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Effectiveness: (915) 831-6740

EGAA-1   **Proficiency Examinations**   **APPROVED**: March 13, 1980   **REVISED**: July 8, 2005
Year of last review: 2021
AUTHORIZING BOARD POLICY: EGAA

Classification: Administrative
Vice President or Associate Vice President: Vice President of Student and Enrollment Services
Designated Contact: Director of Testing Services

OBJECTIVE: To establish and standardize the administration, scoring, tracking, and reporting of results for Proficiency Examinations.

DEFINITION: A Proficiency Examination allows a student to earn a CR (Credit) grade in a course without enrolling in the course. The Proficiency Examination determines whether a student has the knowledge needed to meet course objectives.

PROCEDURE:

I.   Process

Students may elect to earn credit by exam by taking an approved Proficiency Examination in programs for which approved Proficiency Examinations are available. Proficiency Examination Application/Record forms are available at all testing centers.

A.   In making a decision to take a Proficiency Examination, students will consult with an academic advisor to ensure that they meet all institutional course prerequisites and that the course will complement their degree plan. The academic advisor will document the student's eligibility on the Proficiency Examination Application/Record form.

B.   If the student plans to transfer the Proficiency Examination credit to another college or university, it is the student's responsibility to check with the other institutions for transferability.

C.   The application will then be approved or disapproved by the appropriate Dean.

D.   Upon approval of the Proficiency Examination application, the student must contact Testing Services (or appropriate academic department for practicum tests) to schedule an appointment for testing. The student must present a payment receipt and picture identification before being admitted for testing.

II.   Timelines

A.   Students should take a Proficiency Examination prior to enrolling in the course.

B.   If students are already enrolled in the course and decide to challenge the course by taking a Proficiency Examination, the examination must be completed prior to the census date for that semester.

C.   If students pass the Proficiency Examination, they may request a tuition refund by following the published class withdrawal procedures and timelines.

III.   Eligibility

A.   Earning credit through Proficiency Examinations is not available to students who have previously enrolled in but did not successfully complete requirements for the course.

B.   Students may attempt a Proficiency Examination only one time. If students do not pass the Proficiency Examination, they must enroll in and successfully complete the course to receive credit.

*Note: The word "faculty" denotes instructors, counselors, and librarians.

C.   A student must meet all published institutional prerequisites for the course prior to attempting a Proficiency Examination.

IV.   Testing Fees

A.   The testing fee for Proficiency Examinations will be assessed according to the District's current fee schedule. Additional fees may apply for exams that cannot be administered at one of the campus testing centers. Students should contact Testing Services for current fee information.

B.   Proficiency Examination fees are non-refundable and not covered by financial aid.

V.   Test Facilities

A.   Proficiency Examinations will be available at one of the primary campus testing centers as determined by the Dean who has overall responsibility for the preparation and approval of the Proficiency Examination.

    1.   Proficiency Examinations will be not available at such locations as the Fort Bliss site or smaller satellite sites.

    2.   The student should contact Testing Services to check on the availability of an examination at a particular location.

B.   Examinations requiring a laboratory setting (e.g., nursing, drafting, professional office computer technology, etc.) will be conducted in the appropriate academic department.

VI.   Scoring of Proficiency Examinations

A.   Passing scores and/or skill levels have been established by the academic divisions. Testing Services personnel may score exams where machine scoring is requested by the responsible Dean and a scan answer key has been provided for the Proficiency Examination. When machine scoring is not possible, designated faculty* members will complete scoring.

B.   All Proficiency Examinations (or answer forms, as appropriate), scores and applications will be returned to the responsible Dean, who will review the completed examination, make the final determination of credit to be awarded (CR - Credit or NC - No Credit) and forward the Proficiency Examination Application/Report form to the Admissions and Registration Office for posting to the student's record. The completed examination and/or answer sheet will be retained in the division office for a period of two years after the test date.

VII.   Notification of Test Results

A.   The Admissions and Registration Office personnel will post results of CR (Credit) to the student's academic record.

B.   An NC (No Credit) report will not be posted to the student's record, but a copy will be retained in the student's file as verification that the student attempted the exam.

C.   The Admissions and Registration Office will retain the original copy of the completed Proficiency Examination Application/Record and forward a copy to the Valle Verde Testing Center for distribution to the appropriate Dean and the student.

VIII.   Development of Proficiency Examinations

A.   The District-wide discipline is responsible for determining which courses there may be a Proficiency Examination available for and will supervise the development of Proficiency Examinations. Proficiency Examinations will not be developed for any EPCC course where credit can be obtained by taking a nationally standardized credit by exam program test such as the CLEP (College Level Examination Program) or DSST (DANTES Subject Standardized Tests).

B.   Deans will provide to the Director of Testing Services sufficient copies of each approved examination to allow for distribution of one copy to each campus testing center designated by the Dean. Additional copies will be necessary only for examinations which require responses to be written on the examination document.

C.   The testing centers will store/secure only copies of examinations that will be administered in the testing centers. Examinations that will be administered in the academic department will be maintained/secured by that department. Deans will maintain a copy of all approved Proficiency Examinations for their academic disciplines.

D.   Proficiency Examinations will be reviewed every two years by the District-wide discipline to ensure that examination content reflects the current course content.

E.   Testing Services will maintain a consolidated list of all approved Proficiency Examinations for information purposes, monitor submission/expiration dates and notify each responsible Dean when a Proficiency Examination submitted to Testing Services has reached its published expiration date. Proficiency Examinations stored in the testing centers that have reached their published expiration date will be returned to the responsible Dean for review of need and update, as appropriate.