Linn-Benton Community College  
How to Schedule a Placement Test  
And Locate a Proctor  

Testers who live out of the local area of Linn-Benton Community College may be able to take the Computerized Placement Test without traveling to the campus. Use the following guidelines when arranging to take your placement test off campus.

Step 1: Turn in your completed LBCC Application or OSU/LBCC DPP application

Step 2: **Locate a qualified proctor who can administer your test.** (A proctor is person who supervises or monitors students taking an exam). Most colleges and universities have proctoring facilities. Other acceptable proctor sites are:

- Schools (Teachers, Counselors, Principals)
- Public Library
- Government or Military Offices

The proctor cannot be a family member, friend or supervisor. Questions regarding acceptable proctors should be directed to Student Assessment at 541-917-4781 or e-mailed to onlinecpt@linnbenton.edu. **The test cannot be administered in a private home, only in a professional proctored environment.**

Verify with the proctor that they have a computer with Internet access available for the test. **Do not take another college’s placement test for use at LBCC.**

Step 3: When you have located a proctor, have them fill out the proctor section of the Proctor Approval Form (make sure they sign the form). The Proctor Approval Form should be filled out completely with student and proctor information.

Allow approximately 2-3 days to process your request.

* Any fees charged by the proctor are the responsibility of the tester.

The computerized placement test is an un-timed test but you should abide by the office hours of your proctor. On the day you test, you will be required to present picture ID to your proctor to verify identity.
LINN-BENTON COMMUNITY COLLEGE
PROCTOR APPROVAL FORM

STUDENT INFORMATION

Fill out the following information completely and legibly; Have your proctor complete the bottom portion of this form. When the form is filled out, return it to LBCC Student Assessment Office at:

E-mail: onlinecpt@linnbenton.edu  Fax: 541-917-4801

Name  Daytime Phone Number (including area code)

ID Number  Date of Birth

E-mail address

Indicate which placement test you need to take:
- Complete test
- Writing (Sentence skills)
- Reading
- Math

PROCTOR INFORMATION

Thank you for being a proctor for the Linn-Benton Community College Computerized Placement Test. This is an untimed exam and can be given on any computer that is connected to the Internet. If you agree to proctor this exam, we will send you instructions for the exam and a password to access the website. On the day of the placement test, you will be requested to prepare the computer for the tester, verify the student’s identity, monitor the test, and notify Student Assessment when the test has been completed. Questions may be addressed to Student Assessment at (541)917-4781.

Choose how you would like to receive your instructions and password:
- Mail
- Fax
- E-mail

Please provide the following information:

Proctor Name

Employer

Title

Business Address

City  State  Zip Code

Business Phone

E-mail Address (if applicable)

Address to which instructions should be sent:

Institution

Street

City  State  Zip Code

Fax Number (if applicable)

I agree to proctor the Linn-Benton Community College Placement test in accordance with the instructions provided:

X

Signature