



## ACCUPLACER VOUCHER STEP BY STEP

- (1) Fill out **ALL** the information on the form to take the Accuplacer online or at another testing site. Not doing so will delay the Accuplacer voucher being sent.
- (2) Please make sure you have an A# (EX. A00000001). You cannot test without an A#. If you do not know your A# please call the help desk **(575-492-2550)**.
- (3) Once I receive the form, I will then make a voucher with the information you provided. The email you have listed on the form is where the voucher is sent.
- (4) The voucher is made and is sent via email to the testing site or Examity (online), you, and the NMJC Testing Center.
- (5) **Once the voucher has been sent out, it is your responsibility to call and make an appointment and pay any fees the testing site may charge for the test. The Voucher will have all the testing sites information in order to call and make an appointment. It works the same way with the online system. Study material can be found at <https://accuplacer.collegeboard.org/student/practice>**
- (6) Once you have taken the test, the scores may take up to 48 hours to upload to the NMJC system. This means that you may need to wait 48 hours before registering. You can speak to a NMJC counselor once your scores are received. Please contact the help desk **(575-492-2550)** to speak with a counselor.
- (7) If you need to retake any portion of the placement exam you will have to wait 14 days before you can retake the test. The voucher form will need to be filled out again and sent after the 14 days have passed. The testing site or online proctoring system will also charge you their fee to retest.