If you live outside of the El Paso, TX area and plan to attend UTEP, then you can arrange to take the UTEP College Placement tests at a local college or university near you so that you can save travel time and costs to come to El Paso for your required testing. Just follow these easy steps:


2. Contact the testing center of your local area college/university to ask if they will proctor your placement test for you. The local test site must have internet access and be willing to proctor the ACCUPLACER test. The proctor must complete the "Proctor Agreement" (page 2) and fax it to the UTEP Assessment & Testing at (915) 747–8013.

3. Once we receive confirmation that you have completed steps 1 and 2 above, we will arrange for your test to be administered by your local proctor on a specified date. You will be responsible for paying any local proctoring fees charged by the local test center to proctor your test.

4. You will take the ACCUPLACER Tests which will include Math, reading and writing. Prior to taking your test we recommend for you to review the ACCUPLACER Student Guide http://www.collegeboard.com/student/testing/accuplacer/. You are allowed to use a simple, four function calculator while taking the Math section. Your scores will determine which classes you will be able to enroll in at UTEP. Prepare well and do your very best on your test.

5. When the local test center notifies us that you have completed your test, we will upload your test scores into the UTEP system and your Academic Advisor will contact you about which courses you are eligible to enroll in at UTEP.

We are pleased that you have selected UTEP to pursue your academic degree. We look forward to serving you in the Student Assessment & Testing Office.
Good luck on your test!
Proctor Security Agreement

This form is used to document the agreement of test proctors from other colleges and universities test proctors who agree to administer the ACCUPLACER Test to prospective UTEP students. The student will be responsible to pay any proctoring fees charged by the local test center/proctor.

Completed by Student:

<table>
<thead>
<tr>
<th>Full Name:</th>
<th>Date of Birth:</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTEP ID Number:</td>
<td>Telephone: (   )</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

**COMPLETED BY PROCTOR:** (Call UTEP Student Assessment & Testing for questions regarding ACCUPLACER)

<table>
<thead>
<tr>
<th>Proctor Name &amp; Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone: (   )</td>
</tr>
<tr>
<td>Fax: (   )</td>
</tr>
<tr>
<td>E-mail Address:</td>
</tr>
<tr>
<td>Institution:</td>
</tr>
</tbody>
</table>

I agree to the following:

- Administer the ACCUPLACER Test to the individual named above in a secure, fair, and distraction-free environment.
- Verify the student's current picture ID, issued by a state or government agency (driver's license, passport or military ID).
- Ensure the integrity and confidentiality of the ACCUPLACER Test.
- Not to reproduce or copy, in any fashion, in whole or part, any of the materials of the ACCUPLACER Test. I acknowledge that all said materials are copyrighted and I agree not to share in any way such materials with any unauthorized persons.
- I understand that I will be provided a temporary proxy access to the UTEP ACCUPLACER testing site to administer the tests and will not divulge my password to anyone for any reason.
- I will notify UTEP Student Assessment & Testing (at the telephone numbers listed above) upon completion of the testing.

Signature: ____________________________ Date: ________________

When completed, please fax it to the UTEP Student Assessment & Testing at (915) 747–8013.
The ACCUPLACER® License Agreement requires that ALL testing be done in a secure and proctored setting. No student should be allowed to take the test without the constant supervision of an approved proctor. This ensures the integrity of students’ test scores and the security of the ACCUPLACER® tests. Failure to comply with any of the following guidelines can result in the cancelation of the students’ scores. Only those people meeting all of the proctor eligibility criteria are permitted to act as proctors to administer the ACCUPLACER® exam.

**Proctor Eligibility Criteria**

1. Proctors must be responsible adults familiar with accepted practices for administering standardized tests.
2. Proctors may not be a peer of the student.
3. Proctors may not be a friend of the student.
4. Proctors must have no vested interest in students’ scores.
5. Proctors must not be related to the student.
6. Proctors must not be employed part- or full time at a test preparation company.
7. Proctors may not participate in any coaching activities that address the content of the ACCUPLACER® exam.
8. Proctors may not administer any ACCUPLACER® test being administered to a member of their household or immediate family.
9. Proctors must be authorized by the institution to proctor exams in a remote location.
10. Examples of acceptable proctors:
    a. Designated Military Education officer (E-7 and above)
    b. High School counselor
    c. High School Teacher of Record
    d. High School Administrator (such as a principal, asst. principal or librarian)
    e. Two-year or four-year institution of higher education testing professional

**Proctor Duties**

1. Proctors should be familiar with the administration and test security procedures.
2. During the test administration, proctors may assist students with equipment during the exam and provide additional scratch paper and pencils if necessary.
3. Proctors should walk around the room to ensure students are working on the correct test and to guard against any attempts at cheating.
4. Proctors should never read, eat, drink, engage in conversation or perform any activity not related to the test administration.
5. Proctors may not take any ACCUPLACER® test or review in any manner the content of the tests.
6. A human proctor must be physically present throughout the administration of the exam.
7. Web cameras or other monitoring devices may not be used for remote testing.