



# SAN JUAN COLLEGE

*Advising and Counseling Center*

4601 College Blvd. Farmington, NM 87402 • Phone: (505)566-3309 • Fax: (505)566-3436 • [distanceaccuplacer@sanjuancollege.edu](mailto:distanceaccuplacer@sanjuancollege.edu)

## Distance Education Accuplacer Proctor Information Student Guide Sheet

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 an approved proctor. To take the assessment, a student must locate his/her own proctor.

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

1. a college or university testing center
2. a military education center

\*If these sites are not readily accessible, other options may be identified by contacting the SJC Distance Accuplacer Testing Specialist at [distanceaccuplacer@sanjuancollege.edu](mailto:distanceaccuplacer@sanjuancollege.edu) or (505)566-3309.

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

**Your proctor must have technical proficiency.**

**Procedure:** Once you have located a proctor, your proctor should email the SJC Distance Accuplacer Testing Specialist at ([distanceaccuplacer@sanjuancollege.edu](mailto:distanceaccuplacer@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 business address, phone number and e-mail address. Upon receipt of this information, the proctor will be emailed a “Proctor Responsibilities and Agreement Form.” This form should be signed, scanned, and emailed to [distanceaccuplacer@sanjuancollege.edu](mailto:distanceaccuplacer@sanjuancollege.edu), or returned by fax to the attention of Marty Hill at 505-566-3436. Upon receiving the signed proctor agreement, the SJC Distance Accuplacer Testing Specialist will email to the proctor instructions for administering the Accuplacer.

**At the time of the test you, the student, will be asked to present a photo ID.**

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

**Assessment Results:** The student should contact the SJC Online Advisor to receive the results of the 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.
- 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:** 17 or more 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 practice test and online Accuplacer tutorial is available at: [www.sanjuancollege.edu/accuplacer](http://www.sanjuancollege.edu/accuplacer).  
**Please do not hesitate to get in touch with [distanceaccuplacer@sanjuancollege.edu](mailto:distanceaccuplacer@sanjuancollege.edu) if you have any questions.**