

**March 2019**  
**Test and Exam Center**  
**Albany County Campus, LCCC**  
**1125 Boulder Drive, Room 217**  
**Laramie, WY 82070**  
**(307)772-4262**

E-Mail: [acctest@lccc.wy.edu](mailto:acctest@lccc.wy.edu)

ID required for all testing!

Monday	Tuesday	Wednesday	Thursday	Friday
				1 <b>General Testing</b> 8am-12noon 12:30pm-4pm
4 <b>General Testing</b> 8am-12noon	5 <b>General Testing</b>  4pm-7pm 7pm-8pm by appointment only	6 <b>Closed for HiSET</b> 8am-6pm By appointment only through HiSET.org	7 <b>General Testing</b> 8am-12noon  4pm-7pm 7pm-8pm by appointment only	8 <b>General Testing</b> 8am-12noon 12:30pm-4pm
11 <b>CLOSED</b> <b>Spring Break</b>	12 <b>CLOSED</b> <b>Spring Break</b>	13 <b>CLOSED</b> <b>Spring Break</b>	14 <b>CLOSED</b> <b>Spring Break</b>	15 <b>CLOSED</b> <b>Spring Break</b>
18 <b>General Testing</b> 8am-12noon	19 <b>General Testing</b>  4pm-7pm 7pm-8pm by appointment only	20 <b>Closed for HiSET</b> 8am-6pm By appointment only through HiSET.org	21 <b>General Testing</b> 8am-12noon  4pm-7pm 7pm-8pm by appointment only	22 <b>General Testing</b> 8am-12noon 12:30pm-4pm
25 <b>General Testing</b> 8am-12noon	26 <b>General Testing</b>  4pm-7pm 7pm-8pm by appointment only	27 <b>Closed for HiSET</b> 8am-6pm By appointment only through HiSET.org	28 <b>General Testing</b> 8am-12noon  4pm-7pm 7pm-8pm by appointment only	29 <b>General Testing</b> 8am-12noon 12:30pm-4pm

HiSET: ONLINE RESERVATION REQUIRED

HiSET Fee: \$15.00/Test OR \$75 Full Test

Administration Fee: \$8.00/Test

FOR COMPLETE INFORMATION, PLEASE SEE REVERSE

CELL PHONES NOT PERMITTED

**\*Arrive at least 15 minutes early for HiSET-No late testing permitted**

General Testing: for placement, class, online

Test takers may not continue past the closing time.

Please bring a calculator for math tests.

Blue=Morning	Green=Afternoon	Yellow=Evening	Orange=HiSET Testing by appointment
--------------	-----------------	----------------	-------------------------------------

## PLACEMENT TESTING

**You may meet LCCC prerequisite requirements for course placement through college transcripts, ACT scores or LCCC placement tests. If you don't have one of these or would like to improve your placement, you make take or retake the LCCC placement tests. Placement scores are valid for two years.**

The ACC Test and Exam Center administers the McCann College Success test for Reading and Writing placement and the ALEKS test for Math placement. There is no fee for LCCC students taking the tests for the first time.

To help you prepare for the placement exams, the following additional information is needed prior to testing:

- **You must obtain an LCCC student ID number from Student Services before taking the exam. It helps to bring your student ID number with you to the exam**
- You must bring official photo identification such as a school ID or driver's license.
- Although there is no time limit, you should allow at least one and one-half to two hours to take each of the tests (English placement & Math placement). Testing is not allowed to continue beyond testing center hours. Be sure to leave yourself enough time.
- Scratch paper, pencils and a calculator are provided. The math placement exam features a digital calculator to use in-test.
- **Scores are good for two years only.**
- Retesting is available. While there is no fee for initial testing, or for the ALEKS math placement tests, English placement retests cost \$5 each.

## WELCOME TO OUR TEST CENTER!

### HIGH SCHOOL EQUIVALENCY TEST – HiSET

**We are pleased to have you here.** We wish you success. In order to make your testing experience as pleasant as possible, please make sure you meet the requirements listed below. If you do not meet each requirement, we cannot test you. The Educational Testing Service (ETS) Office of Testing Integrity (OTI) for HiSET, Wyoming ETS Administrator, and Washington, D. C. require that we strictly adhere to the following:

### APPLICANT'S RESPONSIBILITIES/CHECKLIST

Arrive at least 15 minutes early for testing.

**(No Late Testing Permitted)**

Present current government-issued photo identification verifying your name, your date of birth, your residence address and your signature.

**(No Photo Copies Permitted)**

Appointments for HiSET Testing are **REQUIRED (Register and Pre-Pay at [www.hiset.ets.org](http://www.hiset.ets.org))**  
Make your appointment at the Teaching and Learning Center, Room 202, no later than 12:00 noon on the business day preceding the day of HiSET Testing.  
**(AGE WAIVERS)**

If you are 17 years old, you must have a Wyoming Community College Commission approved age waiver on file with the LCCC Testing Center before testing begins. Age waiver application packets are available from the Teaching and Learning Center, Room 202a.

### ALBANY COUNTY CAMPUS TEST CENTER'S RESPONSIBILITIES/CHECKLIST:

- Follow HiSET OTI, Wyoming HiSET Administrator and Washington, D.C. Testing Procedures.
- Ensure all fees paid at the time appointment is made.
- Securely deliver completed tests to remote scoring site.

## HiSET TESTING (cont'd)

**HIGH SCHOOL EQUIVALENCY CERTIFICATION (HSEC) TRANSCRIPTS:** •Require photo identification before releasing HiSET scores as stipulated by law.

### HiSET TEST PREPARATION AND TESTING:

**Free HiSET Practice Tests.** Includes directions, tips and answer key. Available in English or Spanish.

### HiSET TESTING FEES:

Individual Subject Tests (ETS)\* \$15.00  
5 Subject Tests, Total: \$75

LCCC Administrative Fee (per subject test)\*\* \$8.00  
5 Subject Tests, Total: \$40

### Re-tests:

**HiSET** (ETS) allows 2 free retests per subject.

The LCCC Administrative Fee of \$8.00 per re-test is still required.

\*HiSET Fees are payable to ETS upon registration.

\*\*LCCC Administrative fees are payable to ACC of LCCC prior to testing

### HSEC CERTIFICATION CRITERIA:

**Minimum score of 8 out of 20 per sub-test**

**Minimum score of 2 out of 6 on essay**

**Combined score of 45 on full battery**

### COLLEGE AND CAREER READINESS CRITERIA:

**Minimum score of 15 out of 20**

**Please anticipate 3-5 business days to receive multiple choice scores and 5-10 business days for essay scores.**

### SPECIAL ACCOMMODATIONS:

Administration of tests for individuals with documented disabilities is available. Please contact Jessica Ford for information and an appointment for testing. Advanced appointments are required.