

Check-in Procedures for CRT Applicants:

Modified June 27, 2020

1. Please be sure you and your proctor are able to see each other before proceeding.
2. This can take anywhere from 1.5 hours to 3 hours. This is not a timed assessment. If you are not done in the 3 hours window, we can “save and finish later” button and you can book another session (unless we happen to have a few extra minutes in our schedule today, but often we are quite busy☺).
3. You will be put into a breakout room. We need your audio, web cam and share screen of your ENTIRE DESKTOP on the entire time. Please have your laptop plugged in or fully charged.
4. Please do NOT leave your breakout room when you are done the assessment. You must wait until the invigilator is in your breakout room. They will check you out. They will also ask that you shred the paper you were using ONCE THEY ARE THERE into tiny confetti-like pieces in front of the camera.
5. Once you are in the breakout room, the proctor/invigilator will ask that you have your Government issued PHOTO ID available and that you hold this to the camera for them to view front and backside. They will ask that you show your entire room/space you are in and to show you desk and under your desk. Please only have one writing tool, one eraser, one scrap of paper, mouse, keyboard, and **NO CALCULATORS – the program will provide you a calculator on the top black bar on the right hand side when and if one is available to you during any math components.** Not all math questions have a calculator available.
6. No hats, only prescription glasses, no water bottles or cups (you can have one clear glass with water), No hoodies, please try to put pets away, no watches/pendants, etc.
7. Phones can be left on and on low and placed out of the way but in such a way that the proctor can still see it. It is left on in case we lose connection and we need to call you – please answer when there is a call from us if we lose audio or connectivity.
8. There is no “previous” button on most of these testing platforms (save a couple of tests but your proctor will not know which ones). Essentially, when you go to the next question, it automatically saves and you move on (there are a couple of local tests that may have a “previous” button – but most do not). If you get kicked out of your technology for some reason, the program seems to (at least 9.5x/10) be saving people’s work and so when you resume your session, it will take you back to where you left off.

9. You will be requested to “join” a breakout room. You must accept this request in order to have the invigilator join you. Once you are in your breakout room, you will know your proctor is in your room because their icon will be there. If you don’t see the icon, the invigilator is not in your room but will be there momentarily as they are working their way from room to room check on each person. If you need to use the washroom, just wait until they show up in your room and ask. Ideally, use the washroom before you begin and avoid having to press the “save and finish later button”. The invigilator’s audio and web cam will be off, however, they can hear and see you, so you can just say something to them when you see their icon in your breakout room. They are unable to help you with testing questions, but will do their best to assist you with technological issues.
10. When you are finished, there is a “score report”. Your invigilator is not able to ‘interpret’ these results for you. Please take a picture or print or screen shot this and send this to your admissions officer. If you have questions about the “score” (it is not a grade or a percentage), then we recommend you ask your department Chair to explore this with you further.
- There are basically three categories; 1) Meet Program Requirements, 2) Suggestions for Success (like our Writing Skills Centre, our Learning Centres, our Counselling Dept, Indigenous Support Services, etc.), and 3) Suggest Upgrading. These will generally appear in a small paragraph at the end of the score to let you know the recommendation that you will discuss with your Admissions Officer and Department Chair. ***Please provide a copy of the score report to you Admissions Officer via email as soon as you are done.***
11. The testing order is usually; Reading, Writing, Math in that order (if your program has each of these).
12. Do not move outside the window browser of Accuplacer as it will lock you out.
13. Your assessment starts with generic questions and general questions. You can choose how much you would like to answer of these questions, however, they do help us guide you ultimately to the services we provide at our Campuses.