

## Instructions for Proctored Essay Questions

Testing centers will provide applicants with the instruction sheet and questions when you arrive. The essay exam consists of two questions and both essay responses will need to be completed within the 90-minute time frame. **Your essay exam must be completed by December 1, 2020.**

### Applicants in the Seattle area

1. Proctored essays will be administered at the Health Education Center at the [Pacific Tower](#) by appointment on **October 20, 23, November 3, 6, 17 and 20, 2020**. The Health Education Center is located at 1200 12<sup>th</sup> Ave S, Suite 202, Seattle, WA 98144. Prior to entering the building, you must watch the [COVID-19 training video](#) and sign the [access form](#) upon entry and exit from the building.
2. You will need to provide a receipt of the \$15 exam fee before your appointment can be confirmed. Contact the cashier's office on the main campus at 206.934.4108. The testing fees are due before you receive a confirmed appointment.
3. Please complete this [doodle poll](#) to select ALL times you are available for the proctored writing exam. After you complete this doodle poll, please contact Ms. Nancy Harris via e-mail ([nancy.harris@seattlecolleges.edu](mailto:nancy.harris@seattlecolleges.edu)) to confirm your date and time.
4. Arrive during a time when you will have a minimum of 2 hours to check-in and complete the essay. You must present photo identification to take the exam. NO exceptions will be made. No backpacks, notebooks, electronic devices (i.e. cell phones, tablets, etc.) are allowed to be taken into the exam room.
5. After you complete essay exam, it will automatically be submitted as part of your dental hygiene application.

### Applicants outside of the Seattle area

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

1. Locate a testing facility. Colleges, universities, or libraries may have testing centers as well as asking advisors at a college or university.
2. Contact the testing facility to ensure they have the ability and are willing to proctor the essay for Seattle Central College.
3. 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 instructions to the dental hygiene program by the deadline **December 1, 2020**; other questions to get the essay completed and reach SCC before the application deadline; have they administered proctored essays before.

4. 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.
5. Once the essay has been completed, the facility will return all essay materials via email to [nancy.harris@seattlecolleges.edu](mailto:nancy.harris@seattlecolleges.edu) by **December 1, 2020**. Essays will only be accepted if it comes directly from the proctoring facility.