

# Edison State Proficiency Exams Information & Registration Form

## Proficiency Tests

Financial Accounting (4)
Intro to Managerial Accounting (4)
Intro to Health Care (1)
Med Term (3)
Basic Nutrition (3)
Intro to Business (3)
Document Processing (3)
Office Procedures (3)
Records Management (3)
Intro to Computers (1)
Introduction to Word Processing (1)
Introduction to Spreadsheets (1)
Computer Concepts and Applications (3)
Word Processing (3)
Spreadsheets (3)
Print Reading and Sketching (2)
Digital Electronics (3)
Programmable Logic Controllers (3)
Personal Finance (3)
Business Math (3)
First Year Experience (1)
Greek Civilization (3)
Intro to Interactive Media (1)
Principles of Interactive Design (2)

## Edison Course

ACC-121
ACC-122
ALH-101
ALH-151
BIO-140
BUS-110
BUS-120
BUS-130
BUS-131
CIS-100
CIS-101
CIS-102
CIS-110
CIS-201
CIS-202
EGR-110
ELT-141
ELT-151
FIN-116
FIN-119
GEN-101
HST-127
IMD-101
IMD-111

## Proficiency Tests

Environmental Health & Safety (3)
Labor Relations (3)
Operations Management I (3)
Quality Management Systems (4)
Intro Legal Assisting (3)
Applied Engineering Statics (3)
AutoCAD I (3)
Metrology (3)
Materials Technology (3)
Effective Management (3)
Basic Laboratory Techniques (4)
Intro to Laboratory Medicine (3)
Urinalysis and Body Fluids (3)
Applied Mathematics (3)
College Algebra (3)
Trigonometry (3)
General Statistics (3)
Phlebotomy & Laboratory Techniques (3)
Intro to Supply Chain Management (3)
Transportation Management (3)
Warehousing Basics (3)
Intro to Social Work (3)
Social Service Interview Skills/Methods (3)

## Edison Course

IMT-112
IMT-114
IMT-120
IMT-130
LEG-110
MET-125
MET-130
MFG-110
MFG-120
MGT-110
MLT-111
MLT-121
MLT-135
MTH-115
MTH-122
MTH-123
MTH-125
PLB-150
SCM-110
SCM-120
SCM-130
SSV-111
SSV-112

***\*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 Testing Services if you are unsure.

## Test Process

1. The Cashier's Office will forward your registration form showing payment received to Testing Services.
2. Testing Services will assign a proctor.
3. You will be contacted by Testing Services via phone or Edison email to schedule an exam time.
  - a. Be sure to note the date, time, and location of the exam to be administered.
  - b. If you need to change your scheduled exam date or time, notify Testing Services at 937-778-7959 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 MyESCC 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 Testing Services.

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Last Name	First Name	M.I.
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Street	City	State	Zip
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Home Phone	Cell Phone
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Student ID	Email Address
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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.**

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Test Fee Paid	Cashier’s Office Signature	Date
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### Administrator Use

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Date Exam Administered	Date Graded	% Grade	Credits Awarded
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Proctor Name \_\_\_\_\_ Proctor Signature \_\_\_\_\_

**Testing Services** – Please submit this form to the Dean of Arts and Sciences and the Registrar.

Proctor Fee Submitted: \_\_\_\_\_ Date Grade Posted and By: \_\_\_\_\_