

TEST CENTER

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**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.

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*History:*

*01.02.07 Adopted; Implemented Spring Semester 2007*

*12.20.16 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. No exams can be taken without proper identification (ID).

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

**Fees – Accuplacer 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.

Minnesota State College and University students wanting to have their Accuplacer test proctored at Ridgewater must have an Accuplacer testing voucher from their campus. To obtain a voucher, contact your campus testing center and have a voucher set up for test proctoring at Ridgewater.

There is no charge to Ridgewater 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 five calendar years for reading comprehension). 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.

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**Appointments**

All test proctoring is done by appointment 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.

**Additional Information Regarding the Test Center**

- Testers are not allowed to bring anything (personal belongings) into the test center
- Please arrive at your scheduled time, early or late testers may not be allowed to test
- Cheating is not tolerated
- No food or drink allowed in test center
- Family and friends are not allowed to wait in test center, they may return when testing is complete
- If campus is closed or starts late due to weather, testing will not be held for the entire day and you will need to reschedule

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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*

*05.07.2021 Proposed – Reviewed for Equity Compliance*

*11.17.2021 Revised*