



# HUTCHINSON COMMUNITY COLLEGE

## Student Instructions for Off-Site Placement Testing *Office of Assessment Services*

When you need placement tests prior to enrolling at HutchCC, and are unable to take them at one of HutchCC's Testing Centers, please complete the following:

- Find a location in which a business professional can watch (proctor) you take the test/s.
- Fill in the information form provided below.
- The proctor must be approved by the HutchCC Assessment Services Office before you take the placement tests. Additional paperwork will be required from the proctor.
- Plan for the testing appointment to be 45-60 minutes for each test.
- You may be charged proctoring fees in accordance with the regular fee chart from the institution. You, the testing student, are responsible for all costs and fees related to taking the exam at the facility. HutchCC is not responsible for any fees or charges related to remote placement testing.

If you have questions regarding off-site placement tests, please call Carolyn (620) 665-3359 or Jake (620) 665-3512; open 8am-5pm CST Monday through Friday.

Complete the information below. Scan and email to **both** [schmidtc@hutchcc.edu](mailto:schmidtc@hutchcc.edu) AND [gundenj@hutchcc.edu](mailto:gundenj@hutchcc.edu).

My Full Name: \_\_\_\_\_ HutchCC Student ID#: \_\_\_\_\_

Proctor's Name: \_\_\_\_\_

Proctor's Title/Position: \_\_\_\_\_

Company or Employer of Proctor: \_\_\_\_\_

Proctor's **USPS BUSINESS** address (regular U.S. Mail address):  
\_\_\_\_\_

Proctor's **BUSINESS** Phone Number: \_\_\_\_\_

Proctor's **BUSINESS** E-mail: \_\_\_\_\_

My proctor is (*choose the one that applies*):

\_\_\_\_ A librarian, testing coordinator, counselor, administrator or a teacher at a Community College, university, elementary or secondary school

\_\_\_\_ A Human Resources/Personnel Director

\_\_\_\_ A Military Education Officer/Testing Center Supervisor

\_\_\_\_ Other: *Please describe.* (Such individuals are approved on a case-by-case basis.)  
\_\_\_\_\_

As a student, I agree to the following (*choose ALL that apply*):

\_\_\_\_ I am not related to my proctor.

\_\_\_\_ I will personally take my test.

\_\_\_\_ I will not share my test with any other student.