



VINCENNES  
UNIVERSITY

Dear Student:

To arrange for the Vincennes University computerized placement test, you will need to find a test proctor who agrees to administer the test to you on our behalf. This individual must be an educational professional such as a teacher, counselor, or professional staff person who is familiar with, and will abide by proper testing procedures. If you are in the military, your base education officer can be your test proctor.

Such an individual may be found at a nearby community college, university, high school, learning center, testing center, or perhaps even a public library. To administer the test, the institution must have a computer, connection to the Internet, printer, and a quiet testing environment. The proctor must directly supervise the test administration.

Once you have identified a proctor to administer the test to you, give them a copy of this letter. **The proctor must directly contact Tom Cronk** in the VU Assessment Center, **by sending an email request from their institutional email account.** (i.e. school, college, library, military) Generic/commercial accounts such as Hotmail, AOL, MSN, Gmail, etc., will not be acknowledged due to security considerations. A proctor profile will be sent by email, to the individual to be completed with all necessary contact information. Once the profile is received and approved by the Assessment Center, the instructions and access for the test to be administered will be forwarded to the proctor.

You may then arrange a mutually convenient time and date to take your test. Following the test, the proctor will report your results to the Assessment Center and the scores will be posted to your student record.

If you have any questions or further concerns, please email or call.

Thank you again for your interest in Vincennes University.

Thomas E. Cronk, Supervisor  
Vincennes University Assessment Center  
SLRC-22, Room 130  
812-888-5404 Office  
812-888-5544 Fax  
[tcronk@vinu.edu](mailto:tcronk@vinu.edu)