

HCO POLICY LETTER OF SEPTEMBER 5, 1957

T E S T I N G

The department of Testing administers tests to preclears and students every Saturday at 12:45 p.m., sharp and every Monday at 9:00 a.m., and at 5:00 p.m. At these exact times, the door of the testing room is locked, and timed tests are administered immediately.

The Registrar signs up preclears on Saturday and sends them for testing that day at 12:45 p.m. New students are also tested at that time on Saturday.

The Registrar signs up preclears and students before 9:00 a.m., on Mondays. Students are then directed to the Comm Course instructor, who sends them for testing at 5:00 p.m. Preclears registered before 9:00 a.m., are sent to the testing room. After testing the Examiner sends them to the Director of Processing. Preclears not registered by 9:00 a.m., are sent for testing. After testing the Examiner sends them to the Registrar. The Registrar then signs them up and directs them to the Director of Processing.

Any preclears who are late for the Monday morning testing period will be tested at 5:00 p.m., that day.

HGC auditors are available every Saturday afternoon and Monday morning to score the tests. The Examiner supplies scoring materials to the auditors.

L. RON HUBBARD

