Remote ACCUPLACER Testing Request Form & Instructions

Applicants to Ferris State University’s pre-college programs who do not have EXPLORE, PLAN, ACT, MME, PSAT, or SAT scores may take the ACCUPLACER assessment to determine their eligibility to enroll in Ferris State’s pre-college or Center for College Readiness programs. Remote testing is available for students living outside of the Big Rapids area.

Instructions for Scheduling a Remote Accuplacer Exam

1. Complete the following information and ask your high school counselor to email this form to concurrentenrollment@ferris.edu.

   Student Name (Please print): ____________________________________________
   Home Phone Number: ________________________________________________
   Cell Phone Number: _________________________________________________
   High School Counselor requesting testing (Please print): __________________

2. Complete the online FSU Pre-College Application at www.ferris.edu/concurrentenrollment.
   You must have a Ferris State student ID number to schedule an ACCUPLACER test. Student ID numbers are assigned after the FSU application is completed.

   THE FERRIS STATE OFFICE OF TRANSFER AND SECONDARY SCHOOL PARTNERSHIPS WILL CONTACT YOU WITH YOUR FERRIS STATE STUDENT ID NUMBER AFTER YOU HAVE COMPLETED THE ONLINE APPLICATION.

3. Call the FSU Testing Office at 231-591-3628 after you have received your FSU student ID number.
   The Testing Office will help you set up a remote ACCUPLACER test. Be prepared to provide:
   • Ferris State Student ID Number (this number will be provided to you by the FSU Office of Transfer and Secondary School Partnerships.)
   • Date of Birth
   • Address
   • The ACCUPLACER testing subject areas you need to take:
     ♦ Math (Math-Arithmetic, Elementary Algebra, College-Level math) and/or
     ♦ Reading and/or
     ♦ English (Writeplacer)
   • You are applying to the Pre-College Program

   The Testing Office will assist you in locating a remote testing site. You are responsible for contacting the remote testing site regarding hours of operation and testing fees.

4. You will receive an email containing your “Remote Test Voucher” from ACCUPLACER that includes the necessary information to schedule the remote test(s).

5. Contact the remote testing center to schedule a time to take the ACCUPLACER assessment.
   You, the student, must contact the remote testing center to schedule the Accuplacer Assessment. You need to provide the information included in your “Remote Test Voucher” to the remote testing center when you make the appointment and when you sit down at the computer to take the test. Print your “Remote Test Voucher” email and take it to your appointment.

6. You are responsible for paying for the ACCUPLACER on the date you take the assessment at the remote testing site.

7. After you complete the ACCUPLACER assessment, you will need to notify Ferris State that you have completed the assessment.
   You must send an email to concurrentenrollment@ferris.edu notifying Ferris State that you have completed Accuplacer. Include the name of the remote testing site in your email.

Questions?
Ferris State University
Office of Transfer and Secondary School Partnerships
401 South Street, SRC 102
Big Rapids, MI 49307
Phone: 231-591-5983
Email: concurrentenrollment@ferris.edu

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