

## In-Person Proctoring FAQ's:

### Q: HOW CAN I WRITE MY ADMISSION ASSESSMENT?

Because of the current COVID-19 situation, please note our Vaccination policy and screening procedures.

Your assessment session, you will book through ACSIS selecting the In-Person option. You will be writing in the same room as other Test Candidates. The Proctor will monitor you in the room in which you are taking the assessment.

### Q: WHERE DO I GO TO BOOK MY ADMISSION ASSESSMENT?

Admission assessments are only being offered by invitation only. After you apply for your program, you will be contacted by the Registrar's Office via email with the link to book your assessment In-Person or virtually with the Examity proctoring service.

### Q: BOOKING MY ASSESSMENT IS NOT WORKING, THE PAGE IS MISSING SOMETHING...

Please make sure you use a desktop or laptop computer to book you assessment using the email link provided to you by the Registrar's Office. You may encounter issues if you use your cell phone. Select the required assessment (ensure to click on 'Add Assessment') and the programs you have applied to using the drop-down menus (ensure to click on 'Add Program').

Click  'Next'

Back to Admin

**Step 4: Assessment Information**

Please select an assessment:  Use drop-down menu to select the correct test

Not sure which assessment(s) you are being asked to complete? Consult your letter(s) from the Registrar's Office of Algonquin College at (613)727-0002 or 1-800-565-4723.

**Important: Please identify ALL programs to which you have applied to at Algonquin College under your current Ontario Colleges application**

I have applied to:  Use drop-down menu to select your program

### Q: DO I HAVE TO SHOW PHOTO ID?

Yes, you will be asked to show government issued photo identification to prove your identity.

### Q: CAN I GO BACK AND REVIEW OR SKIP QUESTIONS DURING THE ASSESSMENT?

Unfortunately the assessment is forward progressing only – you cannot go back to a previous question or skip a question without answering it.

### **Q: WHAT HAPPENS IF I RUN OUT OF TIME?**

You will be provided 3 hours to complete the assessment. If you are unable to complete in 3 hours a “Return To Complete” session can be booked for you. The Test Centre will schedule you an appointment for you.

### **Q: CAN I USE A CALCULATOR DURING MY ASSESSMENT?**

Calculators are NOT permitted unless part of an accommodation and previously approved. An online calculator will be made available to you on the ACCUPLACER site for those questions where you are permitted to use it. Please read all instructions carefully before you start your assessment.

### **Q: AM I ABLE TO RESCHEDULE MY ASSESSMENT IF SOMETHING HAPPENS LAST MINUTE?**

Yes you can reschedule your assessment provided you give us at least 48 business hours notice. Cancellations can be refunded with more than 48 business hours notice ONLY, if you do not show up for your scheduled assessment without the 48 business hours cancellation notice, you will not receive a refund. Please refer to our cancellation policy.

### **Q: WHERE CAN I FIND SAMPLE QUESTIONS FOR MY ASSESSMENT?**

Please browse to [AC Test Centre website](#) for sample questions.

### **Q: CAN THE PROCTOR ANSWER QUESTIONS OR REPHRASE A QUESTION FOR ME?**

No, the Proctor cannot answer questions about the assessment material, nor can the Proctor interpret the meaning of the assessment questions or provide clarification.

### **Q: AM I ALLOWED TO USE THE WASHROOM DURING THE ASSESSMENT?**

You will be asked to use the washroom before you start the assessment. However, if you must go the proctor will “stop your assessment” and upon return, the proctor will “re-open” the assessment for you. You will need to log back in using the same voucher number for the assessment to be relaunched where you left off.

### **Q: WHAT HAPPENS IF THERE IS AN EMERGENCY DURING THE ASSESSMENT? (IE. FIRE ALARM)**

You will have to follow evacuation procedures as provided by the Proctor. You must stay with your proctor and test group for further directions.

### **Q: IF I FAIL MY ASSESSMENT, CAN I REWRITE IT?**

Except for the ACPAA, AC HPAT, EAP, ELAAP, PT-MCT (can only be written once per academic year), if you are unsuccessful, you must wait 30 days before rewriting, testing fees do apply.

**Q: HOW CAN I PAY FOR MY ASSESSMENT?**

All assessments require online credit card payments. The Test Centre will send you a payment link. Payment MUST be processed before you will be permitted to write.

**Q: WHEN WOULD I KNOW MY SCORE AND IF I AM ACCEPTED INTO THE PROGRAM?**

You will be provided instructions on how to obtain a copy of your results. Your assessment results will be added to your application the next business day for all Algonquin College programs to which you have applied. You can check the status of your application once the Registrar's Office have reviewed your application.

**Q: HOW LONG ARE MY ASSESSMENT RESULTS VALID?**

Most ACCUPLACER assessment results are valid for two application years. For example, if an admission assessment is completed for a program that starts in 2017/2018 academic year, that assessment would be valid for the 2017/2018 and the 2018/2019 application years. An easy way to determine the year of application is through the first two digits of you OntarioColleges.ca application number. For Example, the number "170000000" indicates an application filed for the 2017/2018 application year.

However, the ACPAA, AC HPAT, EAP, ELAAP, PT-MCT are only valid for the application year in which they are completed.