

Instructions for Registering for CCP Placement Testing for Admissions

1. Go to the following link: [Select Test to Register For | Online Test Registration System \(kent.edu\)](#)

The screenshot shows the OTRS homepage. At the top is the Kent State University logo and the title "ONLINE TESTING REGISTRATION SYSTEM". Below this is a light blue banner with the text "Welcome to OTRS!". Underneath is a blue dropdown menu with the text "-- Please select campus --". Below the dropdown is a green "Submit" button with a right-pointing arrow. Further down is a red button with a person icon and the text "Cancel Existing Registration". At the bottom is a dark blue footer with contact information: "For General Testing Questions contact :", "otrs@kent.edu", "Or", "330-672-9209", and "Copyright © 2020. University College (Technology Support), Kent State University".


2. Once there you will see the screen above. You will want to select the Kent Campus. Then select **green** submit button.

This screenshot shows the OTRS interface after selecting the Kent campus. The blue dropdown menu now displays "Kent". The green "Submit" button with a right-pointing arrow remains visible. The red "Cancel Existing Registration" button is also present. The header and footer are identical to the previous screenshot.

3. You will then be asked to select a test. Please select Accuplacer Reading (CCP only) and hit **green** submit button.

This screenshot shows the OTRS interface after selecting the test. The blue dropdown menu now displays "Accuplacer Reading (CCP only)". Below the dropdown are two buttons: a blue "< Back" button and a green "Submit" button with a right-pointing arrow. The red "Cancel Existing Registration" button is also present. The header and footer are identical to the previous screenshots.

4. You will be given the option for selecting a date. The dates available will be highlighted in blue. Testing for Summer will be in March, testing for Fall will be in April and testing for Spring is in August.




ONLINE TESTING REGISTRATION SYSTEM

[Home](#)

Select date to register for below

March 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

5. Select a date. Once you select the date, an additional section will show at the bottom of the calendar with the test name, test date, test location, remaining seats, and a blue hyperlink to register. Click on the blue hyperlink.



ONLINE TESTING REGISTRATION SYSTEM

[Home](#)

Select date to register for below

March 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Test Name	Test Date	Test Location	Remaining Seats	Test Cost	
Accuplacer Reading (CCP only)	3/18/2022 12:00:00 PM	University Library, 3rd Floor, Room 333	20	\$0	Register
Accuplacer Reading (CCP only)	3/18/2022 2:00:00 PM	University Library, 3rd Floor, Room 333	20	\$0	Register

Click on the blue [register](#) link as shown above for your desired date and time.

6. Complete the registration form. You will be required to enter enrollment status, first name, last name, email address, and phone number.

The screenshot shows the 'ONLINE TESTING REGISTRATION SYSTEM' interface for Kent State University. At the top right is a 'Logout' button. The main form area is divided into two columns. The left column displays: 'Test Name: Accuplacer Reading (CCP only)', 'Test Cost: \$0.00', and 'Remaining Seats: 20'. The right column displays: 'Test Date: 3/18/2022 12:00:00 PM', 'Registration Deadline: 3/16/2022 11:44:00 AM', 'Test Location: University Library, 3rd Floor, Room 333', and 'Test Campus: Kent'. Below these are two dropdown menus: 'Test Category' (set to '-- N/A --') and 'Enrollment Status (required)' (set to '-- Please select enrollment status --'). Further down are input fields for 'First Name (required)', 'Last Name (required)', 'Email (required)', 'KSU ID' (with the value '810xxxxxx'), 'Phone Number (required)', and 'College' (set to '-- Please select college --'). At the bottom are two buttons: a green 'Register' button and a blue 'Return to Selection Page' button.

7. Once you select green register button, you should receive a confirmation email shortly after to the email address provided. The email will contain the information below.

Thank you for registering for Accuplacer Reading assessment.

The Accuplacer Reading assessment is available for students seeking to participate in the College Credit Plus (CCP) Program. You should apply for the CCP program here <https://www.kent.edu/ccp> prior to taking the Accuplacer assessment. Verification that you have completed the application will be performed prior to being permitted to take assessment.

The Accuplacer assessment will take place in the University Library, third floor, room 333. Please visit the campus map, <https://www.kent.edu/maps>, to locate the building and parking. For questions about Visitor's Parking, visit <https://www.kent.edu/parking>.

To expedite the check-in process and follow safe practices for in-person proctoring, we are requiring the following information to be sent to testingservices@kent.edu in advance of your scheduled test date:

- A copy of a school issued, government-issued, or other legal form of student photo ID.

Additional Information

- Be sure to arrive a minimum of 15 minutes early.
- **Facial masks are required.** We do not provide masks so if you do not wear one, you will not be proctored for the exam.
- We will be following *Flashes Safe Eight* protocols, [Kent State's Safety Principles | Kent State University](#). Please familiarize yourselves with our protocols before attending.

The Exam

The Next-Generation Reading test is a broad-spectrum computer adaptive assessment checking for the students developed ability to derive meaning from a range of prose texts and to determine the meaning of words and phrases in short and extended contexts. Test includes:

- Passages on the test cover a range of content areas (including literature and literary nonfiction, careers/history/social studies, humanities, and science)
- writing modes (informative/ explanatory, argument, and narrative)
- Questions are multiple choice in format and appear as both discrete (stand-alone) questions and as parts of sets of questions built around a common passage or passages. There are 20 in total and there is no time limit.

Practice Exams

- We recommend practicing for the assessment prior to your appointment. You may go to the following website [Practice for ACCUPLACER – ACCUPLACER | College Board](#) and select the link to “Reading Sample Questions” to prepare for the assessment.

If you have any questions, please feel free to contact Placement and Testing Services at testingservices@kent.edu or 330.672.9209.