



# SAN JUAN COLLEGE

*Advising and Counseling Center*

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## Distance Education Accuplacer Proctor Information

The San Juan College (SJC) placement assessment “Accuplacer” is required for all new degree seeking students wishing to enroll in SJC classes. The Accuplacer may be waived by San Juan College if you have completed college level reading, English, or math classes.

The Accuplacer may be administered to students who live out of the area by a proctor. To take the assessment, a student must locate his/her own proctor.

**Proctor:** The student must locate a proctor from:

1. a local community college; most community colleges have testing centers;
2. a public library; most public libraries are equipped to administer the Accuplacer;
3. your place of employment; either your supervisor or an HR professional.

**Your proctor may not be a: 1) relative, 2) coworker, or 3) friend.**

**Procedure:** Once you have a proctor, **your proctor should email the SJC Online Advisor** at ([onlineadvisor@sanjuancollege.edu](mailto:onlineadvisor@sanjuancollege.edu)). This email should include a statement of the proctor’s intent to administer the assessment, the name of the student they have agreed to proctor, and the proctor’s address and phone number. Upon receiving this information, the proctor will be emailed a “Proctor Responsibilities and Agreement Form.” This form should be signed and faxed back to the Deb Krichels at 505-566-4408. Upon receiving the signed agreement, the SJC Online Advisor will email to the proctor instructions for administering the Accuplacer. **At the time of the test you will be asked to present a photo ID.**

**Fees:** SJC does not collect a fee for the assessment; however, it is solely up to the proctor whether or not he/she will charge a fee. The student is responsible for any fee required by the proctor.

**Test Results:** The student should contact the SJC Online Advisor to receive the results of his/her assessment and for additional information for registering for classes.

### **The ACCUPLACER Assessment:**

- Provides placement and advising information for students entering college.
- Is a self-paced, un-timed assessment taken on a computer through the internet.
- Can be completed by most students within 1½ to 2 hours, however, we encourage a student to spend as much time needed since he/she be placed in the classes indicated by the assessment.
- Is customized based on your skills and abilities.

### **The Accuplacer has three parts:**

**Reading Comprehension:** 20 questions related to reading skills such as identifying the main idea and making inferences.

**Sentence Skills:** 20 questions related to sentence structure and grammar.

**Mathematics:** Questions that range from arithmetic to elementary algebra. You will begin with one section and, depending on your performance, may advance to other sections.

A sample online tutorial on Accuplacer is available at: [www.sanjuancollege.edu/accuplacer](http://www.sanjuancollege.edu/accuplacer)

**Please do not hesitate to get in touch with [onlineadvisor@sanjuancollege.edu](mailto:onlineadvisor@sanjuancollege.edu) if you have any questions.**