

Instructions for Proctored Essay Questions

1. The Testing Center at Seattle Central College will administer the dental hygiene application Essay. There is a \$15 proctoring fee. The Testing Center fees are due before you begin the proctored Essay.
2. Arrive during a time when you will have a minimum of 2 hours to check-in and complete the Essay. The Testing Center can be reached at 206.934.6344. The Testing Center hours are as follows:
 - Summer Quarter: Mondays, Wednesdays, and Thursdays open 8:00 a.m. to 5:30 p.m. Tuesdays open 4:00 p.m. to 6:30 p.m. Closed every Friday. No appointment necessary since the essays are administered on a walk-in basis. However, no essays will be given if you arrive without sufficient time to complete the essay prior to closing. Again, allow yourself 2 hours from the time you arrive at the Testing Center. If the center closes at 5:30 p.m., the latest you should be at their front desk is 3:30 p.m.
 - Fall, Winter, and Spring Quarters: Mondays, Wednesdays, Thursdays, and Fridays open 8:00 a.m. to 4:30 p.m. Tuesdays open 4:00 p.m. to 6:30 p.m. No appointment necessary since the essays are administered on a walk-in basis. However, no essays will be given if you arrive without sufficient time to complete the essay prior to closing. Again, allow yourself 2 hours from the time you arrive at the Testing Center. If the center closes at 4:30 p.m., the latest you should be at their front desk is 2:30 p.m.
3. You can prepare for the Essay by ensuring you have the fees for the essay and, most importantly, your photo ID. They WILL NOT make any exceptions if you don't have proof of who you are. No backpacks, notebooks, electronic devices (i.e. cell phones, tablets, etc.) are not allowed to be taken into the exam.

Out-of-State Applicants

The proctored Essay must be taken at an official testing facility. Most testing facilities require appointments. Securing a facility will require some research.

- Locate a testing facility. Colleges, universities, or libraries may have testing centers as well as asking advisors at the college or university.
- Contact the testing facility to ensure they have the ability and are willing to proctor the Essay for Seattle Central College.
- Inquire about the facility's policy regarding appointment vs. walk-in; are they set-up to administer the Essay on a computer with only word processing capabilities; what are the fees for the facility to administer the proctored Essay; are they willing to email the essay and instruction to the dental hygiene program; other questions to get the Essay completed and reach SCC before the application deadline; have they administered proctored Essay before.

Once a testing facility has been secured, email Ms. Harris the name of the testing facility with its phone number, the contact's name, the date and time the Essay has been scheduled, and

any pertinent information to guarantee a smooth process. Ms. Harris will communicate directly with the contact as well as email the Essay with specific instructions to the testing facility.

Once the Essay has been completed, the facility will return all Essay materials via email to nancy.harris@seattlecolleges.edu and will only be accepted if it comes directly from the proctoring facility.

Essay

The Essay will be timed and consist of two questions. One question will be on the dental hygiene profession and the second at-risk demographics or underserved populations. Both essay responses will need to be completed in the 90-minute time frame. The 90 minutes is strictly adhered to. Work efficiently and expediently.

The Testing Center will provide applicants with the Instruction Sheet and questions when you arrive.

No personal items are allowed to be taken into the exam room. Photo identification as well as payment will be expected upon arrival and prior to beginning the essay.