



# EPCC PROFICIENCY EXAMINATION Application / Record Form

**STEP 1:** (Completed by **Student** after reviewing Student Information on page 2.)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI : \_\_\_\_\_

EPCC ID Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code : \_\_\_\_\_

Course Prefix/Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Your signature indicates knowledge of and agreement to information/procedure on page 2.)

**STEP 2:** (Completed by **Counselor/Academic Advisor**.) \*NO responses here will result in automatic disapproval.

Yes / No\* Has student completed admissions process for credit courses and declared a major? \*

Yes / No\* Does student meet course prerequisites (to include Texas Success Initiative, if applicable) \*

Yes / No Has student been previously enrolled in the course?  
(If yes, must have exception approved by Instructional Dean to test.)

Yes / No Is student currently enrolled in the course?  
(If yes, proficiency exam must be taken by census date.)

Academic Counselor or Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 3:** (Completed by **Instructional Dean** or Authorized Representative.)

\_\_\_\_\_ Approved. Pay examination fee at any campus cashier and set up test appointment.

\_\_\_\_\_ Disapproved. Remarks: \_\_\_\_\_

Instructional Dean/Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 4:** Pay Test Fee at **Campus Cashier:**

**PREX** 11000-00000-51125      **\$20.00**      Receipt #: \_\_\_\_\_

**STEP 5:** (Completed by **Test Administrator** who will forward completed test to Instructional Dean.)

Campus Test Site: \_\_\_\_\_ Date Test Administered: \_\_\_\_\_

Signature of Test Administrator: \_\_\_\_\_ Telephone: \_\_\_\_\_

**STEP 6:** (Completed by the **Instructor** responsible for grading exam and the **Instructional Dean** who verifies credit awarded, retains exam in department files (for 2 years) and forwards only this record form to the Evaluations Office (VV) for posting to student's academic record.)

Signature of Instructor Grading Exam: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Hours of Credit awarded for Course No: \_\_\_\_\_ **OR** \_\_\_\_\_ No Credit

Signature of Instructional Dean: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 7:** (Completed by **Evaluations Office** staff who retains original copy for student's record and forwards one copy to the VV Testing Center for distribution).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 8:** (Completed by **Testing Center** staff who forwards a copy to the student and instructional dean and retains one copy for Test Center files).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Student Information About EPCC Proficiency Examinations

(page 2 of Proficiency Examination Application/Record Form)

You may earn credit by demonstrating your mastery of **prior knowledge or skills** by successful completion of approved EPCC Proficiency Examinations. Your signature on this application form indicates that you have read, do understand, and will comply with the following information:

The most current listing of approved proficiency examinations is available at all campus Testing Centers and on-line at [www.epcc.edu/testingservices](http://www.epcc.edu/testingservices) (then click on "Credit by Exam").

Proficiency examinations are available at the campus locations indicated on the Proficiency Examination list.

You may take a proficiency exam **only one time**. If you do not pass the exam, you must enroll in the course and successfully complete it in order to receive credit.

If you have been **previously enrolled** in the course (past census date) and **did not successfully complete it**, you are **not eligible** to receive credit by taking a proficiency exam.

If you are currently enrolled in the course, the exam must be taken **no later than the census date for the semester**. If you wait until you are enrolled in the course to take the exam, you may not have time to complete it, have it scored and apply for a tuition refund. Any tuition refund will be made according to the published tuition refund schedule. Plan ahead!

You **must consult with your counselor/academic advisor** to insure that the course complements your degree plan and that you meet all required prerequisites. Your advisor may also advise you of other options available to receive credit by exam (i.e. CLEP, DANTES, CLEO) or other ways to receive college credit (credit for licensure, articulation, transfer, etc).

You **must meet all prerequisites** for the course. This includes having completed the admissions process and declared a major, any course prerequisites, placement testing or compliance with the Texas Success Initiative (TSI) if applicable to your declared degree plan.

Credit obtained by proficiency exams may not be accepted for transfer to other colleges and universities. It is **your responsibility** to check with the gaining institution regarding their policies for transfer of credit.

A special note for Transient students who are not degree seeking students: You should contact the Evaluations Office (831-2204) prior to requesting a proficiency examination. There may be other circumstances that preclude awarding credit for EPCC proficiency exams. Prior to posting a proficiency examination to your record, all prior college credit needs to be evaluated and transferred. Proficiency exams are considered a form of non-traditional credit and any academic credit is awarded first.

You will not be allowed to review your test materials following the examination.

### Application Process

- Step 1: Complete Part 1 of the Proficiency Examination Application / Record form.
- Step 2: Consult with your academic Counselor/Advisor regarding your eligibility to take the exam. The Counselor/Advisor will complete Part 2.
- Step 3: If you meet all eligibility requirements, obtain the designated instructional dean=s approval to take the exam. The dean will complete Part 3.
- Step 4: Pay the required test fee at any campus cashier. Proficiency examination fees are non-refundable and not covered by financial aid.
- Step 5: Contact the appropriate campus testing center or faculty member (if hands on or skills testing is necessary) to arrange a testing appointment.
- Step 6: Present your approved application form, photo identification and payment receipt to the test administrator prior to taking the test. The test administrator will complete Part 5 and return the test to the instructional dean for grading.

Test results will be reported to the Evaluations Office for posting to your academic records. A copy will be mailed to you when all actions are complete. If you have not received your copy of the report within 3 weeks after your test date, contact the Valle Verde Testing Center (831-2043) to initiate follow up action.

**We wish you every success with your proficiency examination!**

**You may also earn credit by exam by taking CLEP (College Level Exam Program) or DSST (DANTES Subject Standardized Tests). EPCC credit by exam policies for CLEP/DSST are available at [www.epcc.edu/testingservices](http://www.epcc.edu/testingservices) (then click on "Credit by Exam") or contact the Evaluations Office (831-2204).**