



EPCC PROFICIENCY EXAM INFORMATION

El Paso County Community College District offers a variety of proficiency exams which permit you to earn credit by demonstrating your **mastery of prior knowledge** by successful completion of approved proficiency exams. The most current listing of approved proficiency examinations will be available at all Testing Centers for reference purposes. This list is subject to change without notice.

Important things to remember:

- Your signature on the Proficiency Examination Application/Record form indicates that you have read, do understand, and will comply with the information provided below:
- You must **meet all prerequisites** for the course. This means that you must have completed your EPCC admissions application, declared a major, completed placement testing (if required) and meet any other institutional prerequisites for the course.
If in doubt about your eligibility you should contact the EPCC Admissions – Evaluations Office (831- 2150).
- You may take a proficiency exam **only one time**. If you do not pass the examination, you must enroll in the course and successfully complete it to receive credit.
- If you have previously been officially enrolled in that course at EPCC but did not successfully complete it (i.e. withdrew after the census date, were dropped from the course, or did not receive a passing grade), **you are not eligible to receive credit** for the course through the Proficiency Exam program.

- You should challenge a course **prior** to enrolling in it. Plan ahead so that you allow adequate time to consult with your academic advisor, obtain the Instructional Dean's approval, take the exam, have it scored and posted to your record. You can then adjust your class registration plans depending on the results of your challenge attempt.
- You may challenge a course you are currently enrolled in **only if you can complete the exam before the census date listed in the academic calendar for that semester**. If you receive credit for the course, you may apply for a partial tuition refund by following the published class withdrawal procedures and time lines listed in the academic calendar.
- **A word of caution:** if you have waited until you are enrolled in the course to challenge it, you may not have enough time for the complete process to occur and may not be eligible for any tuition refund or be able to select another class to enroll in. If you are receiving financial aid, you should also consult with your FA advisor to see how your aid will be affected if you receive credit for the course.
- Credit obtained by institutional proficiency exams **does not satisfy** the requirement for a student to earn 15 credit hours of course work completed in residence at EPCC.
- Credit obtained by EPCC proficiency examinations may not be accepted for transfer to other collegiate institutions. It is **your responsibility** to check with the gaining institution regarding its policies for transfer of credit.

PROFICIENCY EXAMINATION APPLICATION PROCESS

Verify that the proficiency exam you need is available before you proceed with your application and payment. Testing Centers maintain the most current list of available proficiency exams. You can also view the list on the Testing Services web page (www.epcc.edu/services/testingservices) and click on "Instructor Testing Services". Then follow these easy steps:

- 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 Instructor Testing Center (831-2256) to initiate follow up action.

Note A: Paper version tests that are on file at one of the main campus Testing Centers (VV, RG, TM) may be administered at either the NW or MDP campuses under special circumstances. Testing Center staff may be able, on a case-by-case basis, to coordinate a test administration at NW or MDP. Final approval to administer a proficiency exam at the NW or MDP campuses rests with the Instructional Dean who is responsible for having the proficiency exam graded. **Advance planning is very important in this instance to allow time for the test to be forwarded to NW or MDP and returned for scoring.**

Note B: 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 and DSST are available at www.epcc.edu/services/testing-services (then click on "Instructor Testing Services") or contact the Evaluations Office (831-2150).

Please remember, it is your responsibility to check with the appropriate institution and your counselor to determine if these programs are appropriate for your degree plan and whether the institution will accept credit obtained through any credit by exam program.

We wish you success in your educational endeavors!