

ONLINE EDUCATION

COLLEGE COURSE PLACEMENT ASSESSMENT TEST PROCTORING – STANDARDS OVERVIEW for ACCUPLACER & COMPASS TESTING ADMINISTERED on BEHALF of ATC, MSCTC, NCTC, NTC

The rules we work under require the proctor be employed in a professional position (school, government agency, qualified business, etc.). Further, we are required to validate that the email address of the proctor is a school, government agency, or qualified business and not a personal, home, or free mail account.

The proctor cannot be a family member or friend, be employed within a business owned by a family member or friend, or be supervised by a family member or friend. Additionally, the proctor must ensure testing conditions, including identification of the test taker, professional setting (school, agency or business), adequate computer and Internet access, quiet and uninterrupted setting, and prevention of test taker having any access to materials outside those provided by the test administrator. The proctor is also responsible to ensure no other person has in-person, electronic, or any other form of access to the test taker during the testing period. At the discretion of the support center, the proctor candidate may be asked to complete the assurance form that is validated by a Public Notary.

NOTE: If you have taken college composition and algebra from an accredited college and received a grade of C or better, the assessment tests may be waived. This determination won't be made until official copies of prior college transcripts have been received and reviewed. You may also request a prior college to forward results if you have previously taken the Accuplacer assessment within the past two years.

Please complete this form and return to Minnesota Online Support Center five (5) working days prior to the date you plan to take your assessment test.

Student Information

Student Name _____

Address _____

_____ Phone _____

Email Address _____

Intended Major & College _____

Date Taking Assessment Test _____

Proctor Information

Name _____

Job Title _____

Email Address _____

Relationship to Student _____

Business Name _____

Business Address _____

City _____ State _____ Zip _____

Telephone _____

** Please e-mail this form to mnsconline@custhelp.com **

The college is asking you to provide information which includes private information under State and Federal law. The information is optional; however, if you refuse to provide some or all of the optional information, the college may not be able to process your request.