

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

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

*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.
- Proficiency credits are not guaranteed to transfer to other institutions.



## 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: \_\_\_\_\_