POLICY

Ridgewater College's Test Center exists to provide a place for students, prospective students, and community members to take proctored exams. These exams may be required for admissions, course placement, professional certifications, licensure programs, or advanced learning options.

History:
01.02.2007 Adopted; Implemented Spring Semester 2007
12.20.2016 Proposed; 02.13.17 Revised
05.07.2021 Proposed – Reviewed for Equity Compliance
11.17.2021 Revised

PROCEDURES

Photo ID Requirement

A photo ID is required of all students who test at Ridgewater College (hereinafter "the College"). No exams can be taken without proper identification (ID). A photo on a cell phone is not an acceptable form of identification.

Acceptable Photo Identifications include **current** and **valid**:

- Driver's License
- State-approved or Federal ID
- Military ID
- Middle or High School ID
- College ID
- Passport
- Tribal ID
- Naturalization card or certificate of citizenship

Accuplacer Testing

Prior to taking the Accuplacer exam the prospective student must apply and be accepted to Ridgewater College. The only exception is College in the Schools students who've been notified that testing is required. Accepted Ridgewater students should verify with their academic advisor if ACCUPLACER testing is required for their program of study.

Once they have received an acceptance letter with their student ID number, admitted students should request a voucher using this link. To complete the ACCUPLACER online, students need a reliable internet connection, computer, or laptop (not smartphone, tablet, Chromebook, or iPad), web camera, working audio, and microphone. Students who need accommodations for disabilities should contact the ADSO office.

Students who do not have access to all required technology are able to test in-person on-campus; online & Willmar students should contact the Test Center; Hutchinson students should contact Student Services.

CLEP Testing

Registration for CLEP is done through *Collegeboard*. To schedule an exam please contact the Test Center.

PSI and Pearson Vue Testing

Registration is done through the testing company.

Fees – Accuplacer Assessment Testing

Students testing online can complete the test for free if they schedule their test for more than 72 hours in advance; scheduling with less than a 24-hour notice will incur an $8 fee, and scheduling between 24 and 72 hours will incur a $5 fee. These fees are paid directly to the remote proctor service, *Meazure*.

There is no charge to Ridgewater College students for their initial assessment test. A fee of $30.00 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 the 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 five calendar years for reading comprehension) but must wait at least one week to do so. A second 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 test proctoring is done by appointment only. Testing is not available during weekends, holidays, and many non-class days. When possible and appropriate, priority will be given to Ridgewater College students.

Additional Information Regarding the Test Center

- Testers are not allowed to bring anything (personal belongings) into the test center.
- Testers should arrive at their scheduled time; late testers may not be allowed to test.
- Cheating is not tolerated.
- No food or drink is allowed in the test center.
- Family and friends are not allowed to wait in the test center; they may return when testing is complete.

History:
01.02.2007 Adopted; Implemented Spring Semester 2007
06.18.2008 Revised
12.20.2016 Proposed; 02.13.17 Revised
05.07.2021 Proposed – Reviewed for Equity Compliance
11.17.2021 Revised
02.12.2026 Proposed; Revised 11.18.2026