



Edison State Proficiency Exams Information and Registration

Proficiency Exam Procedures

<u>Proficiency Tests</u>	<u>Edison Course</u>
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
Auto CAD 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)	MTH122S
Trigonometry (3)	MTH 123S
Keyboarding (1)	OSA 100S
Document Processing I (3)	OSA 111S
Records Management (3)	OSA 131S
Medical Terminology (3)	OSA 151S
Office Procedures I (3)	OSA 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

1. Pick up registration form in Student Affairs, or download from the Edison website (www.edisonohio.edu).
2. Proficiency exams are essentially comprehensive finals for the course. Please see the course syllabus in the catalog on the website.
3. Complete the registration form (on reverse side) and return to the Cashier's Office with payment. Edison Proficiency exams are \$30 per credit hour. **Retain a copy of the Proficiency Exam Procedures for your records.** The Cashier's Office will forward your registration form showing payment received to the Academic Project Specialist to the appropriate Dean.
4. Your request for a proficiency exam will then be forwarded to the appropriate department and a proctor assigned. You will be contacted by the proctor via phone or Edison email to schedule an exam time.
5. Be sure to note the name and contact number for the proctor and location of the exam to be administered. If you need to change your scheduled exam date or time, notify the proctor as soon as possible. **No shows will be charged for the proctor's time.**
6. Bring a picture ID on the day of testing. Some tests allow calculators. Check with the proctor if you are unsure.
7. Results will be posted to your transcript within two weeks. They may be viewed through your WebAdvisor account. Due to Federal FERPA Law, results cannot be given over the phone.
8. 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.
9. Failed tests may not be repeated for at least one year. There are no refunds for failed tests.

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



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

Cashier’s Office Use Only

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

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 Posted _____
Payment Requested _____
By _____