TO MAKE AN APPOINTMENT OR TO GET MORE INFORMATION:
Call 689-2752 or Email uhwotest@hawaii.edu

Testing Center Information for Students

1) Plan ahead and schedule a test appointment. This will help ensure proper testing
details and ADA accommodations are in place.
2) Inform testing center of any ADA accommodations necessary to complete exam.
3) Discuss exam guidelines (i.e. approved test materials, test dates, test time) with
your Course Instructor.
4) Bring a valid photo ID (i.e. UH student ID, State ID, Driver’s License, or Military ID)
5) Review Testing Center Rules and Regulations

UNIVERSITY OF HAWAII—WEST O'AHU
Address: 91-1001 Farrington Highway, Kapolei, HI 96707
Room: Library B-203
Phone: (808) 689 – 2752
Email: uhwotest@hawaii.edu
Placement & Proctoring Testing Services

*Photo Id is required for all testing services*

**Services Offered**

- Placement testing for Math course placement. See Writing Coordinator for English Course placement
- Proctoring services for all UH system students, including make-up exams for courses offered at UH system campuses, ADA Accommodations, and both on-line and written tests for Distance Education (DE) courses.
- Proctoring services for non-UH System Institutions and specialized testing (fee)

UH system students with an active UH Login and Student ID# receive testing services for free. The name of the student must be on the class list provided by the instructor to the testing center staff.

**Compass Placement Testing**

- Valid photo ID
- Active UH ID number. Students who do not have a UH ID number are not eligible to take Compass testing at UHWO.
- Math scores are valid for (2) years, there is no expiration deadline on the Writing score

**Cost:** Student’s initial Placement test is free. Students may re-take the Math Placement test if they believe that the placement score does not reflect their current skill level. However, multiple re-takes are not recommended. A $25 cash fee is charged after the initial test. This fee must be paid at the UHWO Cashier’s office prior to the testing appointment.

**Proctoring Services for non-UH System Institutions**

- There is a test proctoring fee of $25 cash per hour.
- This fee is applied to all proctoring requests for institutions outside of the UH system.
- The fee is payable to the Cashier’s office and must be paid prior to the testing appointment.

**Rules and Regulations**

- Appointments are strongly encouraged. This will help ensure proper testing details and ADA accommodations are in place.
- Please Notify No‘eau Testing Staff if Test accommodations are required.
- Valid ID Required (i.e. UH Student ID, State, Driver’s License, Passport)
- The testing room is under video surveillance
- All exams must be completed within the Hours of Operation
- No Cell Phones, PDAs, ipods, or other electronic devices
- No food or beverages
- Children are not allowed
- Online testers are prohibited from opening additional browser windows
- Online testers must have proctor verify “Finish / Submit” has been clicked
- Proctors are required to report any unusual activity to course instructors
- No additional equipment or materials allowed in testing room—unless specified by course instructor via “Proctor Request” Form

*Test Center Rules and Regulations are consistent with all UH System Test Centers*