

## Edison State Proficiency Exams Information and Registration

### Proficiency Tests

<u>Proficiency Tests</u>	<u>Edison Course</u>
Intro to Allied Health (1)	ALH101S
Medical Terminology (3)	ALH151S
Intro to Financial Accounting (4)	ACC 121S
Intro to Managerial Accounting (4)	ACC 122S
Human Biology (4)	BIO 124S
Anatomy & Physiology I (4)	BIO 125S
Anatomy & Physiology II (4)	BIO 126S
Introduction to Business (3)	BUS 110S
Introduction to Computers (1)	CIT 100S
Introduction to Word Processing (1)	CIT 101S
Introduction to Spreadsheets (1)	CIT 102S
Introduction to Databases (1)	CIT 103S
Introduction to Graphics (1)	CIT 104S
Computer Concepts & Applications (3)	CIT 110S
Microcomputer Word Processing (3)	CIT 139S
Programming Logic and Design (3)	CIT 111S
Operating Systems Concepts (3)	CIT 211S
Intro to Programming using C++ (3)	CIT 222S
Advanced Programming using C# (3)	CIT 223S
Visual Basic Programming (3)	CIT 225S
Java Programming (3)	CIT 230S
Spreadsheets (3)	CIT 232S
Windows Based Databases (3)	CIT 236S
Print Reading & Sketching (2)	EGR 110S
Intro to Human Resource Mgt (3)	HRM 110S
Environmental Health and Safety (3)	IMT 112S
AutoCAD I (3)	MET 130S
AutoCAD II (2)	MET 230S
Geometric Dim & Tolerancing (3)	MET 236S
Design with SolidWorks I	MET 245S
CNC Programming (3)	MFG 234S
Metrology (3)	MFG 110S
Effective Supervision (3)	MGT 110S
Intro to the Medical Laboratory (3)	MLT 121S*
Clinical Chemistry (4)	MLT 230S*
Clinical Microbiology/Parasitology (4)	MLT 245S*
Clinical Hematology/Homeostasis (4)	MLT 250S*
Applied Mathematics (3)	MTH 115S
Business Mathematics (3)	MTH 119S
College Algebra (pending)	MTH 122S
Trigonometry (3)	MTH 123S
Keyboarding (1)	OHA 100S
Document Processing I (3)	OHA 111S
Records Management (3)	OHA 131S
Office Procedures I (3)	OHA 231S
Intro to Supply Chain (3)	SCM 110S
Warehousing Basics (3)	SCM 130S
Securing the Supply Chain (3)	SCM 230S
Basic Welding (2)	WLD 111S

\*Must earn a grade of "B" or better.

*Proficiency exams are essentially comprehensive finals for the course. Please see the course syllabus in the online catalog for course goals.*

### Proficiency Exam Student Requirements

1. Complete the registration form (on reverse side)
2. Return this form to the Cashier's Office with payment.
  - a. Exams are \$30 per credit hour.
3. Bring a picture ID on the day of testing. Some tests allow calculators. Check with the proctor if you are unsure.

### Test Process

1. The Cashier's Office will forward your registration form showing payment received to the Academic Project Specialist (APS).
2. The APS will assign a proctor.
3. You will be contacted by the proctor via phone or Edison email to schedule an exam time.
  - a. Be sure to note the name and contact number for the proctor and location of the exam to be administered.
  - b. If you need to change your scheduled exam date or time, notify the proctor as soon as possible.
  - c. There are no refunds for missed exams.
4. If you receive a passing score, credits (no grades) will be posted to your transcript. In most cases, a passing score is 70% or higher.
  - a. Results will be posted to your transcript within two weeks. They may be viewed through your WebAdvisor account.

### Reminders

- You may **NOT** take an exam for a class for which you are currently enrolled.
  - If you are enrolled in the course, you must drop the course in order to take the exam.
  - You may not enroll in a course you are testing out of after the semester has begun.
- Failed tests may not be repeated for at least one year.
- There are no refunds for failed tests.
- Due to Federal FERPA Law, results cannot be given over the phone.



# Edison State Proficiency Exam Registration Form

**Student** – please submit this form to the Cashier’s office with payment (\$30 per credit hour). This form will then be forwarded to the Academic Project Specialist to the appropriate Dean and an exam proctor assigned.

_____		_____		_____	
Last Name		First Name		M.I.	
_____				_____	
Street		City		State	Zip
_____			_____		
Home Phone			Cell Phone		
_____			_____		
Student ID		Email Address			
_____		_____			
_____		_____		_____	
Course Name		Course #		Amount Due	

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### Cashier’s Office Use Only

Is the Student currently enrolled in this course? YES \*    NO   
\* IF YES, Please do not process! Send Student to Student Affairs.

_____	_____	_____
Test Fee Paid	Cashier’s Office Signature	Date

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### Administrator/Faculty Use

_____	_____	_____	_____
Date Exam Administered	Date Graded	% Grade	Credits Awarded

Proctor Signature \_\_\_\_\_

**Test Proctor** – Please submit this form to the Academic Project Specialist to the Dean of the division the course where the course resides.

Date Grade Posted _____
By _____