

TEST CENTER

POLICY

Ridgewater College's Test Center exists to meet the needs of both Ridgewater and area students in the areas of testing. The Test Center has three specific purposes:

To conduct mandatory and optional assessment tests for students entering Minnesota State Colleges and Universities and for students transferring to other institutions that require assessments for entrance or admissions purposes.

1. To give make-up tests or proctor tests for students of Ridgewater College.
2. To proctor exams for students from other institutions enrolled in distance learning courses. Ridgewater College is a test proctoring site listed on MN Online and has the ability to proctor both on-line and paper-pencil tests.
3. To proctor additional approved exams.

History:

01.02.07 Adopted; Implemented Spring Semester 2007

12.20.16 Proposed; 02.13.17 Revised

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PROCEDURES**Photo ID Requirement**

A photo ID is required of all students who come in to test for any reason at Ridgewater College.

Fees – Course Testing

A fee of \$10.00 will be charged per exam (tests or quizzes) for students attending non-Minnesota State institutions, with a maximum of \$50.00 per course. If the student is also currently enrolled at Ridgewater College, this fee will not be applied. This fee will cover test administration as well as other costs associated with mailing or faxing exams back to institutions. The fee must be paid prior to the exam being given. The student must provide a receipt from the Ridgewater College Business Office verifying payment of the fee.

Fees – Assessment Testing

A fee of \$25.00 will be charged to students who take the assessment test at Ridgewater College and transfer their scores to a non-Minnesota State College or University. This fee covers test administration, cost of the tests, and other costs associated with mailing or faxing scores to other institutions. Fees for testing must be paid prior to testing. The student must provide a receipt from the Ridgewater College Business Office verifying payment of the fee.

There is no charge to Minnesota State College and University students for their initial assessment test. A fee of \$10.00 will be charged to students who are retaking any part of the assessment test if the student's scores are still valid. The student must provide a receipt from the Ridgewater College Business Office verifying payment of the fee. Students are allowed to retest once within the period that the scores are valid (two calendar years for mathematics and three calendar years for reading comprehension). One retest is allowed for situations in which the student feels he/she didn't do well based on a specific circumstance(s). (Examples would be illness, not well rested or prepared, etc.) An additional retest may be allowed if a student waits a minimum of three months and provides documentation or proof to a college counselor or an academic advisor that gives reason to believe the student's skills have significantly improved. (Examples would be documentation indicating remediation has been conducted with a tutor, adult basic education, etc.)

Fees – CLEP Testing

An administration fee of \$20.00 (payable to Ridgewater College) will be charged to students who take the College Level Examination Program (CLEP) test. This is in addition to the fee that is paid directly to CLEP through the CLEP website. This administration fee must be paid prior to testing and a receipt from the Business Office provided to the proctor verifying payment.

Appointments

All students should schedule an appointment for assessment and CLEP tests prior to taking them in the Test Center. Distance proctoring students (non-Ridgewater students) also need to make an appointment with the Test Center. Course testing is done on a walk-in basis during posted [Test Center](#) hours only. Testing is not available during weekends, holiday, and many non-class days. When possible and appropriate, priority will be given to Ridgewater College students.

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History:

01.02.07 Adopted; Implemented Spring Semester 2007

06.18.08 Revised

12.20.16 Proposed; 02.13.17 Revised