

# University of Hawaii at Manoa

Department of Mathematics  
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## Instructions for taking the Department of Mathematics Placement Exam remotely

**Purpose:** The Department of Mathematics Placement Exam is for students who would like permission to register in one of the restricted mathematics (Math 140, 203, 215, 241, 251A) or physics (Phys 151) or ICS (ICS 141) courses at the University of Hawaii at Manoa. Other campuses within the University of Hawaii system have their own exam.

### Before requesting a remote exam, please read:

- <http://math.hawaii.edu/wordpress/placement-exam/> (general information about the exam)
- [math.hawaii.edu/undergraduate-tracks/](http://math.hawaii.edu/undergraduate-tracks/) (advice on which course is right for you)
- [math.hawaii.edu/home/pdf/Credits-and-Exceptions-for-Calc.pdf](http://math.hawaii.edu/home/pdf/Credits-and-Exceptions-for-Calc.pdf) (who doesn't need the exam).

**For whom:** Students who are freshly admitted to the University of Hawaii at Manoa with a home address not on the island of Oahu may take the Department of Mathematics Placement Exam from a remote site.

**What is needed:** To take the exam, students need their University of Hawaii Student ID number and a University of Hawaii login.

**Where:** Eligible students may take the exam at any one of the *National College Testing Association* sites. See <http://www.ncta-testing.org/find-a-cctc-participant> for a list of sites.

**Procedure:** Contact the approved testing center of your choice and arrange a time and date for the exam. Have the testing center contact the Department of Mathematics at the University of Hawaii at Manoa ([office@math.hawaii.edu](mailto:office@math.hawaii.edu)) at least 10 days before the intended exam date. They must send us your name and ID number and exam time and date. We then send them instructions for administering the exam. We are not allowed to be notified by the student directly. Please ensure that the testing center sends the notification.

**Disability Access:** If you have a documented disability and are requesting accommodation in taking the mathematics placement exam, please contact UH Manoa's office for students with disabilities (the KOKUA program) at [kokua@hawaii.edu](mailto:kokua@hawaii.edu) or (808)-956-7511 to verify your disability status.

### Things to consider:

- You may take the exam when you come to Oahu. The department makes every effort, generally successful, to find a seat for every eligible student. For more information, please refer to: <http://math.hawaii.edu/wordpress/placement-exam/>
- Students who take the exam at a remote site are responsible for all fees charged by the remote site. There is no charge for in-person exams taken in the department.
- The placement exam may be taken only once, on campus or at an NCTA testing site, within each of the time periods March 16<sup>th</sup> to July 15<sup>th</sup>, July 16<sup>th</sup> to November 15<sup>th</sup>, and November 16<sup>th</sup> to March 15<sup>th</sup>.
- Advising is available after in-person exams by scheduling an advising appointment with personnel at Keller 419 or by telephoning (808)956-4679.