

**Sent: Thursday, April 23, 2020 11:10 AM**

**Subject: How to complete the College Writing Exam Online**

Dear Potential Graduate,

**If you have successfully completed the CWE - please disregard this email.**

Many of you have requested information about how to complete the CWE which is a Graduation Requirement. The Testing Center is prepared to offer an online College Writing Exam (CWE). With the appropriate computer, camera, and internet connection, you can now schedule to take the CWE online from your home.

**Please note:**

This requires the download of RESPONDUS Lockdown browser. The browser requires a Windows-based computer or an iPad. Chromebooks and phones are not supported.

To **register for the exam**, please provide the following information to [academictesting@pccc.edu](mailto:academictesting@pccc.edu) via email

<b>Name</b>	<b>Student ID#</b>
<b>Major</b>	<b>Portal User Name</b>
<b>Projected graduation date</b>	<b>Requested test date</b>
<b>Do you have a Webcam?</b>	

After receiving your request to test online, the staff in the Testing Center will confirm your eligibility to take the CWE at this time. Once you have been approved to test online, you will receive detailed instructions regarding system requirements, use of the LockDownBrowser, and procedures for taking the CWE. At that time you can decide if you want to proceed with an online CWE.

Please know that the traditional CWE will be available to you once the Testing Center resumes on-campus services, unfortunately we cannot provide you a date at this time. The Testing Center will give priority to students who are scheduled to graduate during the Spring and/or Summer semesters.

We understand that the path to graduation is a long one with the CWE being just one graduation requirement. The staff of the Testing Center is pleased to be able to offer this option for taking the CWE to help move you closer to your goals.

If you have questions or concerns about the CWE please contact the Testing Center by emailing [academictesting@pccc.edu](mailto:academictesting@pccc.edu).

Best of luck!  
Dean Goldstein

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