retesting**.

3 **Choose a group**  
Choose a group  
-  
First Time  
Retest

Next, you will choose the ACCUPLACER assessments you are taking. You will choose either, **Math and Writing**, **Math Only**, or **Writing only**.

4 **Choose an exam**  
Choose an exam  
-  
ACCUPLACER Math and Writing  
ACCUPLACER Math Only  
ACCUPLACER Writing Only

Pick the day and time you will test. Available days and times are kept up to date weekly.

First - **Pick the calendar date.**

Second - **Pick the time.**

4 **Choose a Date**

Choose the Date

MM/DD/YYYY

< February 2018 >

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

5 **Choose a Time**

Exam Start Time

Now, tell us who you are.

You complete this page with your first and last name and an email.

Please make sure it is an email you use and check often. You will receive important information about your exam, as well as an email reminder.

6 **Who is taking this exam?**

Will you be taking this exam or are you registering for someone else? Please enter the test taker's information.

First Name

Last Name

Email

Verify Email

Read the acknowledgements and expectations. **No, seriously, read them.**

We want you to be aware of our guidelines and testing policies. So, please read them.

You will need to **agree** to them in order to test with us in the TLC.

7 **Exam guideline acknowledgement**

**I acknowledge the following:**

My proctored test session will take place in the Achievement Center (AC) of the Teaching & Learning Center (TLC) on Manhattan Tech's main campus.

I will arrive 10 minutes prior to my scheduled test session. It is not necessary to arrive any earlier than this. A proctor will be available for my scheduled session.

I agree to follow the above guidelines

Just a few last items to complete. They are also required.

Please provide a valid phone contact. For **Remote Voucher** testers only, provide your remote voucher number.

Now select **ADD TO CART.**

9 **Needed information**

Phone Number

**ADD TO CART**

The next page is your cart.

Manhattan Tech students can **Complete Registration** here. Please skip the steps involving payment.

Remote Voucher testers can **checkout and pay** from this page.

Your Cart

**ACCUPLACER Math and Writing** \$0.00 ✕  
Thursday, March 15, 2018 4:00 PM

Total exam fees \$0.00

**COMPLETE REGISTRATION** + Add Another Exam

Your Cart

**1 Hour Exam** \$25.00 ✕  
Thursday, February 22, 2018 10:30 AM

Total exam fees \$25.00

**READY TO CHECKOUT?** + Add Another Exam

**Remote Voucher** testers only.

Please complete the payment information.

When you have completed, you will **PURCHASE EXAMS**.

You should now see a confirmation page. You have also been emailed the same confirmation.

This page also acts as your receipt. We do not require that you bring a copy of it, but you might want to have it available. Just in case.

Payment Information

Billing Address

Address

City

City

State  Zip

First Name  Last Name

Card Number

Card Number

Month  Year

CVC

**PURCHASE EXAMS**

Congratulations! You have successfully scheduled your exam.

Again, please make sure to read the acknowledgement agreement.

**Your exams have been scheduled!**

You should also receive an email the day prior to your scheduled exam. This only serves as a reminder.

If you need to reschedule or cancel your registration, please contact the Teaching & Learning Center by email at [TLC@manhattantech.edu](mailto:TLC@manhattantech.edu). Include as many details as possible, so we can assist you properly.