OU Students who want to take the Compass test at a site other than the Assessment Center at OU must take the following steps.

1) Locate a NCTA testing center where you would like to take your test. NCTA testing centers can be found on this website: [http://www.act.org/compass/advant/remote.html](http://www.act.org/compass/advant/remote.html)
   a. **Remote test centers charge a fee for administering the test!**

2) Contact the Assessment Center at OU once you have decided on a remote test center. Email only please: [ucac@ou.edu](mailto:ucac@ou.edu)
   In your email, please include the following information:
   a. Student ID number
   b. Student Name
   c. Student email address
   d. Student address
   e. Contact phone number
   f. Date of birth
   g. Which test(s) you would like to take (math, reading, English)
   h. Name and location of the NCTA test center where you intend to test

3) Once a remote test center is chosen and you have notified the Assessment Center by email, the Assessment Center emails the student and the test center with the following information:
   a. A compass registration number that is **good for 45 days**
   b. Fee information
   c. Location of the Test Center
   d. Contact information
   e. Testing instructions

4) The **student** must contact the test center to schedule a date and time to take the compass test.

5) On the day of the test, the **student** must take the email with the compass registration number, their student ID number, and a photo ID with them to the selected test center. The **student** must pay the administration fee at this time.

6) Upon completion of the test, the **student** must contact the Assessment Center at OU by email ([ucac@ou.edu](mailto:ucac@ou.edu)) to inform the staff that they have completed the test and to receive their course placement.