

## ACCUPLACER POLICY

### Policy No: 5006

Revision Date:		Approval Date:	April 24, 2026
Original Submission Date:	April 14, 2026	Effective Date:	April 24, 2026
Approval Body:	FC Management	Next Review Date:	April 24, 2029

### 1. PURPOSE

This policy establishes the framework for administering the ACCUPLACER at Focus College to ensure:

- a. Compliance with all College Board requirements including the retention of test results
- b. Alignment with applicable privacy laws (PIPA – British Columbia)
- c. Standardized, secure, and consistent testing practices (which includes but not limited to seating space, prohibited device handling, noise/environment rules).

### 2. SCOPE

This policy applies to:

- a. All staff involved in ACCUPLACER administration
- b. All Focus College campuses
- c. All students undertaking ACCUPLACER testing
- d. Any approved third-party service providers

### 3. GOVERNING FRAMEWORK

Focus College administers ACCUPLACER in accordance with:



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- a. College Board Educator Terms and Conditions
- b. ACCUPLACER Privacy Policy and General Agreement
- c. ACTA Certification requirements
- d. ACCUPLACER institutional requirements
- e. BC Personal Information Protection Act (PIPA)

#### **4. ROLES AND RESPONSIBILITIES**

##### **4.1 Institution Administrator (IA)**

- a. Manages institutional access to ACCUPLACER
- b. Assigns user roles and permissions
- c. Maintains staff certification records

##### **4.2 Site Manager (SM)**

- a. Oversees test scheduling and administration
- b. Ensures adherence to procedures

##### **4.3 Proctors / Proctor-Reporters**

Proctors / Proctor-Reporters shall:

- a. Administer tests in accordance with ACCUPLACER requirements
- b. Verify student identity
- c. Enforce all test rules and security protocols

##### **4.3.1 Conflict of Interest and Independence**



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- a. Proctors must not administer ACCUPLACER tests to individuals with whom they have a personal relationship, including but not limited to:
  - i. Friends
  - ii. Family members
  - iii. Close associates
- b. Where a potential conflict exists, the proctor must:
  - i. Immediately disclose the relationship to the Director of Operations prior to test administration
- c. Upon disclosure:
  - i. The Director of Operations shall reassign the student to another certified proctor
  - ii. The conflicted proctor must not be present in the testing environment during that session
- d. All such disclosures and reassignments must be:
  - a. Documented and retained as part of testing records

#### **4.4 Director of Operations**

- a. Receives operational reports related to ACCUPLACER
- b. Reassigns the student to another certified proctor in case of conflict of interest

#### **5. STAFF CERTIFICATION REQUIREMENTS**

- a. All staff must complete and pass ACTA certification before administering tests
- b. Certification is valid for one (1) year and must be renewed annually



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- c. Certification is role-specific (IA/SM and Proctor roles)
- d. Only certified staff are permitted to administer ACCUPLACER

## **6. ACCESS CONTROL**

- a. Each user must have a unique login credential
- b. Sharing of credentials is strictly prohibited
- c. Access must be role-based and limited to authorized users
- d. Accounts must be disabled when no longer required

## **7. TEST ADMINISTRATION PRINCIPLES**

- a. Tests must be administered by certified staff only
- b. Student identity must be verified using valid identification
- c. Testing must occur in a controlled and secure environment
- d. Prohibited materials and behaviors must be enforced
- e. Test content must not be copied, recorded, or shared

## **8. DATA PRIVACY**

- a. Focus College complies with PIPA (BC)
- b. Student data may be transferred outside Canada, including to the United States
- c. Students must be informed of:
  - i. Data collection and usage
  - ii. Cross-border data transfer
- d. Data must be accessed and handled only by authorized personnel



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## 9. SCORE MANAGEMENT

- a. Test scores shall be handled securely and accessed only by authorized personnel
- b. Score sharing must align with institutional and student authorization

## 10. FINANCIAL REQUIREMENTS

- a. All ACCUPLACER test fees must be paid directly to Focus College
- b. Payments must be processed through the Accounts Department
- c. Students must receive official receipts
- d. Staff must not collect or process payments personally

## 11. TECHNOLOGY REQUIREMENTS

- a. All testing devices must meet ACCUPLACER system requirements
- b. Systems must support secure test delivery

## 12. INTELLECTUAL PROPERTY

- a. ACCUPLACER is a registered trademark of College Board
- b. Test materials must not be reproduced or distributed without permission

## 13. POLICY ENFORCEMENT

Failure to comply with this policy may result in:

- a. Revocation of testing privileges
- b. Disciplinary action- [Student-Code-of-Conduct-and-Disciplinary-Policy-1.pdf](#)



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## ACCUPLACER PROCEDURES

### Policy No: 5006-A

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## ACCUPLACER PROCEDURES

### 1. STAFF ONBOARDING

- a. Institution Administrator creates user accounts
- b. Assign roles (IA, SM, Proctor)
- c. Staff complete ACTA certification
- d. Certification records are stored

### 2. TEST SCHEDULING

- a. Student requests test
- b. Staff verify eligibility
- c. Test session is scheduled
- d. Student receives instructions

### 3. PAYMENT PROCESS

- a. Student pays test fee to Focus College
- b. Payment processed through Accounts Department
- c. Official receipt issued



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- d. Proof of payment required before test scheduling

#### **4. PRE-TEST PROCEDURE**

- a. Verify student identity (government-issued photo ID)
- b. Confirm payment receipt
- c. Assign testing station
- d. Brief student on rules and prohibited items

#### **5. TEST ADMINISTRATION**

- a. Launch ACCUPLACER test session
- b. Monitor student during testing
- c. Enforce all test security rules
- d. Address any technical issues

#### **6. TEST SECURITY HANDLING**

If a violation occurs:

- a. Stop the test if necessary
- b. Document the incident
- c. Report internally
- d. Escalate serious breaches as required

#### **7. POST-TEST PROCEDURE**

- a. Ensure test completion
- b. Confirm score availability
- c. Record test completion details
- d. Secure all test-related data



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## 8. WEEKLY REPORTING (CONTROL MEASURE)

- a. Compile weekly report including:
  - i. Number of tests conducted
  - ii. Student details
  - iii. Scores released
  - iv. Any irregularities
- b. Submit report to:
  - i. Director of Operations
  - ii. Copy Head of Compliance (for quarterly compliance audit)

## 9. RECORD KEEPING

Maintain records of:




- a. Staff certifications
- b. Test logs
- c. Payment receipts
- d. Incident reports




## 10. SYSTEM PREPARATION

- a. Verify system compatibility before testing
- b. Ensure stable internet connection
- c. Confirm devices are functional



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