PURPOSE:

This document establishes a Placement Test Form by which Advisors and Counselors may issue specific testing requests, necessary for placement. This form must be presented at the time of testing. All sections of this form must be completed in order to be valid; this includes fees, if required. Referral forms are valid only for the semester in which they were issued. New forms will be required if not used by the end of each semester.

THIS FORM MAY BE MODIFIED BY EACH TESTING CENTER BASED ON OPERATIONAL HOURS AND TESTING AVAILABILITY.

PROCESS:

The form must be completed and issued by an Advisor or Counselor, and given to the student to present to the Test Center for testing. Students will be required to present photo ID’s for admission to testing. For retakes, see Retake Policy.

NOTE: Students requiring special accommodations must contact the Office for Students with Disabilities prior to testing.
College Placement Test (CPT) Referral

This completed form must be presented to the Test Proctor when you are ready to take the CPT. You will also be required to present a **photo ID**. If you are retaking the CPT, you will be charged $10 per section; this charge also applies to students taking the CPT to meet graduation requirements. If you need special accommodations, please contact the Disabilities Coordinator prior to testing. **CAUTION:** Your CPT scores will determine your placement in courses, whether you are prepared for college-level coursework or must begin with preparatory courses. It is **VERY IMPORTANT** that you take your time and do your best! Study Guides are available online and in the HCC Bookstore.

The Test Center is located in _______________

Name:__________________________  HCC ID #:__________________________

Student: □ Needs orientation  □ Is dual-enrolled  □ Needs ESL testing  □ Applied to graduate  Fee: $______________

□ Full CPT  □ Reading  □ Sentence Skills  □ Elementary Algebra  □ Arithmetic
□ ESL  □ EMT  □ WritePlacer  □ College-Level Math  □ IEC
□ Other__________________________

Advisor/Counselor/Dean Signature:__________________________  Date:__________________________

College Placement Test (CPT) Referral

This completed form must be presented to the Test Proctor when you are ready to take the CPT. You will also be required to present a **photo ID**. If you are retaking the CPT, you will be charged $10 per section; this charge also applies to students taking the CPT to meet graduation requirements. If you need special accommodations, please contact the Disabilities Coordinator prior to testing. **CAUTION:** Your CPT scores will determine your placement in courses, whether you are prepared for college-level coursework or must begin with preparatory courses. It is **VERY IMPORTANT** that you take your time and do your best! Study Guides are available online and in the HCC Bookstore.

The Test Center is located in _______________

Name:__________________________  HCC ID #:__________________________

Student: □ Needs orientation  □ Is dual-enrolled  □ Needs ESL testing  □ Applied to graduate  Fee: $______________

□ Full CPT  □ Reading  □ Sentence Skills  □ Elementary Algebra  □ Arithmetic
□ ESL  □ EMT  □ WritePlacer  □ College-Level Math  □ IEC
□ Other__________________________

Advisor/Counselor/Dean Signature:__________________________  Date:__________________________