

High School Responsibilities

The following responsibilities apply to the assessment to be held on the high school campus.

- Must book the testing date in advance with the Metro West CVTE Linkage Coordinator/ Director.
**Note: This includes location, arrival time, and duration period. It is possible to hold the assessment on a MassBay campus if mentioned to and discussed with Coordinator.*
- One teacher or guidance staff member from the high school must be on site for proctoring support.
**Note: The number of high school staff support may change as needed.*
- At least one member of the IT staff from the high school must be available during the time of the Accuplacer assessment for tech support and to ensure the program runs smoothly.
- Must verify the Accuplacer/College Board website through the high schools' Firewall
- The high school must disable its network pop-up blockers
- Confirm specifications as to which parts of the Placement Exam (English, writing, reading comprehension, or math) the high school wishes to administer to the students.

College Responsibilities

- MassBay will provide exam proctors as well as all necessary testing materials
- MassBay Proctors will provide individual score interpretation for the students
- A score roster will be shared with the appropriate high school staff member
- **Note: When administering Accuplacer/Placement Testing at any MassBay campus, The Metro West CVTE Linkage Consortia will reimburse the high school for student transportation.*

What you'll need the "Day of Testing":

- Number of computer labs that will be in use
- Login and/or passwords for the computers, preferably issued by the high school and not personal student passwords
- One (1) High School staff member available per computer lab
- Communication with Proctors regarding a timeline (i.e. straight three hour session, lunch break, etc.)
- If finished early, where do the students go next? Make sure to have a designated place and communicate this to proctors.
- Printer connection for score reports
- Final report is processed and sent via email or postal mail from Massbay to the contact person at the high school.

ACCUPLACER REVIEW AND PREPARATION WEBSITES:

- www.testprepreview.com
- www.mymathtest.com
- www.studyguidezone.com/accuplacer.htm
- <http://www.collegeboard.com/student/testing/accuplacer/>

**For more information contact:
Your High School Guidance Counselor or
Metro-West CVTE Linkage Director
MassBay Community College: (781) 239 2584**