PURPOSE:

This document establishes a process by which the Test Centers provide standardized testing for admissions to colleges and universities; testing for CLEP, ACT, LSAT, SAT, EAP, CPE, CPT and College Credit by Exam; faculty make-up exams; and testing for Distance Learning students. The center is to provide a safe, quiet, and well-lit environment for students.

ELIGIBILITY:

All persons qualified by Advising or Counseling, Dual Enrollment and Distance Learning, and those requiring proctoring from other colleges and universities, are deemed eligible for testing services.

PROCESS:

The test center combines the use of computers and paper exams to assist students in successfully completing required testing. This process may include, but is not limited to the following:

1. All transcripts, ACT, SAT, or previous placement test results should be given to Advising, to assist in determining skill level prior to testing.
2. Advising or Counseling will provide a College Placement Request Form with the student’s name, HCC ID number, and the test to be administered. The student then presents the form to the test center with a photo ID for testing.
3. Study guides from the HCC website or bookstore may be used for testing preparation.
4. All personal items including electronic devices must be stored prior to testing.
5. Verbal testing instructions will be given prior to a test administration.
6. At the successful completion of testing, all CPT scores are to be entered into the college data base.
7. Proctor testing for Non-HCC students is fee-based. These include, but are not limited to, other colleges and universities, state exams, placement testing, or distance exams for other schools.