

Application for Examination - Read directions on reverse side first.



OWENS
COMMUNITY COLLEGE

STUDENT MUST SELECT TEST REQUESTED

- Distance Education Proctoring \$25.00 - ALL TEST FEES ARE NONREFUNDABLE.
- Remote Placement Test Proctoring \$35.00 - ALL TEST FEES ARE NONREFUNDABLE.
- Transfer of Placement Test Scores \$35.00 - ALL TEST FEES ARE NONREFUNDABLE.

INDICATE METHOD OF PAYMENT:

- By mail (checks ONLY)
- By drop box (cash or checks only) [located in Toledo in College Hall across from Oserve (in Toledo), outside of the Advising and Oserve offices (in Findlay)].

SELECT LOCATION TO TAKE TEST:

- Findlay Campus
- Toledo Campus

TODAY'S DATE: _____

Name: _____
(Last) (First) (Middle)

OCID (Owens College Identification Number): _____

Address: _____
(Number) (Street)

(City) (State) (Zip)

Phone: _____

Email: _____
MUST BE LEGIBLE. IF OWENS STUDENT, MUST USE OWENS EMAIL (first name_last name@student.owens.edu)

Student's Signature: _____

** Signature acknowledges student is AWARE OF AND AGREES TO the examination policies outlined in the document. **
Failure to complete this form in its entirety (and legibly) will delay processing of your request.

TO BE COMPLETED BY STUDENT ACCOUNTS OFFICE OR TESTING CENTER:

Method Payment Received: Drop Box Mail

Date: _____ By: _____ Amount Paid: _____

APPLICATION FOR EXAMINATION

STUDENT GUIDELINES FOR EXAMINATIONS

PICTURE ID IS REQUIRED FOR ALL EXAMINATIONS

Instructions for completing Application for Examination form

*****ALL TEST FEES ARE NONREFUNDABLE.*****

This means that no charges on account will be removed, no fees will be returned, no waivers of test fees will be given.

Read Steps 1-8, then read the appropriate description below for the type of test you intend to take:

1. Obtain an Application for Examination form from the Testing Center.
2. Determine the type of test needed: ACT Residual, Distance Education test proctoring, or Remote COMPASS test (one form per test request). Failure to complete this form in its entirety (and legibly) will delay processing of your request.
3. Complete top portion of the form clearly writing your contact information, type of test needed, method of payment submission, location to take the test (Findlay or Toledo Campus), for which school you are testing (Owens, etc.), and read all information on the form pertaining to test selected and method of payment.
4. To pay by check, submit completed form in person to drop box (using Student Account envelopes with labels on them for Owens processing) or by mail with the payment amount. (See mailing address at bottom of page.) Requires minimum of 5 business days processing time for payment. Once payment can be verified that it has been received, Testing Center will contact you to schedule an appointment to take your examination.
5. To pay with cash, submit completed form with cash in person to drop box (using Student Account envelopes with labels on them for Owens processing) on campus with the payment amount. Requires minimum of 5 business days processing time for payment. Once payment can be verified that it has been received, Testing Center will contact you to schedule an appointment to take your examination.
6. To pay by credit card, do not use this form. Use online payment system.
7. Review the Testing Services Guidelines for Testing before you arrive on test day. You are responsible for adhering to all rules for testing.
8. For more information you can contact the Toledo Campus Testing Center at (567) 661-TEST (8378) or send an email to toledo_testing_center@owens.edu
9. For Findlay Campus Testing Center, call (567) 661-TEST (8378) or email findlay_testing_center@owens.edu

Distance Education: \$25.00

*****ALL TEST FEES ARE NONREFUNDABLE.*****

Students who need tests proctored for other institutions may contact the Testing Center to see if their testing needs can be met. There is a \$25 fee per test proctored. If the Testing Center is able to serve as the proctor location for your test, complete this form with payment per instructions above. Use one form for each test, for each student.

Remote Placement/Transfer of Placement Test Scores: \$35.00

*****ALL TEST FEES ARE NONREFUNDABLE.*****

Students who are taking a placement test for another school must complete and submit this form with payment prior to testing.

Students who have already taken a placement test (ACCUPLACER, COMPASS, ASSET, etc.) and want the scores to be released to another institution or organization must complete the Authorization for the Release of Student Information form and attach it to this form with payment submission. ***If you have completed at least one class at Owens Community College and received a letter grade then you do not have to pay the \$35.00 transfer fee. Check with a Testing Services Employee to see if you qualify.***

Mail form and payment to:

(Make checks payable to Owens Community College)

Attn: Student Accounts; Owens Community College; P.O. Box 10,000; Toledo, OH 43699-1947

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