



# Accuplacer Guidelines

Students must take the Accuplacer and score at required levels to participate in Colleges in Schools (CITS) and/or Honors Online (HOL) courses. To see specific course requirements, run a [course search](#) or contact the CITS Coordinator.

## Tips:

1. Identify master list of students who may qualify to take CITS or HOL courses.
2. Check if student took the Accuplacer for another Minnesota State school. If so, send the scores to the CITS Coordinator.
3. Look for qualifying ACT or MCA scores (i.e. ACT Reading of 21 or greater, ACT Math of 22 or greater, MCA scores vary). If a student qualifies, send the score report to the CITS Coordinator.
4. Provide students with [sample practice questions](#). (Optional)
5. Test necessary students. We recommend testing students prior to CITS contract deadlines and well in advance of CITS/HOL registration dates. This allows districts to assess CITS course offerings, make contract changes, and retest students.
6. Retest necessary students. Students may test twice in a one-year period. For example, if a student tests on May 1, 2016, they may test one more time before the following May. Keep in mind that this does not always align with LSC registration periods.

## Proctoring Options:

LSC can administer the test OR assist with testing at your school site. LSC staff will travel to your school to administer and/or assist with testing; contact LSC to set up a date and time if you need administration assistance. School staff must identify the testing lab resources at your school. This includes lab space and computers to test all your students at once.

If you plan to proctor the test yourself, we will provide proctoring instructions.

LSC can also provide Accuplacer testing at the LSC campus for individuals or groups, and we can accommodate up to 35 students per testing session. Additionally, campus tours may be available during this campus testing visit. Please schedule well in advance. LSC cannot provide transportation.

## Contact:

Sanna Shields | College in the Schools Coordinator  
218.733.6910 | [sanna.shields@lsc.edu](mailto:sanna.shields@lsc.edu)

Joni Mathison | Testing Coordinator  
218-733-7784 | [joni.mathison@lsc.edu](mailto:joni.mathison@lsc.edu)