

HCC Placement Testing Off Campus and Out of State Locations

Guidelines

Holyoke Community College assesses all newly admitted students before they schedule classes for their first semester of study. The purpose of these required tests is to assess achievement in the basic skills of reading, writing, and mathematics. Students who do not demonstrate college-level basic skills are required to take developmental courses that are designed to improve the skills needed to be successful in college. No credit toward graduation is awarded for developmental courses. Many HCC courses require placement test scores as a prerequisite for enrollment.

If a student's English or math placement test scores are more than two years old, and the student has not been enrolled in a related math or English course, retesting is required.

The placement tests administered by HCC are entitled *The Accuplacer*, published by the College Board. *The Accuplacer* is administered on computer over the Internet. However, students may not take the tests at home or in an un-proctored environment.

Please follow the following instructions to take the test off campus or out of state. Note that the process will take several weeks, so plan your time accordingly. **Holyoke Community College must receive your scores prior to your enrollment in classes.**

1. Apply to Holyoke Community College and obtain a student ID number.
2. Contact a local college or university testing center to locate a qualified test proctor. The test proctor must be an employee of the educational institution. Inform the potential proctor that *The Accuplacer* takes about two hours.
3. A fee will probably be charged by the testing center—the student is responsible for any fee required. Holyoke Community College will not reimburse charges for off-site testing.
4. Download the *Request to Take Accuplacer at a Remote Location Form*. Complete the form and email it to assessment@hcc.edu with a subject line indicating if you are taking classes on campus or online. For example

To: Assessment@hcc.edu

Re: Remote Testing for **on-campus** course(s)

OR To: Assessment@hcc.edu

Re: Remote Testing for **online** course(s)

5. HCC will contact the designated proctor and provide a security agreement. The proctor must return the security agreement to the college.

6. Upon receiving the security agreement from the designated proctor, the proctor will be approved and will be sent instructions on test administration.
7. Upon completion of the tests, the proctor will be responsible for informing the HCC Test Administrator that the student has completed the process. The HCC test administrator will obtain the test scores from the College Board and provide them to the HCC Admissions Office.
8. Online students will receive an email immediately upon access to the scores to initiate the student's course registration.