



for

 CollegeBoard

ACCUPLACER

For Student use only

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1.0 Register with Proctortrack

1.1 What is Proctortrack?

Proctortrack is a remote proctoring solution that your institution has selected for your ACCUPLACER online administration.

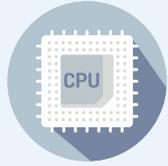
1.2 How does it Work?

This guide will assist you in going through the process of taking a proctored test with Proctortrack. If you have any additional questions, you can reach us at 1-(844) 753-2020, via email at support@verificent.com, or go to www.proctortrack.com for more information and live chat.

1.3 What do I need to take an exam using Proctortrack?



MAC: OSX High Sierra 10.13 or higher,
PC: Windows 10 or higher



MAC: Intel/AMD Processor, 4GB RAM,
PC: Dual-Core 2.4 Ghz CPU, 4GB RAM
or better



Google Chrome Browser v80.0 or
higher



Javascript Enabled & Third Party
Cookies Enabled



CAMERA & MICROPHONE
Camera with 800x600 resolution or better
An internal or external microphone is
required

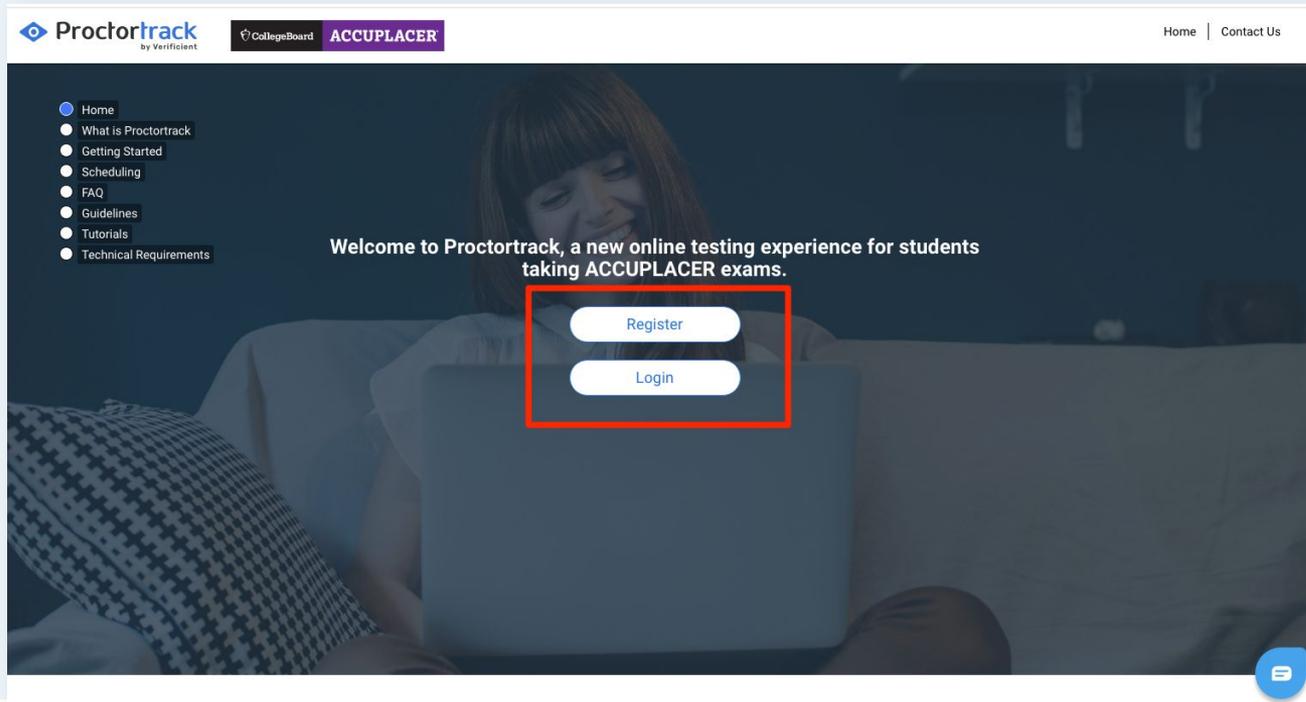


Cable Modern, DSL or better (300 kbps
download, 250 kbps upload)

NOTE: Chromebooks are not allowed for Live Proctoring exams.

1.4 Register with Proctortrack

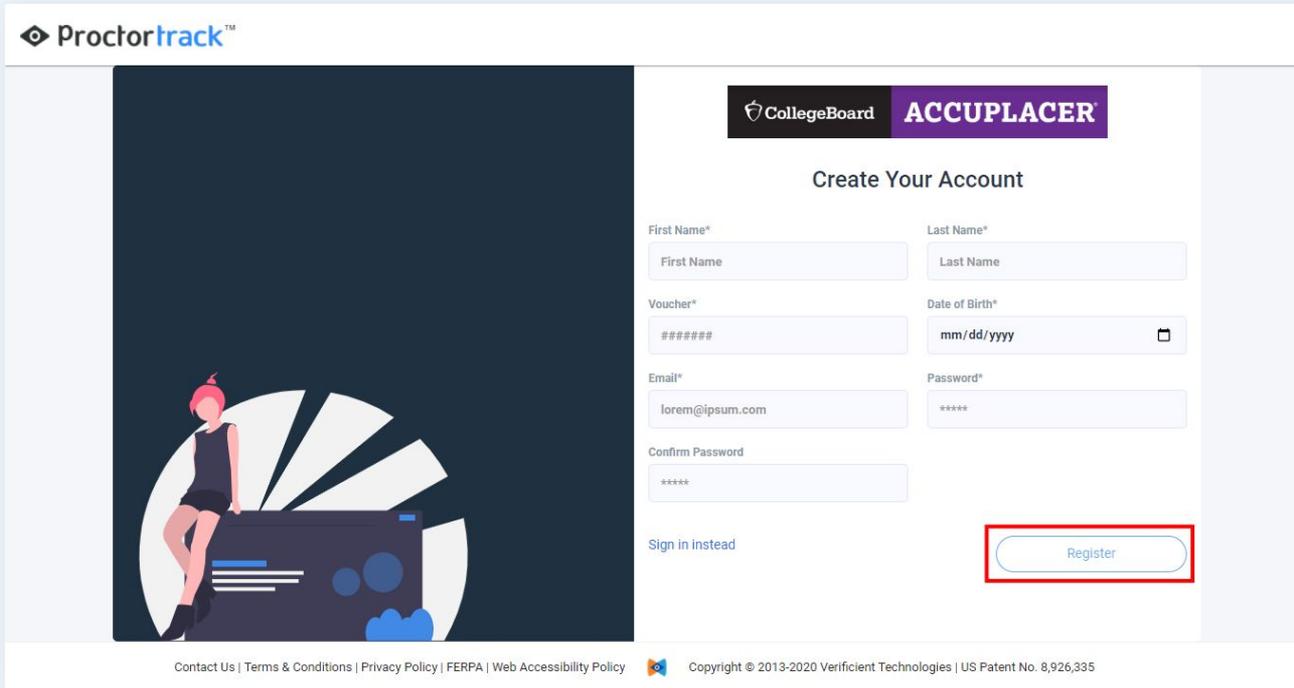
Following the guidance in the voucher email you received from ACCUPLACER, create an account with Proctortrack. Go to <https://testing.verificent.com/accuplacer> and click on “Register”. If you already have an account, use your credentials to login to your dashboard (e.g., to add a new voucher).



The screenshot shows the Proctortrack website interface. At the top left is the Proctortrack logo with 'by Verificent' underneath. To its right is the CollegeBoard ACCUPLACER logo. In the top right corner, there are links for 'Home' and 'Contact Us'. A navigation menu on the left side lists: Home (selected), What is Proctortrack, Getting Started, Scheduling, FAQ, Guidelines, Tutorials, and Technical Requirements. The main content area features a dark background with a student using a laptop. The text reads: 'Welcome to Proctortrack, a new online testing experience for students taking ACCUPLACER exams.' Below this text are two buttons: 'Register' and 'Login', both highlighted with a red rectangular border. A chat icon is visible in the bottom right corner of the page.

1.5 Register with Proctortrack

To create your account, enter your first name, last name, voucher information, date of birth, email address and a password for your account. Click on Register.



Proctortrack™

CollegeBoard ACCUPLACER

Create Your Account

First Name*

Last Name*

Voucher*

Date of Birth*

Email*

Password*

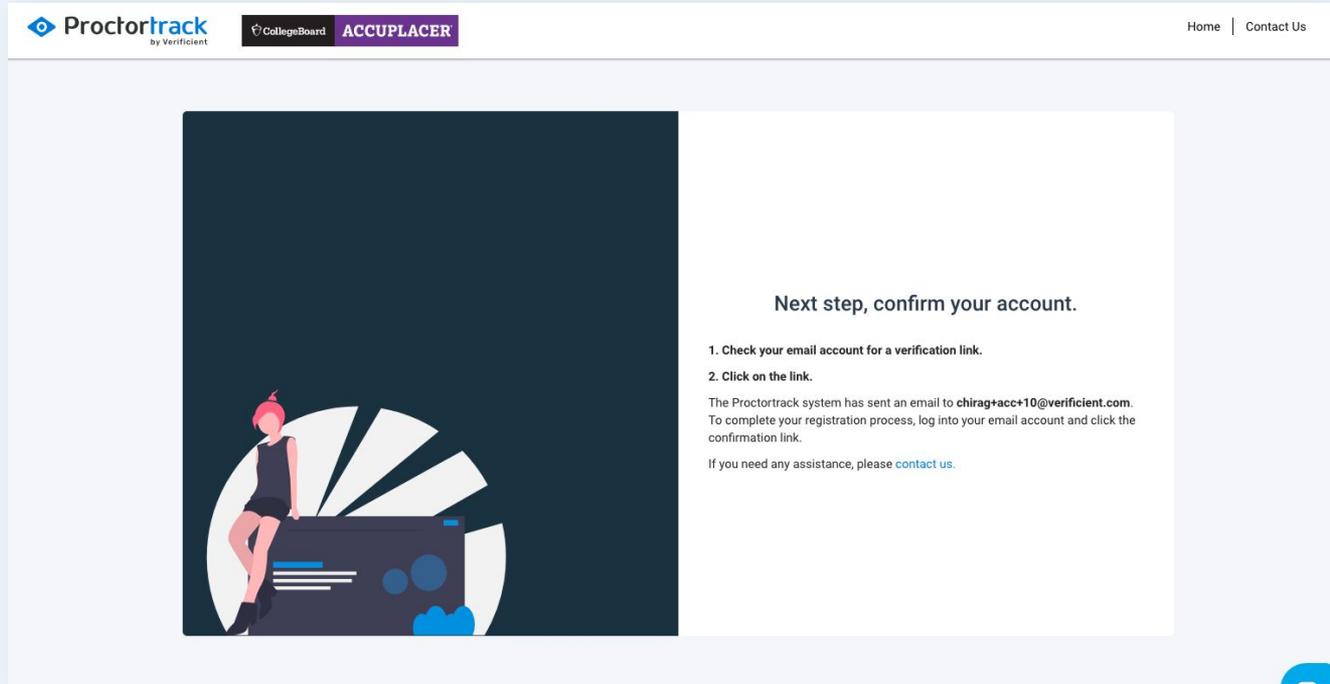
Confirm Password

[Sign in instead](#)

[Contact Us](#) | [Terms & Conditions](#) | [Privacy Policy](#) | [FERPA](#) | [Web Accessibility Policy](#) | Copyright © 2013-2020 Verificent Technologies | US Patent No. 8,926,335

1.6 Confirmation Email

You will receive an email asking you to confirm your account, verifying the email address that was entered during registration.



The screenshot shows a web page for Proctortrack by Verificient. The header includes the Proctortrack logo, the CollegeBoard ACCUPLACER logo, and navigation links for Home and Contact Us. The main content area features a dark illustration of a person sitting on a large computer monitor. To the right of the illustration, the text reads: "Next step, confirm your account." followed by a two-step list: "1. Check your email account for a verification link." and "2. Click on the link." Below this, a paragraph states: "The Proctortrack system has sent an email to chirag+acc+10@verificient.com. To complete your registration process, log into your email account and click the confirmation link." A final line says: "If you need any assistance, please [contact us](#)."

1.7 Email confirmed and Login

Once your email address is verified using the verification link from the confirmation email, you can login to your account.

The image shows two side-by-side screenshots of the Proctortrack user interface. The left screenshot is an email verification page. It features the Proctortrack logo at the top left, followed by a blue header bar that reads "ACTION REQUIRED! VERIFY YOUR EMAIL". Below this, the email recipient is addressed as "Hi C Patil,". A message instructs the user to click a button labeled "Verify your Email" to complete verification. A long URL is provided for manual verification. A "Sign In" button is visible at the bottom right of the email content. The right screenshot shows a browser window displaying a confirmation message: "Your email has been confirmed!". It includes a "Sign In" button and a note about completing the baseline profile creation. Below the browser window, a dark-themed banner with the text "Your Privacy Matters" and a link to learn more is visible. The footer of the browser window contains copyright information and links to Terms & Conditions, Privacy Policy, FERPA, and Web Accessibility Policy.

Proctortrack
by Verificent

Technologies
testing.verificent.com

ACTION REQUIRED! VERIFY YOUR EMAIL

Hi C Patil ,

To complete email verification, click the button below:

Verify your Email

Or verify using this link: https://testing.verificent.com/account/confirm_email/db77f98899e49b49107db0126c9f6c72322223cdf3a7ce79d701732d50ac5576/

If you did not create an account using this address please ignore this email.

Best,
The Proctortrack Team

Note: This email was sent from an unmonitored address. Please do not respond to this message.

Need Help?
Visit: www.proctortrack.com/support/
Email: support@verificent.com
[Submit a help ticket](#)

You have confirmed chiranjac10@verificent.com

Your Privacy Matters

If you are curious about how Proctortrack works and how we use your data [click here](#) to learn more.

Your email has been confirmed!

Well done! Sign in to set up your baseline profile. You will be guided through the necessary steps for the baseline profile creation.

Sign In

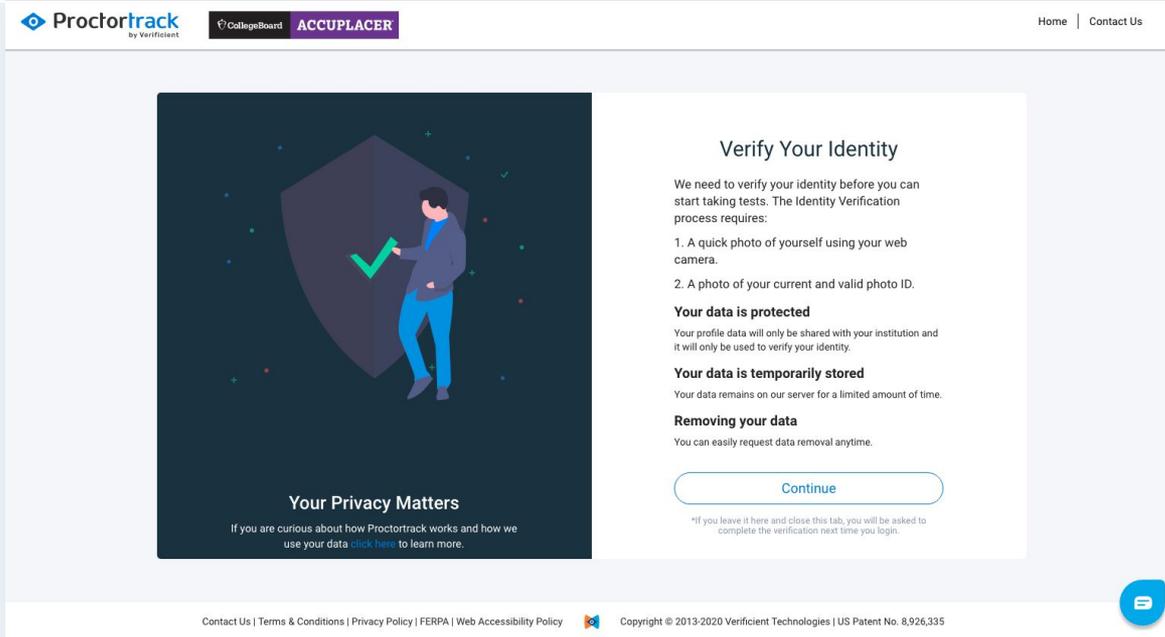
*If you leave it here and close this tab, you will be asked to complete the verification next time you login.

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[Contact Us](#) | [Terms & Conditions](#) | [Privacy Policy](#) | [FERPA](#) | [Web Accessibility Policy](#)

2.0 First time login - Identity Verification (Submitting scans for baseline profile)

2.1 First- time login

For users logging in for the first time, you will be required to go through the identity verification process and complete the face and ID scan steps to create your profile.



The screenshot shows the Proctortrack ACCUPLACER interface. At the top left, the Proctortrack logo (by Verificent) and the ACCUPLACER logo are visible. On the top right, there are links for 'Home' and 'Contact Us'. The main content area is split into two panels. The left panel, titled 'Your Privacy Matters', features an illustration of a person holding a shield with a green checkmark and text explaining that user data is protected and temporarily stored. The right panel, titled 'Verify Your Identity', explains the need for identity verification and lists two requirements: a quick photo of the user and a valid photo ID. It also includes a 'Continue' button and a note that users will be asked to complete verification on their next login. At the bottom of the page, there is a footer with links for 'Contact Us | Terms & Conditions | Privacy Policy | FERPA | Web Accessibility Policy' and a copyright notice for Verificent Technologies. A blue chat bubble icon is located in the bottom right corner of the page.

Proctortrack by Verificent CollegeBoard ACCUPLACER Home | Contact Us

Verify Your Identity

We need to verify your identity before you can start taking tests. The Identity Verification process requires:

1. A quick photo of yourself using your web camera.
2. A photo of your current and valid photo ID.

Your data is protected
Your profile data will only be shared with your institution and it will only be used to verify your identity.

Your data is temporarily stored
Your data remains on our server for a limited amount of time.

Removing your data
You can easily request data removal anytime.

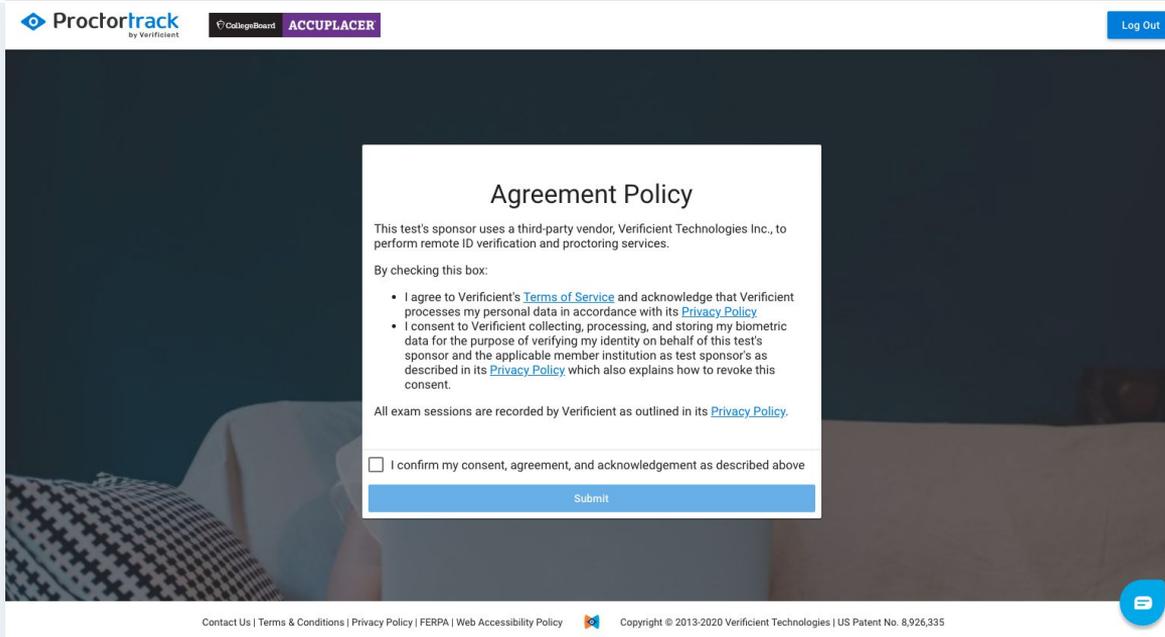
[Continue](#)

*If you leave it here and close this tab, you will be asked to complete the verification next time you login.

Contact Us | Terms & Conditions | Privacy Policy | FERPA | Web Accessibility Policy Copyright © 2013-2020 Verificent Technologies | US Patent No. 8,926,335

2.2 Agreement and Consent form.

Prior to submitting the face and ID scans, you must agree to the terms of service and privacy policy statements.



The screenshot shows a web interface for Proctortrack by Verificient. At the top left, there are logos for Proctortrack and ACCUPLACER. A 'Log Out' button is in the top right. The main content is a white modal window titled 'Agreement Policy'. The text inside the modal states that the test's sponsor uses Verificient Technologies Inc. for remote ID verification and proctoring services. It asks the user to check a box to agree to the Terms of Service and Privacy Policy. A 'Submit' button is at the bottom of the modal. At the bottom of the page, there is a footer with links for Contact Us, Terms & Conditions, Privacy Policy, FERPA, and Web Accessibility Policy, along with a copyright notice for 2013-2020 Verificient Technologies and a patent number.

Proctortrack by Verificient ACCUPLACER Log Out

Agreement Policy

This test's sponsor uses a third-party vendor, Verificient Technologies Inc., to perform remote ID verification and proctoring services.

By checking this box:

- I agree to Verificient's [Terms of Service](#) and acknowledge that Verificient processes my personal data in accordance with its [Privacy Policy](#)
- I consent to Verificient collecting, processing, and storing my biometric data for the purpose of verifying my identity on behalf of this test's sponsor and the applicable member institution as test sponsor's as described in its [Privacy Policy](#) which also explains how to revoke this consent.

All exam sessions are recorded by Verificient as outlined in its [Privacy Policy](#).

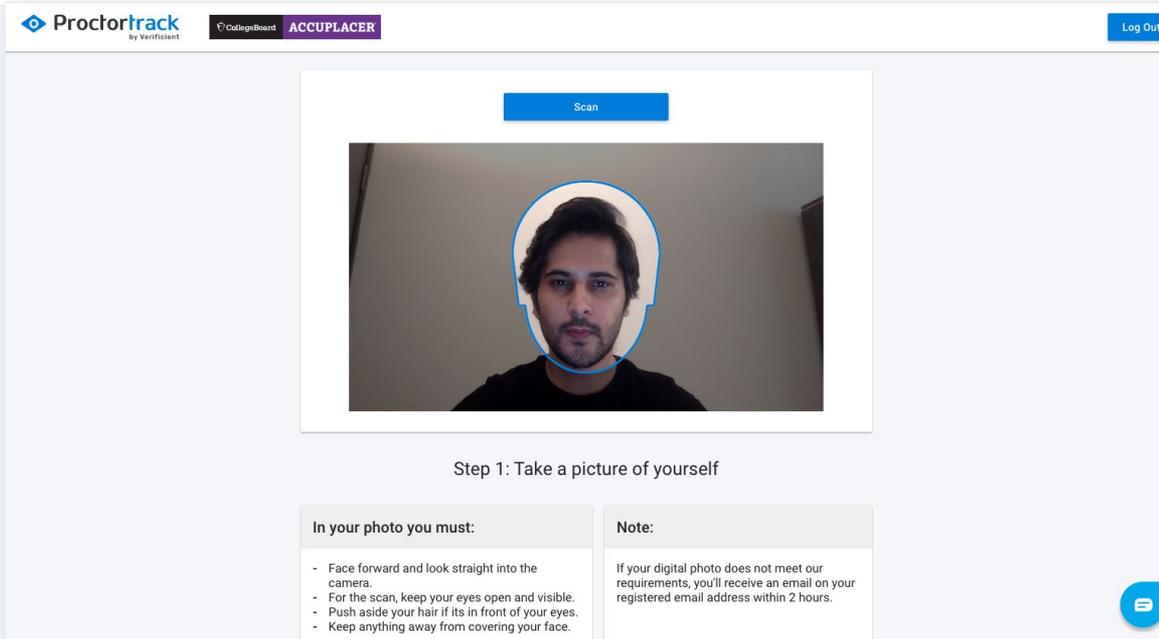
I confirm my consent, agreement, and acknowledgement as described above

Submit

Contact Us | Terms & Conditions | Privacy Policy | FERPA | Web Accessibility Policy Copyright © 2013-2020 Verificient Technologies | US Patent No. 8,926,335

2.3 Face Scan

a) During the Face Scan, be sure to follow the instructions at the bottom of the screen to ensure an acceptable scan. After aligning your face appropriately in the marked area, click on the "Scan" button to take a picture.



Proctortrack by Verificient ACCUPLACER Log Out

Scan

Step 1: Take a picture of yourself

In your photo you must:

- Face forward and look straight into the camera.
- For the scan, keep your eyes open and visible.
- Push aside your hair if its in front of your eyes.
- Keep anything away from covering your face.

Note:

If your digital photo does not meet our requirements, you'll receive an email on your registered email address within 2 hours.

2.3 Face Scan

b) If your picture is not clear or is not the right size, you will be asked to take another picture. Click the 'Retake' button to take a new picture. When done, click "Confirm and Upload."

Proctortrack by Verificient

CollegeBoard ACCUPLACER

Log Out

Retake

Confirm and Upload

Step 2: Confirm and upload

In your photo you must:

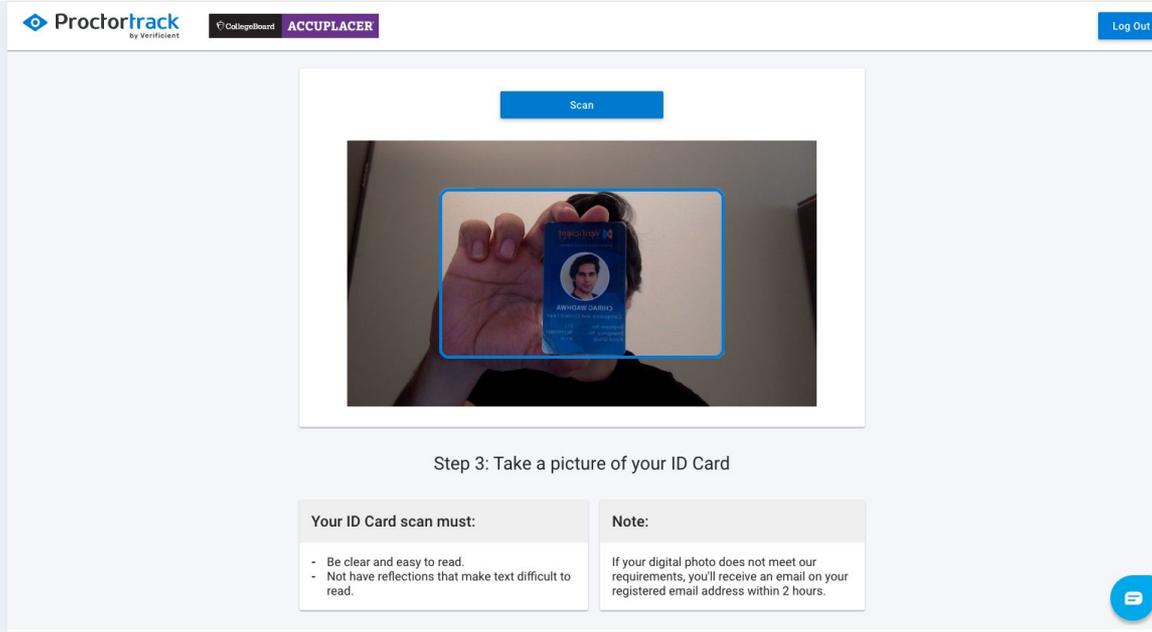
- Face forward and look straight into the camera.
- For the scan, keep your eyes open and visible.
- Push aside your hair if its in front of your eyes.
- Keep anything away from covering your face.

Note:

If your digital photo does not meet our requirements, you'll receive an email on your registered email address within 2 hours.

2.4 ID Scan

a) For the ID scan, hold a valid photo ID up to the camera and click “Scan”.



The screenshot displays the Proctortrack interface for an ID scan. At the top left, the Proctortrack logo is visible, along with CollegeBoard and ACCUPLACER logos. A 'Log Out' button is located at the top right. The main area features a 'Scan' button above a video feed. In the video feed, a person is holding a blue ID card up to the camera. Below the video feed, the text 'Step 3: Take a picture of your ID Card' is displayed. Two boxes provide instructions: 'Your ID Card scan must:' with a list of requirements, and a 'Note:' regarding email notifications if requirements are not met. A chat icon is in the bottom right corner.

Proctortrack by Verificient

CollegeBoard ACCUPLACER

Log Out

Scan

Step 3: Take a picture of your ID Card

Your ID Card scan must:

- Be clear and easy to read.
- Not have reflections that make text difficult to read.

Note:

If your digital photo does not meet our requirements, you'll receive an email on your registered email address within 2 hours.

2.4 ID Scan

b) You can rescan the ID as many times as needed to take a good picture. Click "Confirm and Upload" to proceed once you have a good scan.

Proctortrack by Verificient CollegeBoard ACCUPLACER Log Out

Retake Confirm and Upload

Step 4: Confirm and upload

Your ID Card scan must:

- Be clear and easy to read.
- Not have reflections that make text difficult to read.

Note:

If your digital photo does not meet our requirements, you'll receive an email on your registered email address within 2 hours.

2.5 Data Uploaded. Wait for Approval

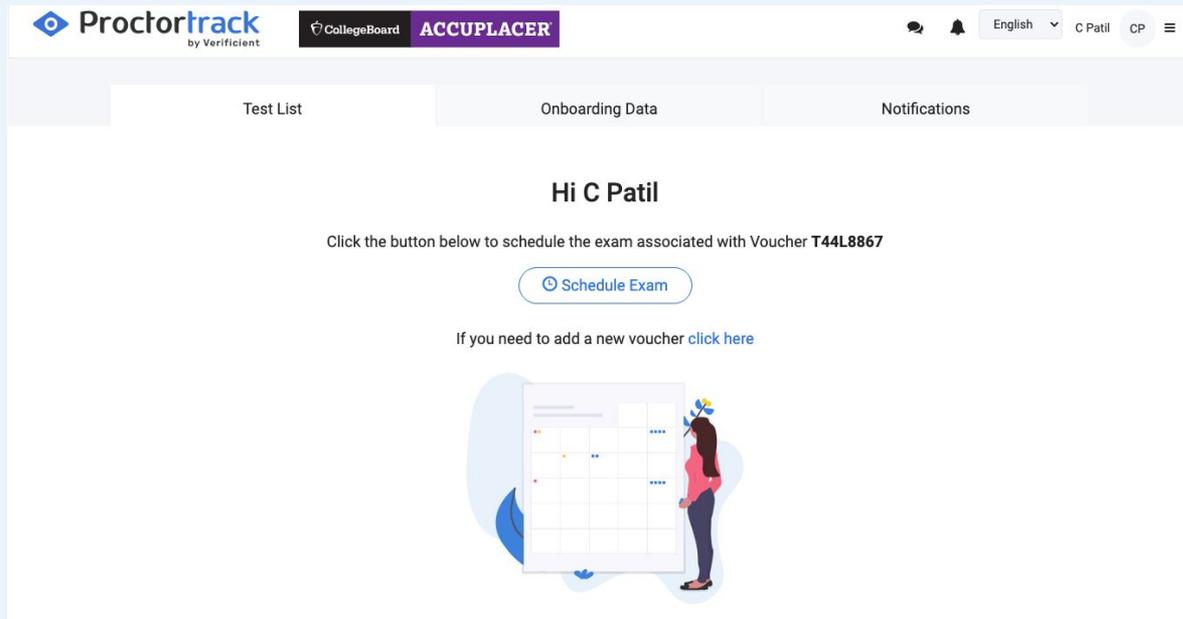
Once you submit your face and ID scans, it will take between 3-6 hours for your data to be approved. You will receive an email once your data is approved. In the meantime, you can follow the instructions to download the Proctortrack Chrome Plugin and the Proctortrack Mobile App for your phone.

The screenshot shows the Proctortrack web interface. At the top left is the Proctortrack logo (a blue eye icon) and the text "Proctortrack by Verificient". To its right is a purple badge with the CollegeBoard logo and the text "ACCUPLACER". At the top right is a blue "Log Out" button. The main content area is divided into two columns. The left column has a dark blue background with white text: "Your data is under review. You will receive an email at chirag+acc+11@verificient.com within 3-6 hours." Below the text is an illustration of a person standing next to a large clock face, with a blue tree and a white cloud in the background. At the bottom of this column is a blue button with white text: "Click here to check latest status". The right column has a white background and contains three numbered steps: "2. Proctortrack Chrome Plugin" with a "Download Chrome Plugin" button, "3. Download Proctortrack Mobile App" with links to Google Play and the App Store, and "4. Download Proctortrack Desktop App".

3.1 Scheduling the Test (Only applicable for Live Proctoring)

3.1 Schedule the test

a) After logging back in, you will see your Proctortrack Dashboard. Click the Schedule Exam button.



The screenshot displays the Proctortrack dashboard interface. At the top, the Proctortrack logo (by Verificent) and CollegeBoard ACCUPLACER branding are visible. The user's name 'C Patil' and a 'CP' profile icon are shown in the top right corner. Below the header, there are three tabs: 'Test List', 'Onboarding Data', and 'Notifications'. The main content area features a personalized greeting 'Hi C Patil' and a message: 'Click the button below to schedule the exam associated with Voucher T44L8867'. A prominent blue 'Schedule Exam' button is centered below this message. Underneath the button, there is a link: 'If you need to add a new voucher [click here](#)'. At the bottom of the dashboard, there is an illustration of a woman standing next to a large calendar grid.

3.1 Schedule Test

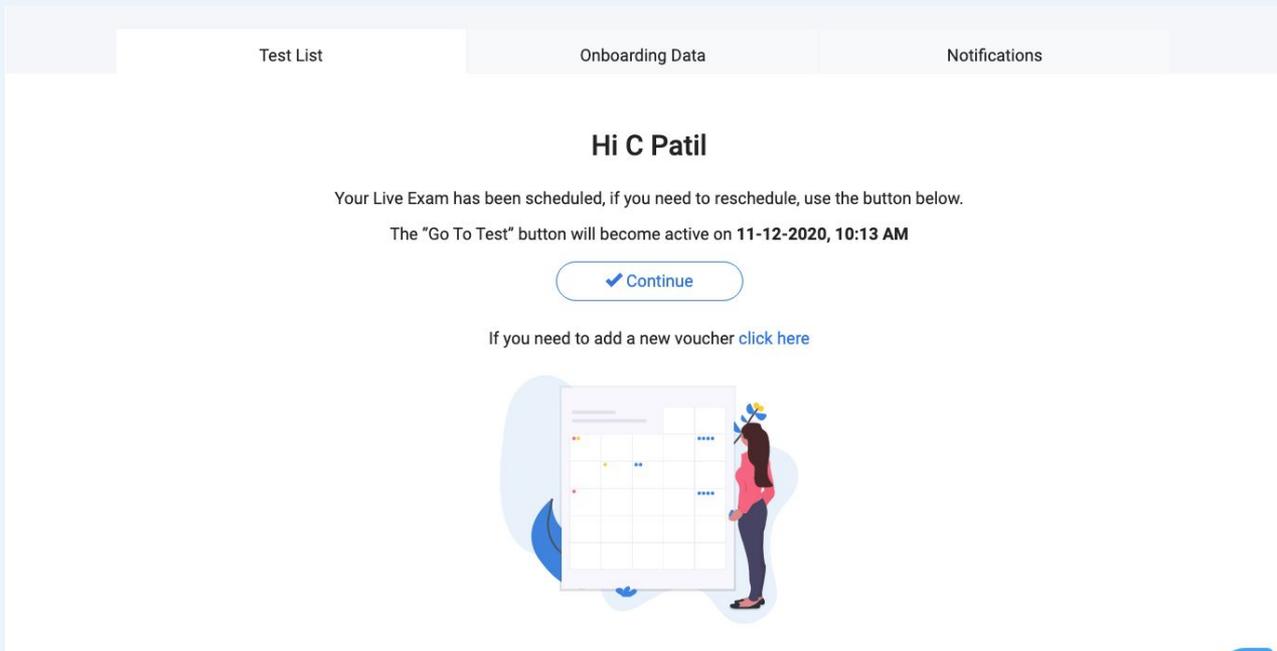
b) To schedule your test, first click the desired date under "Please Select a Date." Next, click the time you'd like to take your test. To finish, click the "Click to Schedule" button. Note that you are only shown time slots that are available.

The screenshot shows a web browser window with the Proctortrack interface. A modal titled "Request A Live Exam Proctoring Session for 4678426U" is open. The modal contains the following information:

- Test Name:** 4678426U
- Starts At:** 11-12-2020, 11:29 AM
- Ends At:** 01-06-2021, 05:29 AM
- Test Duration:** 360 Minutes
- Calendar:** A calendar for November 2020 is displayed. The date 19 is selected.
- Available slots for Nov 19, 2020 [Asia/Kolkata]. Please select one.**
 - 00:00 AM
 - 03:00 AM
 - 06:00 AM
 - 09:00 AM (Selected)
 - 12:00 PM
 - 03:00 PM
 - 06:00 PM
 - 09:00 PM
- Summary:** You are scheduling a live exam for Nov 19, 2020 09:00 AM [Asia/Kolkata]
- Action:** Click to Schedule

3.1 Schedule Test

c) You have successfully submitted the request to schedule your exam.



The screenshot shows a user interface with three tabs: "Test List", "Onboarding Data", and "Notifications". The "Test List" tab is active. The main content area displays the name "Hi C Patil" and a confirmation message: "Your Live Exam has been scheduled, if you need to reschedule, use the button below." Below this, it states: "The 'Go To Test' button will become active on 11-12-2020, 10:13 AM". A blue button with a checkmark and the text "Continue" is centered. Below the button, there is a link: "If you need to add a new voucher [click here](#)". At the bottom, there is an illustration of a woman in a pink shirt and blue pants standing next to a large calendar grid, with a blue arrow pointing to the calendar.

3.2 Begin the Testing Process

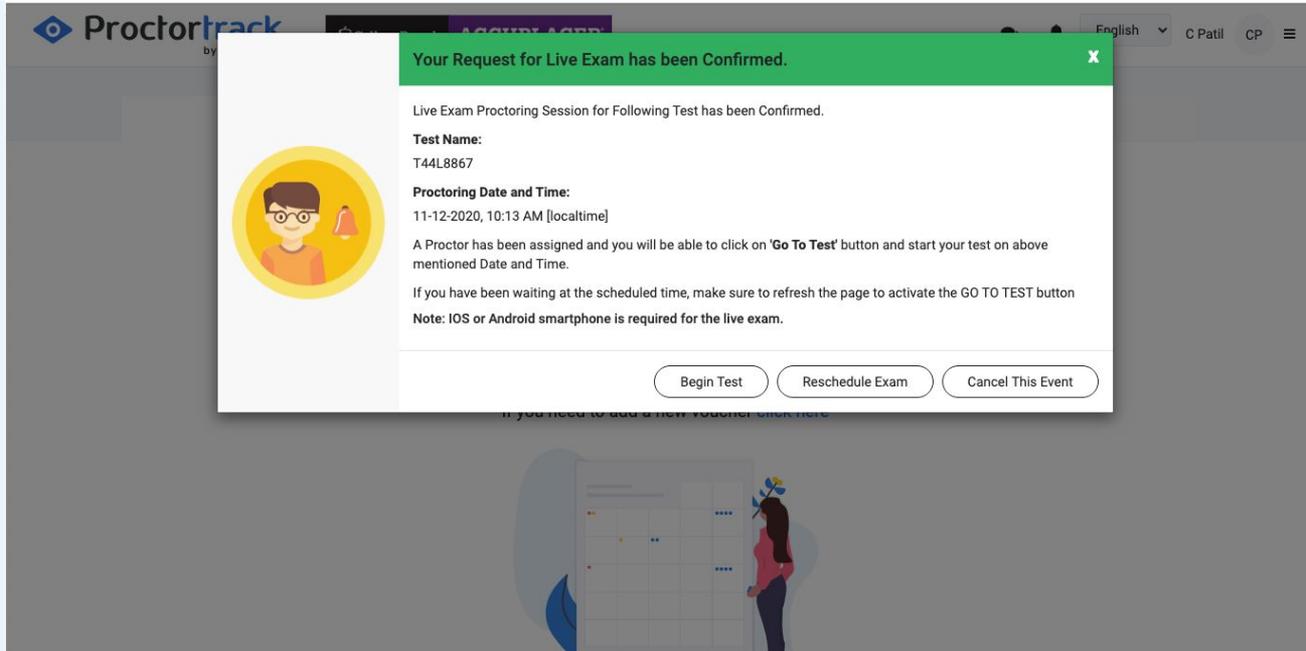
3.2 Launch Test at the Scheduled time

a) For Live Proctoring exams only:

The Begin Test button will become active at the scheduled time.

Arrive at the scheduled time and click “Begin Test” to proceed.

Refresh the page if the button is not active at the scheduled time.



The screenshot displays the Proctortrack web application interface. A green confirmation modal is centered on the screen, overlaying the main content. The modal has a green header with the text "Your Request for Live Exam has been Confirmed." and a close button (X) in the top right corner. The main body of the modal is white and contains the following information:

- A circular icon on the left showing a person with glasses and a bell.
- Text: "Live Exam Proctoring Session for Following Test has been Confirmed."
- Test Name:** T44L8867
- Proctoring Date and Time:** 11-12-2020, 10:13 AM [localtime]
- Text: "A Proctor has been assigned and you will be able to click on 'Go To Test' button and start your test on above mentioned Date and Time."
- Text: "If you have been waiting at the scheduled time, make sure to refresh the page to activate the GO TO TEST button"
- Note:** IOS or Android smartphone is required for the live exam.

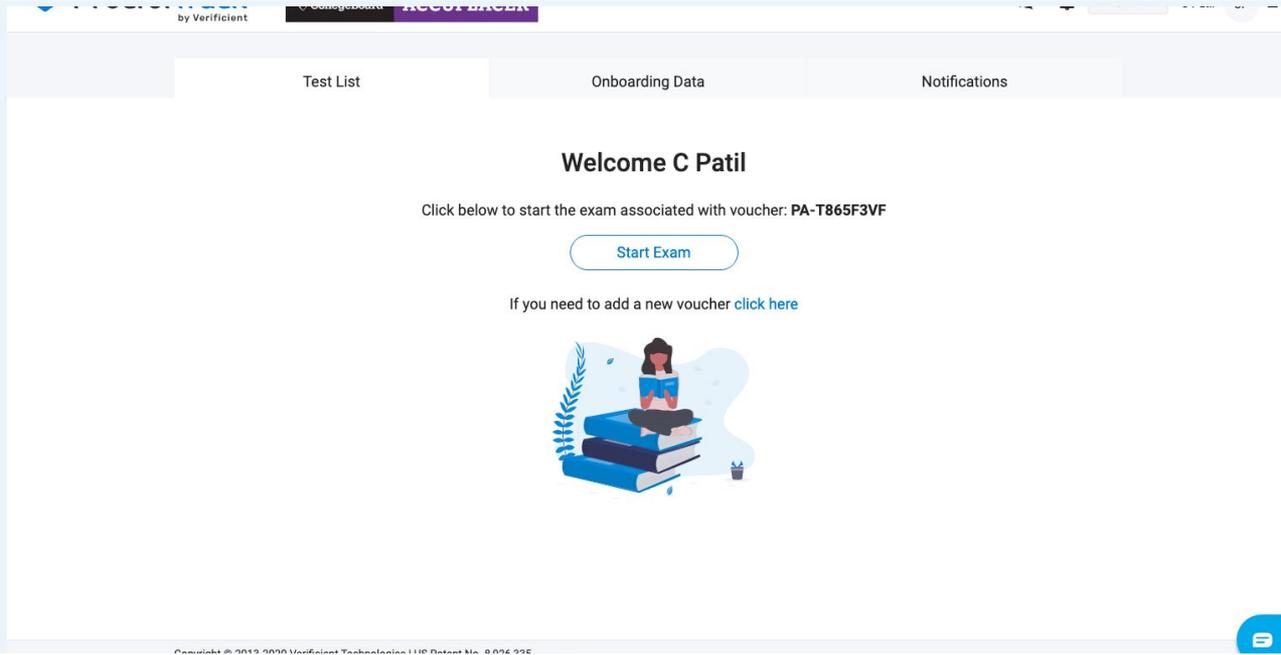
At the bottom of the modal, there are three buttons: "Begin Test", "Reschedule Exam", and "Cancel This Event". The background of the application shows a calendar view and a user profile section.

3.2 Begin the Test Process

b) For Automated Proctoring exams only:

The Begin Test button will be active at all times till the voucher expiry date.

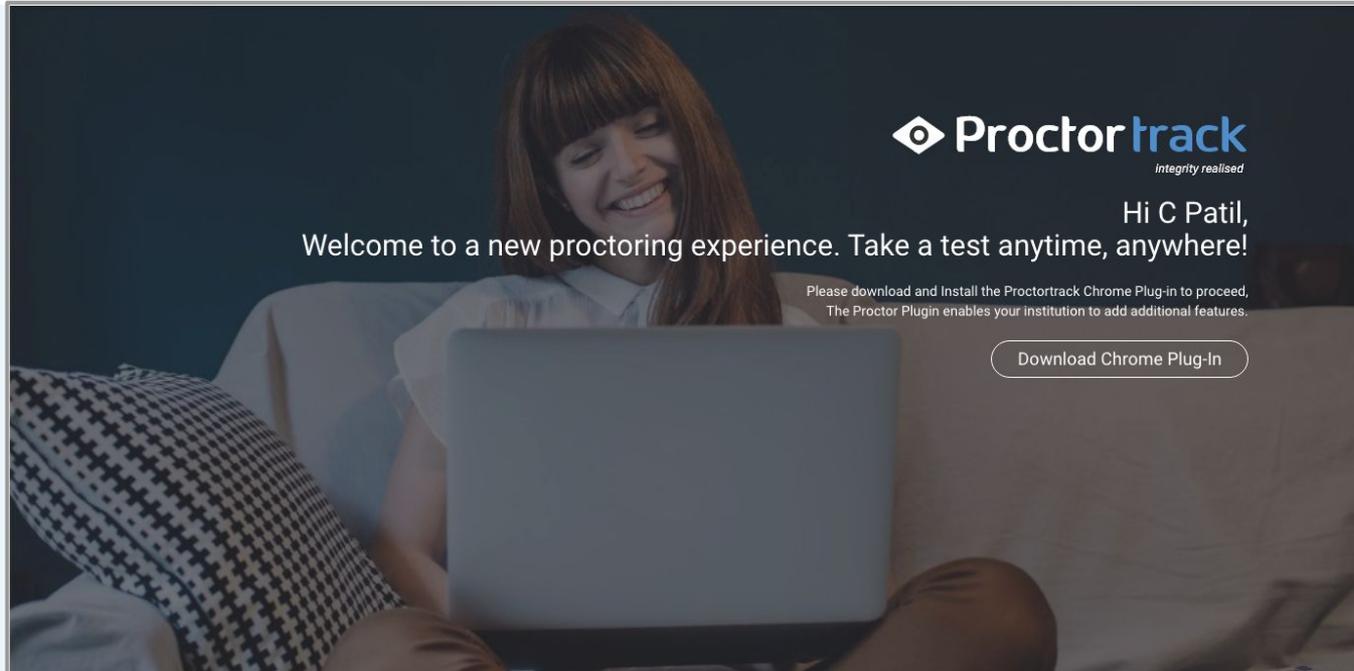
You may click the “Start Exam” button to proceed at any time for automated proctoring exams.



3.3 Chrome Plugin Check (Download/detected and auto proceed)

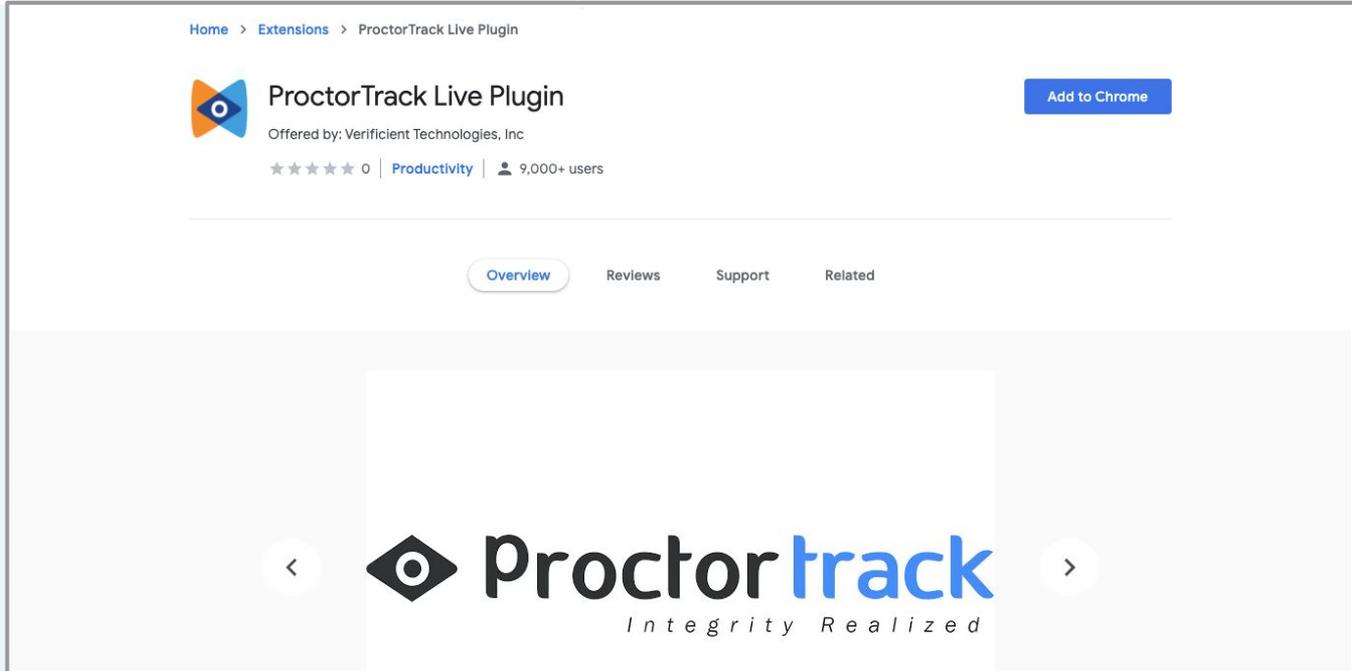
3.3 Chrome Plugin Check

a) This is the plugin check page. The page will automatically verify if the Proctortrack plugin has already been installed. If not, you will see the download button. Click the Download Chrome Plug-in button to install it.



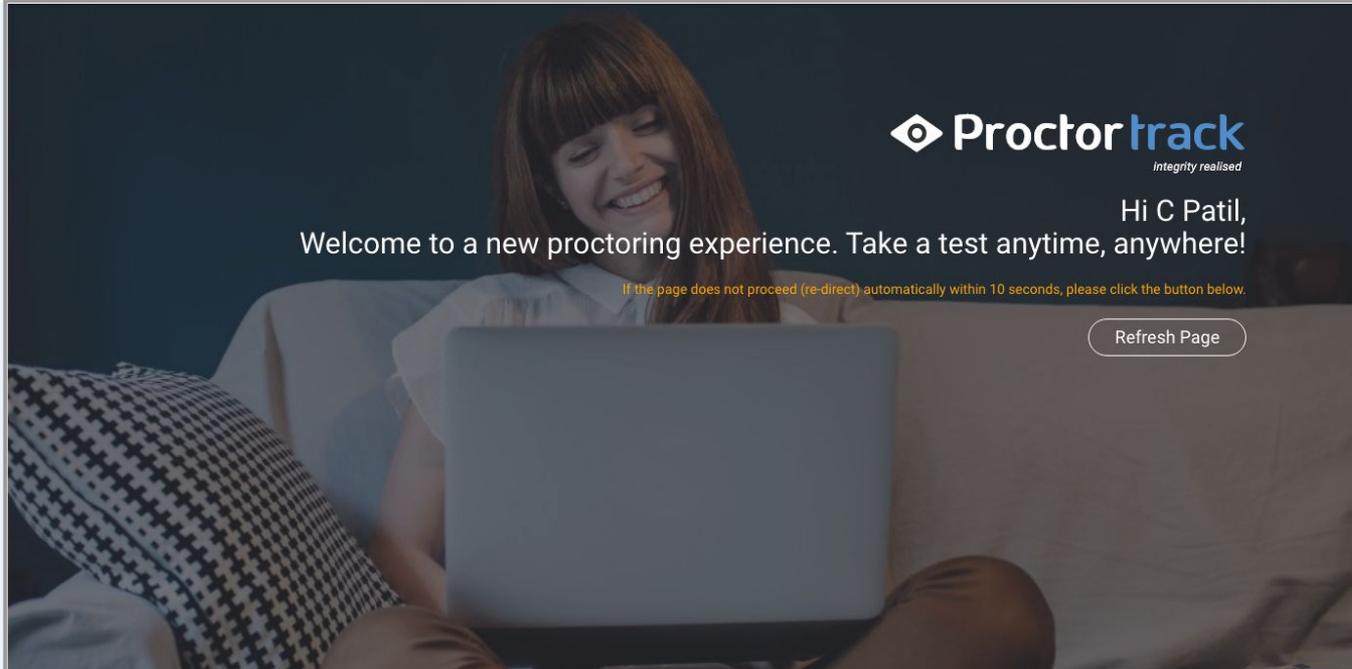
3.3 Chrome Plugin Check

b) Click the “Add to Chrome” button to add the plugin.



3.3 Chrome Plugin Check

c) After the plugin is installed, you will return to the plug-in detection page. It will automatically take to you the next step after it detects the plugin.



4.0 Guidelines for the Quiz

4.1 Check and Understand Guidelines for Quiz

a) After starting your test, you will see a screen of guidelines for taking your test. Let's Get Started gives you details on setting up your space and your computer for proper testing.

Let's Get Started

Set Up a Proper Testing Environment for a High Integrity Score.



USE A PRIVATE TESTING AREA

Sit upright in an area where other people won't talk and cannot pass behind you.



TURN OFF ALL NOISE-MAKING DEVICES

Mobile phones set to vibrate emit detectable sound and any sound from a mobile device is flagged as a violation.



ENSURE YOUR FACE IS CLEARLY VISIBLE

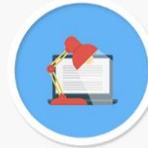
Hair, sunglasses, hats or anything that covers your face can cause test to be flagged for low integrity. Eyeglasses are accepted.



CLOSE IRRELEVANT TABS AND WINDOWS



SIT DIRECTLY IN FRONT OF YOUR



CREATE THE PROPER LIGHTING



4.1 Check and Understand Guidelines for Quiz

b) Next you will see Guidelines from your institution for taking ACCUPLACER.

Instructor's Guidelines for the Current Test

Your instructor has chosen the following guidelines to be followed for this test in addition to Proctortrack's General Guidelines. Keeping these test-specific parameters and whichever general guidelines they don't override in mind will result in a passing integrity grade.



PHYSICAL BOOKS ARE NOT ALLOWED

You will not be allowed to read from physical books during this test.



ONLINE AND DIGITAL RESOURCES ARE NOT ALLOWED

During this test, referring to digital reading material (PDF, DOCs) or using your computer to search the internet for information is a violation.



DIGITAL NOTE-TAKING IS NOT ALLOWED

During this test, using a separate program like MS Word or other such scratchpads on your computer to write notes is a violation.



HANDWRITTEN NOTES / USING ERASABLE WHITEBOARD ARE ALLOWED

You will be allowed to take handwritten notes / use erasable whiteboard during this test.



HEADPHONES ARE NOT ALLOWED

Headphones and earphones are prohibited.



SCANNING OR TAKING PICTURES WITH YOUR PHONE NOT ALLOWED

For this test, you are not allowed to scan or take pictures using your mobile phone.



4.1 Check and Understand Guidelines for Quiz

c) After getting familiar with all the guidelines, check the box (at the bottom) labeled “I have read, understand and will adhere to the required environment guidelines.” Click “Go To Next Step.”

PHYSICAL CALCULATORS NOT ALLOWED
You will not be allowed to use a physical calculator for this test.

ON-SCREEN CALCULATORS NOT ALLOWED
You will not be allowed to use an on-screen calculator for this test.

PRINTING NOT ALLOWED
Print attempts cannot be stopped but will be flagged as violation for this test.

MULTIPLE MONITORS NOT ALLOWED
Using Multiple Monitors during this test will be flagged as a violation.

COPY/PASTE IS NOT ALLOWED
Clipboard is disabled for this test and Copy/Paste functions are not available.

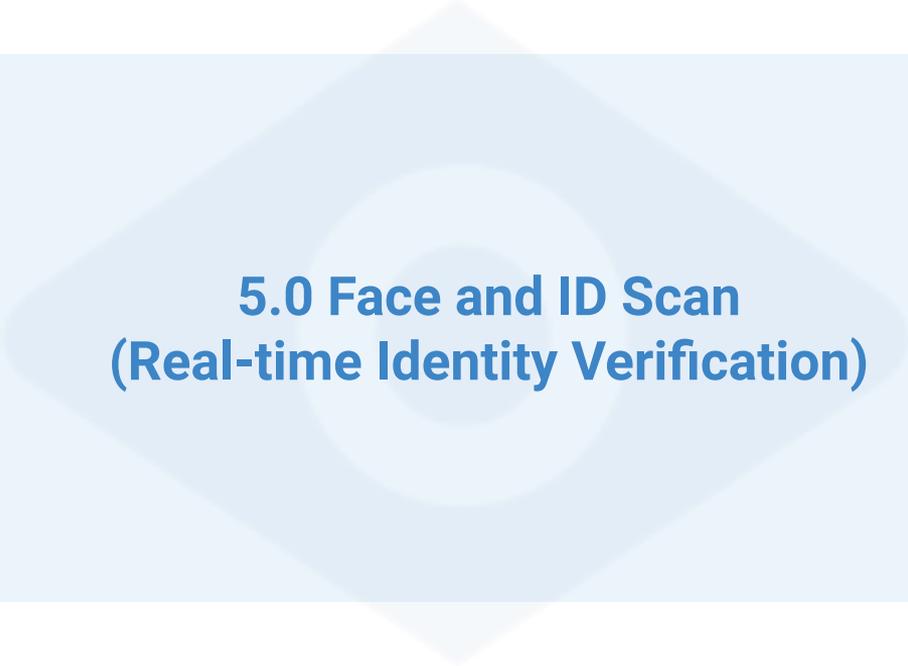
PRINT SCREEN DISABLED
Print screen functionality is not available during this test.

I have read, understand and will adhere to the required environment guidelines.

[Go To Next Step](#)

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[Contact Us](#) | [Terms & Conditions](#) | [Privacy Policy](#) | [FERPA](#) | [Web Accessibility Policy](#)

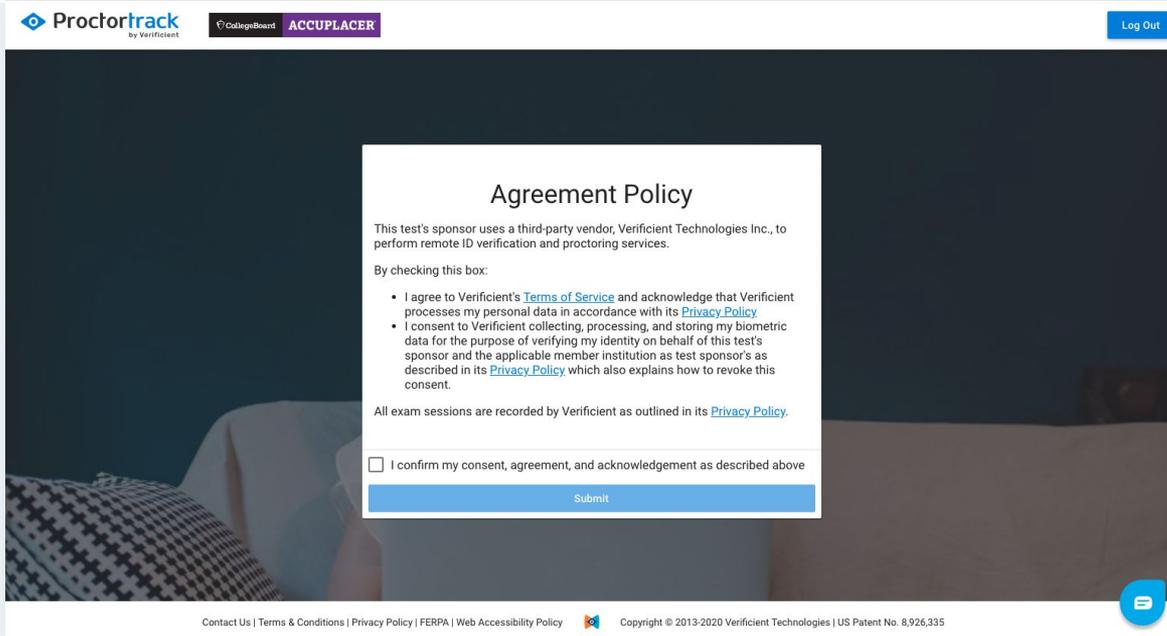




5.0 Face and ID Scan (Real-time Identity Verification)

5.1 Agreement and Consent form.

This is the Agreement Policy which you must review. After you read it, check the box at the bottom of the screen to confirm your consent and agreement with the terms listed, then click the "Submit" button.



The screenshot shows a web interface for Proctortrack by Verificient. At the top left, there are logos for Proctortrack and ACCUPLACER. A "Log Out" button is in the top right. The main content is a white modal box titled "Agreement Policy" with the following text:

This test's sponsor uses a third-party vendor, Verificient Technologies Inc., to perform remote ID verification and proctoring services.

By checking this box:

- I agree to Verificient's [Terms of Service](#) and acknowledge that Verificient processes my personal data in accordance with its [Privacy Policy](#)
- I consent to Verificient collecting, processing, and storing my biometric data for the purpose of verifying my identity on behalf of this test's sponsor and the applicable member institution as test sponsor's as described in its [Privacy Policy](#) which also explains how to revoke this consent.

All exam sessions are recorded by Verificient as outlined in its [Privacy Policy](#).

I confirm my consent, agreement, and acknowledgement as described above

Submit

At the bottom of the page, there is a footer with links: "Contact Us | Terms & Conditions | Privacy Policy | FERPA | Web Accessibility Policy" and a copyright notice: "Copyright © 2013-2020 Verificient Technologies | US Patent No. 8,926,335". A blue chat icon is in the bottom right corner.

5.2 Face Scan

a) Next, you will scan your face and your ID as you did when you created your profile. Make sure your face fills the frame before clicking Scan. As before, you can redo your scan if need be. Once you're done, click the "Next" button.

Proctortrack by Verificient ACCUPLACER by CollegeBoard Log Out

Scan

Step 1: Take a picture of yourself

In your photo you must:

- Face forward and look straight into the camera.
- For the scan, keep your eyes open and visible.
- Push aside your hair if its in front of your eyes.
- Keep anything away from covering your face.

Note:

If your digital photo does not meet our requirements, you'll receive an email on your registered email address within 2 hours.

5.2 Face Scan

b) If you're dissatisfied with your scan, you can click the "Retake" button to scan again. Click "Confirm and Upload" to move to the next step.

Proctortrack by Verificient ACCUPLACER Log Out

Retake Confirm and Upload

Step 2: Confirm and upload

In your photo you must:

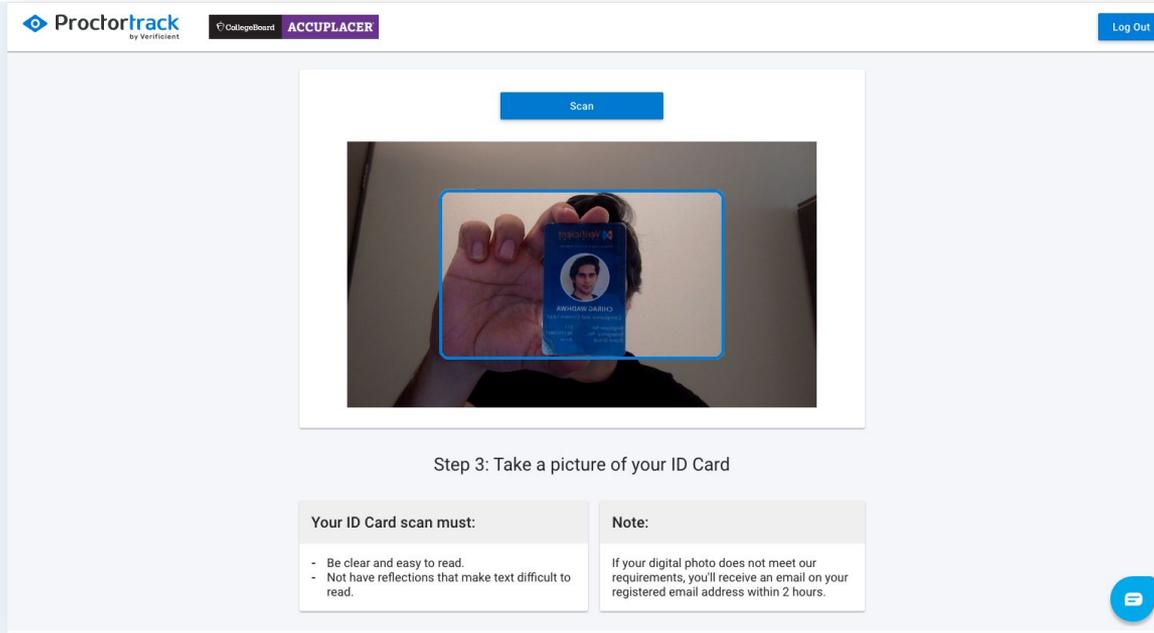
- Face forward and look straight into the camera.
- For the scan, keep your eyes open and visible.
- Push aside your hair if its in front of your eyes.
- Keep anything away from covering your face.

Note:

If your digital photo does not meet our requirements, you'll receive an email on your registered email address within 2 hours.

5.3 ID Scan

a) For the ID scan, hold a valid photo ID up to the camera and click “Scan”.



The screenshot displays the Proctortrack interface for an ID scan. At the top left, the Proctortrack logo is visible, along with CollegeBoard and ACCUPLACER logos. A 'Log Out' button is located at the top right. The main area features a 'Scan' button above a video feed. In the video feed, a person is holding a blue ID card up to the camera. Below the video feed, the text 'Step 3: Take a picture of your ID Card' is displayed. Two boxes provide instructions: 'Your ID Card scan must:' with a list of requirements, and a 'Note:' regarding digital photo requirements. A chat icon is visible in the bottom right corner of the interface.

Proctortrack by Verificient | CollegeBoard ACCUPLACER | Log Out

Scan

Step 3: Take a picture of your ID Card

Your ID Card scan must:

- Be clear and easy to read.
- Not have reflections that make text difficult to read.

Note:

If your digital photo does not meet our requirements, you'll receive an email on your registered email address within 2 hours.

5.3 ID Scan

b) You can rescan the ID as many times as needed. When you're satisfied with the scan, click "Confirm and Upload" to proceed.

Proctortrack by Verificent ACCUPLACER Log Out

Retake Confirm and Upload

Step 4: Confirm and upload

Your ID Card scan must:

- Be clear and easy to read.
- Not have reflections that make text difficult to read.

Note:

If your digital photo does not meet our requirements, you'll receive an email on your registered email address within 2 hours.

6.0 Download the Proctortrack Desktop App and Launch

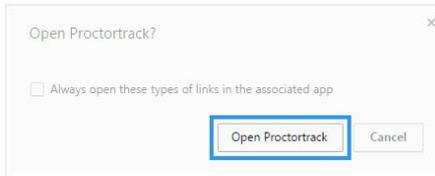
6.1 Proctortrack App Download and Run

a) This page will check for the Proctortrack App. If it is not installed, it will download automatically. If it doesn't, click the "Here" link at the bottom of the window to download the app.

Once the Proctortrack App is installed, you will see a pop-up asking you to run the app. Click the "Open Proctortrack" button.



English ▾



Please click "**Open Proctortrack**" if prompted by your computer.

If you do not see any prompt to launch Proctortrack, or see a different message, and want to download the latest version of Proctortrack app, then please click [here](#).

6.1 Proctortrack Plugin Download and Run

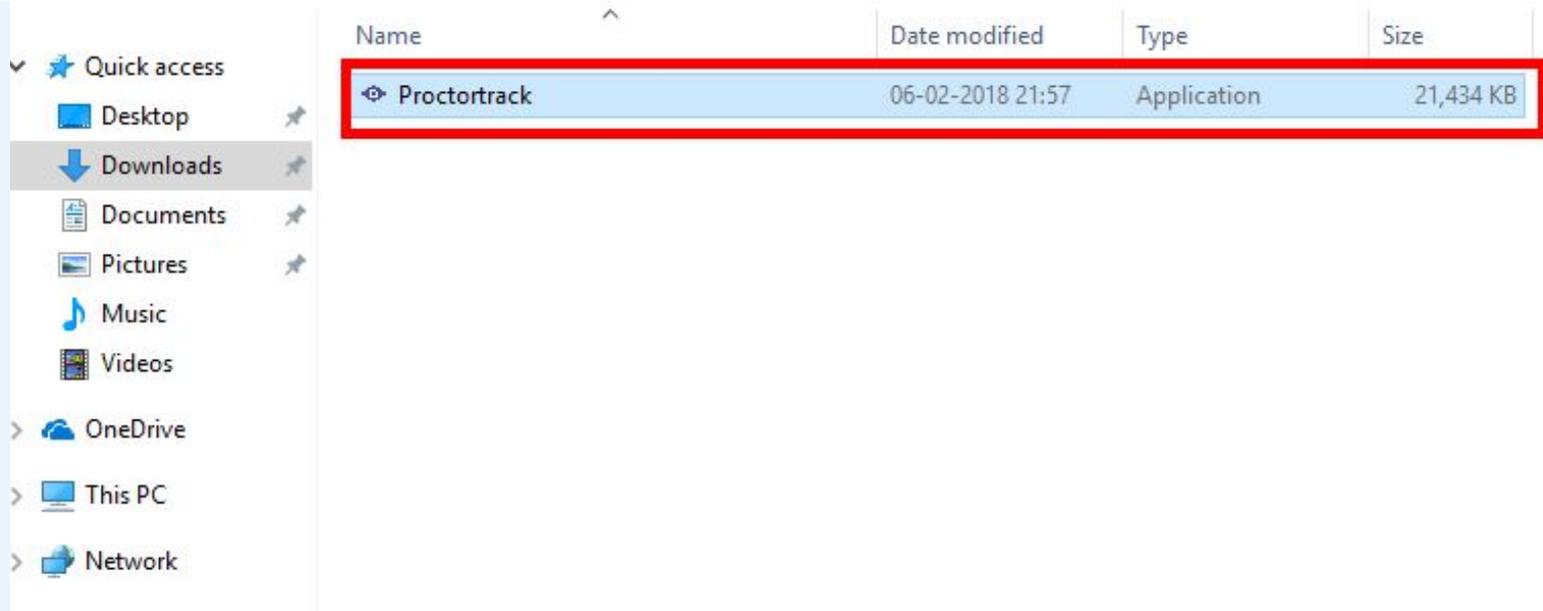
b) If the app is not auto-detected. Click the “Download Proctortrack” button to download the file. Open the Proctortrack.zip (Mac) or Proctortrack.exe (Windows) file from the download bar at the bottom.

The screenshot displays the Proctortrack website interface. At the top, the Proctortrack logo (by Verificient) and the ACCUPLACER logo (CollegeBoard) are visible, along with a language dropdown menu set to English. A warning banner at the top states: "Please do not close this browser tab. This page will auto-forward to actual exam after you have completed verification scans in Proctortrack app." The main content area features three numbered steps:

- 1** Click the button below to download the most updated version of the Proctortrack. A "Download Proctortrack" button is highlighted with a blue box.
- 2** A file download dialog box is shown with "Proctortrack.zip" listed. The "Open" button is highlighted with a blue box.
- 3** Click below if application is not connected in 55 second(s). A button is highlighted with a blue box.

6.1 Proctortrack Plugin Download and Run

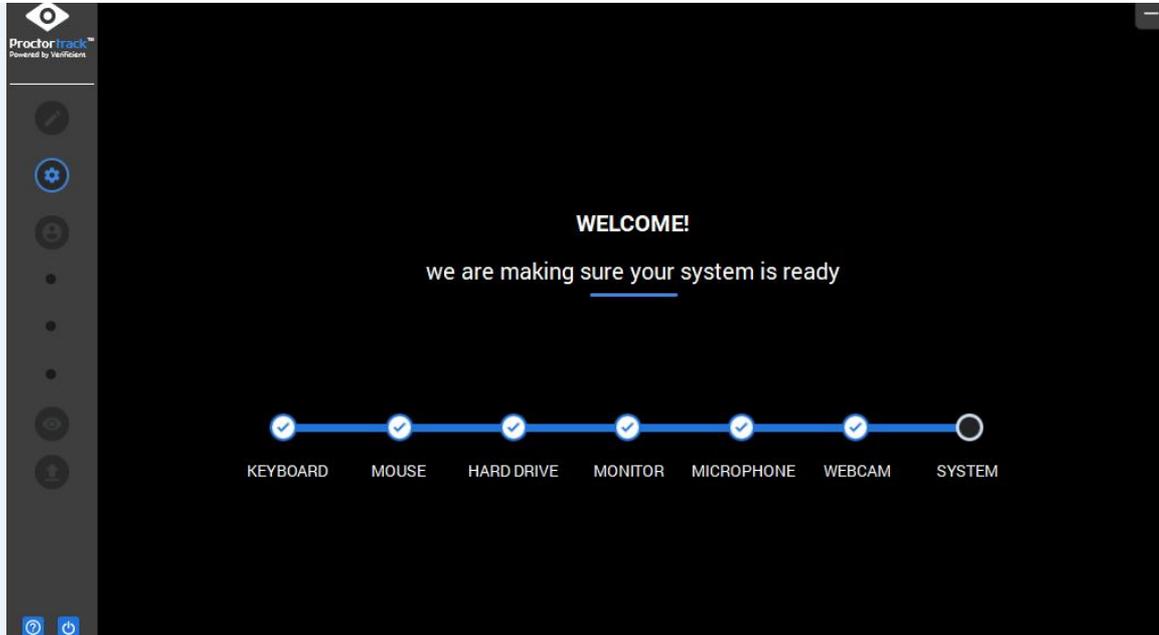
c) Finally, launch the Proctortrack app from your downloads folder to continue.



7.0 System Check 7 Points

7.1 System Check - 7 Points

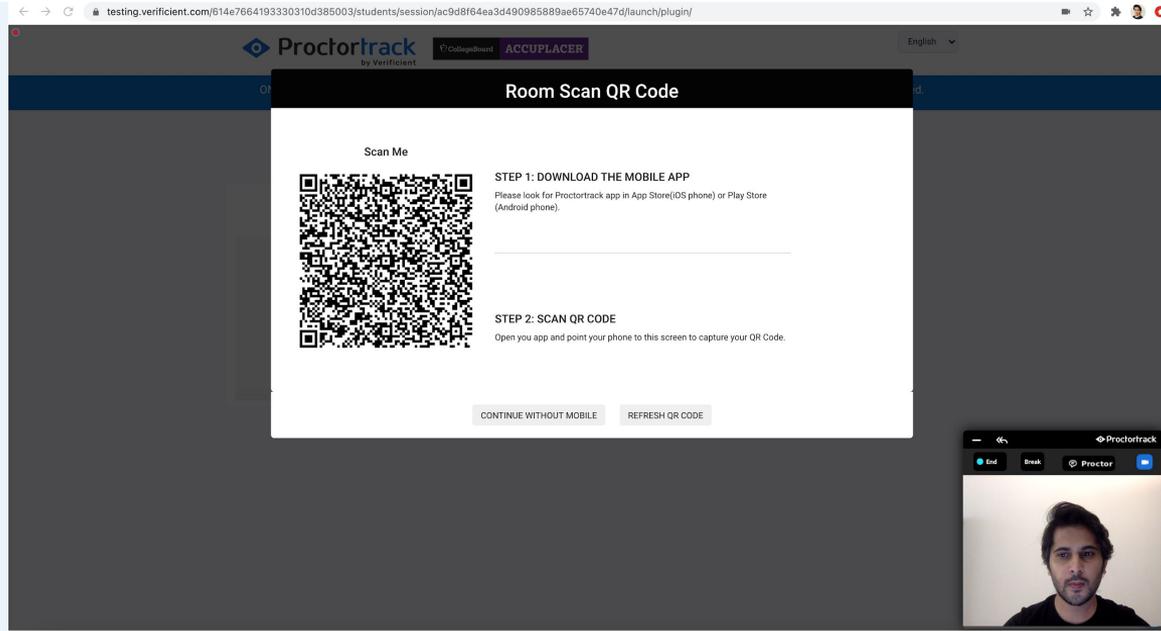
The system check will run to verify that the system is ready.



8.0 Room Scan

8.0 Room scan

The next step is to perform a room scan. You can use your computer's camera but it is easier to use the Proctortrack mobile app. Follow the instructions in Section 8 to download and use the mobile app. Once you've installed the mobile app, follow instructions on the screen to perform the scan.



The screenshot shows a web browser window displaying the Proctortrack mobile app interface. The browser address bar shows the URL: testing.verificient.com/614e7664193330310d385003/students/session/ac9d8f64ea3d490985889ae65740e47d/launch/plugin/. The Proctortrack logo is visible at the top left, and the ACCUPLACER logo is at the top right. The main content area is titled "Room Scan QR Code" and contains the following text:

Scan Me



STEP 1: DOWNLOAD THE MOBILE APP
Please look for Proctortrack app in App Store(iOS phone) or Play Store (Android phone).

STEP 2: SCAN QR CODE
Open you app and point your phone to this screen to capture your QR Code.

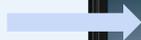
Buttons: CONTINUE WITHOUT MOBILE, REFRESH QR CODE

In the bottom right corner, there is a video feed window showing a person's face, with controls for "End", "Break", and "Proctor".

8.1 Install Proctortrack App on your Phone

8.2 / 8.3 Sync the Proctortrack Desktop & Phone App

8.1 Install Proctortrack App on your Phone

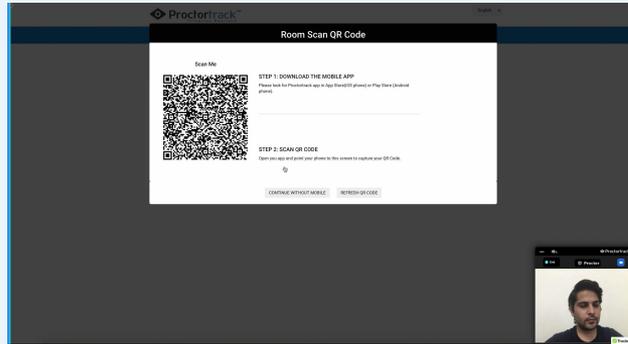
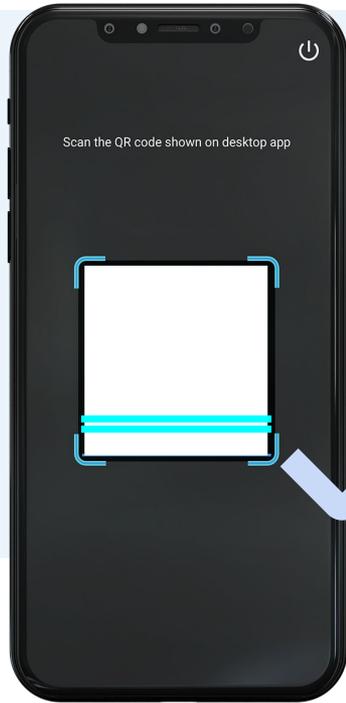


Download the Proctortrack app from the Apple App store or Google play store. Launch the app and follow the instructions.

Or,

On your **phone browser** go to <https://online.to/ptexam> ,

8.2 Sync the Proctortrack Desktop & Phone App



This step is to connect the Mobile App to continue with the Room Scan and Monitoring.

Scan the QR code displayed on the desktop app using the mobile app.

8.3 Sync the Proctortrack Desktop & Phone App



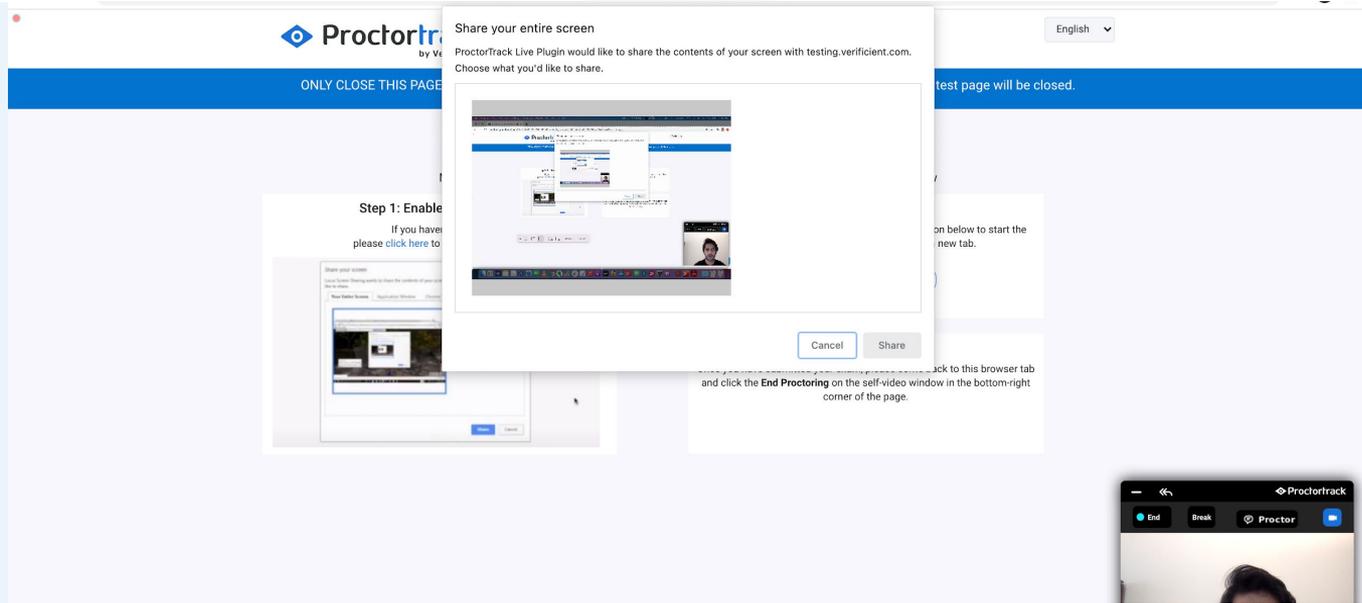
Please open the Proctortrack app on your phone and scan the QR code shown on the screen.

Complete the room scan as instructed on the phone app.

9.0 Start Proctoring

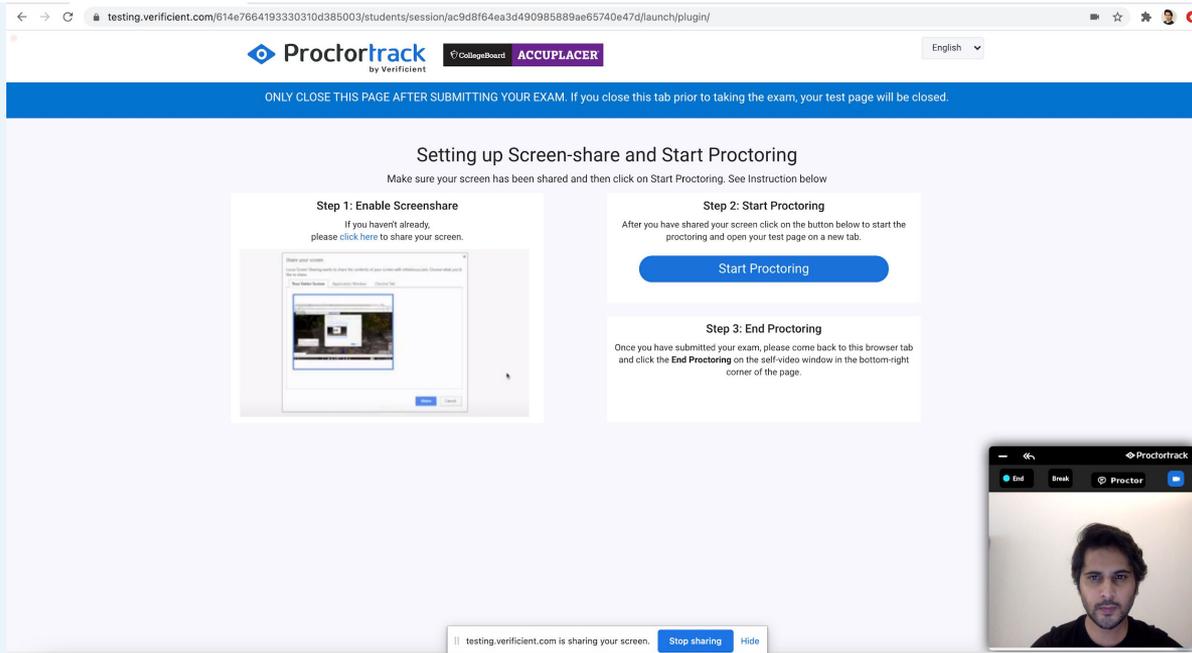
9.0 Start Proctoring

a). Inside the window that pops-up from the top, click on the screen you'd like to share and take your test on. Click "Share".



9.0 Start Proctoring

b). Once the screen sharing is successful, the “Start Proctoring” button gets activated. Click on the “Start Proctoring” button to be redirected to the ACCUPLACER platform in a new tab. On the bottom right of your screen, you also have an option to chat with the proctor.

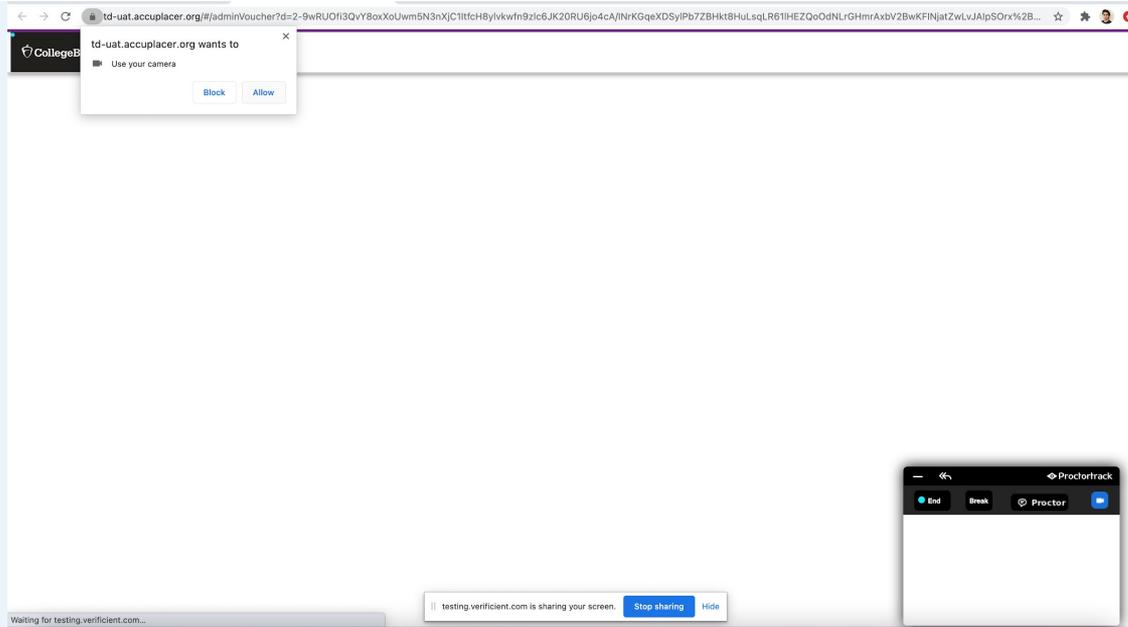


10.0 Take your ACCUPLACER Test

10.1 Launch Test

a). You will now be directed to ACCUPLACER to take your test. First, you will see the College Board Privacy Policy which you must read then click on the "Accept" button to continue.

For first time users: click the Allow button when the browser pops-up the option on the top.



10.1 Launch Test

b). On the next page, confirm your student information and click on “Save” to proceed.

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 *CB UAT Institution	Site Name CBUAT - Site 1
Branching Profile Name *** ESL Sentence Meaning	Voucher Number N/A

* First Name Sally	Middle Name	* Last Name Pierce
* Address 1 789 1st Street	Address 2	
* Country United States	* State Iowa	If Other Specify
* City Iowa City	* ZIP/Postal Code 52244	* Email
* Student ID 998888x	* Confirm Student ID 998888x	Supplemental Student ID
Home Phone Number xxx-xxx-xxxx	Mobile Phone Number xxx-xxx-xxxx	* Date of Birth 2000-01-01
* Gender Female	* How do you describe yourself? Asian, Asian American or Pacific Islander	

Select up to three institutions to share your test results. Your home institution will automatically receive your test results. It will not appear as an option.
Sharing your test scores is optional. If unsure now, you can send your scores later through the Student Portal.

Select the institutions

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

College Board Privacy Policy

10.2 Answer Test

This screen gives instructions on how to navigate ACCUPLACER tests. When ready to begin your test, click the "Start Test Session" button.

The screenshot shows a web browser window with the URL `td-uat.accuplacer.org/#/direction`. The page title is "Directions For Answering Questions".

Directions For Answering Questions

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 finalize your answer.
If you want to change your answer, click Cancel and click another selection.

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.

Start Test Session

testing.vericent.com is sharing your screen. [Stop sharing](#) [Hide](#)

The screenshot also shows a Proctortrack video feed in the bottom left corner with a proctor's face and a "Start Test Session" button in the bottom right corner.

10.3 Submit Test

For each question, choose the best answer, then click the "Submit" button. If you've chosen the answer you intend, click the "Confirm" button to move to the next question. If you need to choose another response, click "Cancel," then choose and submit your answer.

The screenshot displays the ACCUPLACER test interface. At the top, the URL is `td-uat.acuplacer.org/#/administer`. The header shows the CollegeBoard ACCUPLACER logo and a user profile for "ContactlessAI005 Patil ID: ContactlessAI005". The main content area is titled "Background Questions - Question 2 of 11" and contains the question: "What is the highest level of education completed by your father or male guardian?". The options are:

- Grade School
- Some high school
- High school diploma or equivalent
- Business or trade school
- Some college
- Associate or two-year degree
- Bachelor's or four-year degree
- Some graduate or professional school
- Graduate or professional degree
- I choose not to answer

A "Submit" button is located at the bottom right of the question area. In the bottom left corner, there is a Proctortrack chat window with the following messages:

- P** Hi I will be the proctor for your exam.
- P** Please show the blank sheets of paper before proceeding to the test

The chat window also shows the time "Proctor 10:23 AM" and a "Type Here..." input field. At the bottom of the browser window, a notification bar states "testing.verificient.com is sharing your screen." with "Stop sharing" and "Hide" options.

11.0 End Proctoring & Data Uploading

11.1 End Proctoring

a) Once you've finished all tests assigned to you, you will see your Individual Score Report which you can print if you'd like. To end proctoring, click the "End" button on the Proctortrack window which is at the bottom of your screen. Click to confirm that you wish to end proctoring. The plugin will upload any remaining data and end proctoring.

The screenshot shows the ACCUPLACER Individual Score Report page. The URL is `td-uat.acuplacer.org/#/viewSRData`. The student information is: Student Name: ContactlessAI005 Patil, Student ID: ContactlessAI005, Supplemental Student ID: N/A.

Individual Score Report

Date of Birth	Major/Program Name	Site Name
1980-01-31	GRP 177HF	Site 1
Date of Testing	Administered By	Voucher Number
2020-11-11	M. P	T44L8867

Time Record

Test Session Started	Test Session Ended	Total Time
11-11-2020 11:52 PM EST	11-11-2020 11:56 PM EST	00h:00min:14s

Test Results

Score
2

Course Placements - Determined on 11-11-2020

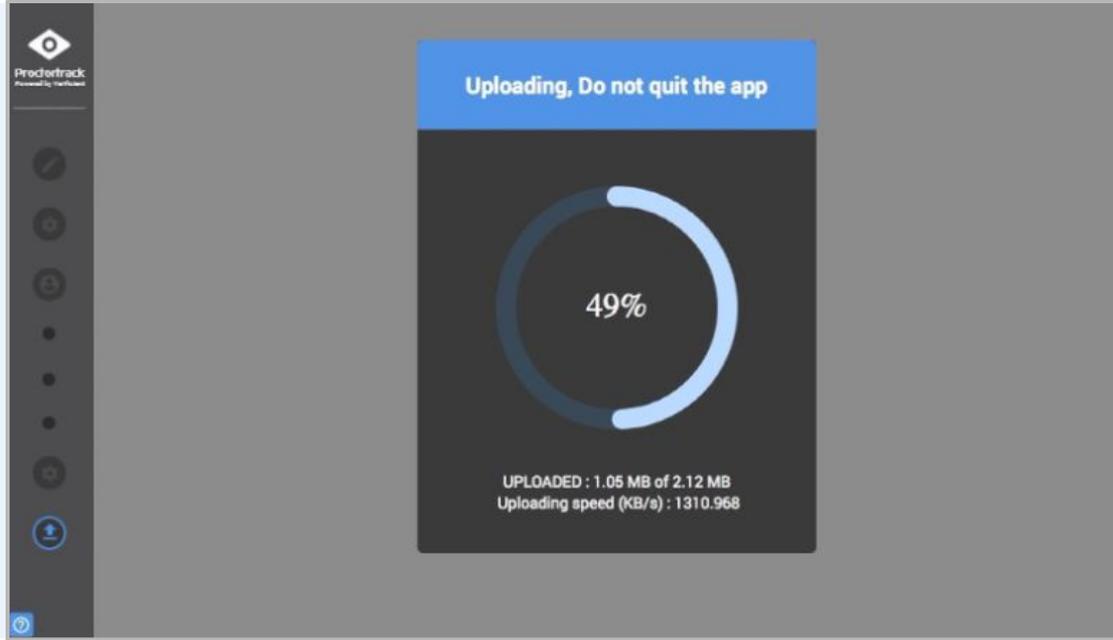
The Proctortrack overlay is visible in the bottom left corner, showing a chat window with two messages from the proctor:

- Hi i will be the proctor for your exam.
- Please show the blank sheets of paper before proceeding to the test

The Proctortrack window also has buttons for "End", "Break", and "Proctor". A system notification at the bottom right indicates that `testing.verificent.com` is sharing the screen.

11.2 Data Uploading

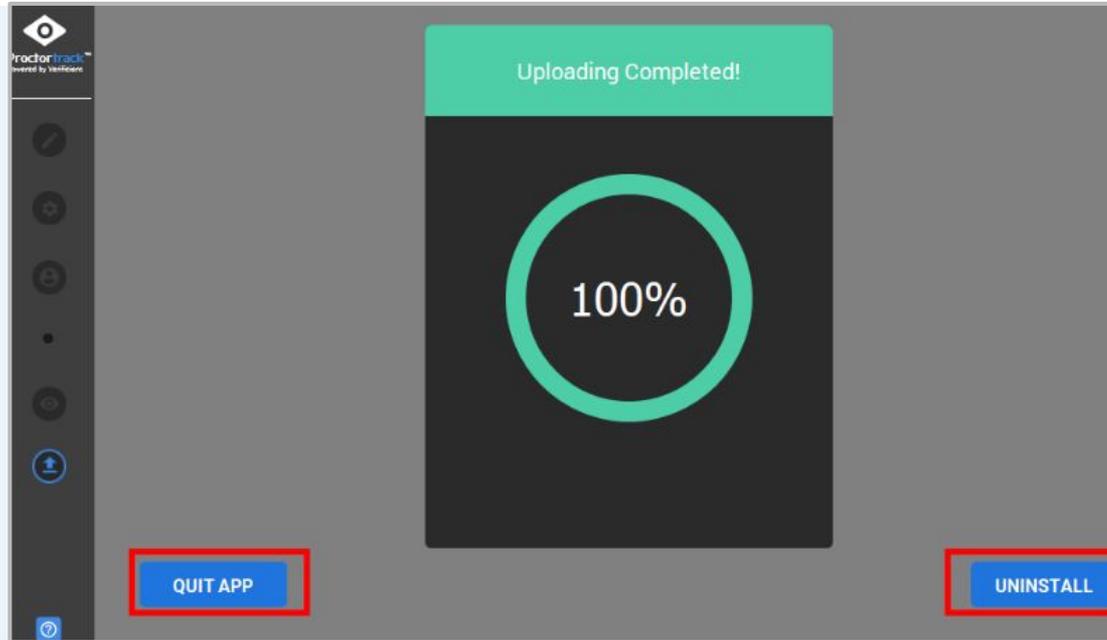
b) The Proctoring session data will be automatically uploaded to Proctortrack.



11.3 Data Uploading is Done

c) The test session is complete! Either button seen here will close Proctortrack. Proctortrack will have to be run before each proctoring-enabled test. Click “QUIT APP” to save the application for use with later tests, or click “Uninstall” to remove Proctortrack from the current machine.

Keep in mind that an opportunity to download Proctortrack will be given before each proctoring-enabled test.



12.0 Tech Support

12.1 Tech Support

Still stuck? Open a ticket, or contact our Support Team by live-chat, phone, or email.
Our team is available 24 x 7 x 365.



- 1. Chat :**
Need help? Let's Chat! Use this option from the bottom right corner.



2. Submit a support ticket at www.proctortrack.com/support



- 3. Phone :**
+1(844) 753-2020 Call us anytime to speak with our Support team.



- 4. FAQ :**
Click here for Frequently Asked Questions.



5. Support@verificent.com
Tell us your concern and we'll be right with you.