



## Proficiency Exam - Submission & Instructional Dean Approval Form

Please read and follow the instructions on the reverse side before completing this form. Your signature on this form indicates that you have reviewed and will follow instructions for proper submission of proficiency exams.

### Section 1 (Completed by individual responsible for preparing proficiency exam):

Course Number			
Course Title			
Date Submitted		Expiration Date	August 31,
Prepared By		Telephone	
Signature		Email	

Exam will be administered at (select one option and provide complete information):

<input type="checkbox"/> <b>Testing Center (indicate which campus(es) <input type="checkbox"/> VV <input type="checkbox"/> RG <input type="checkbox"/> TM)</b>
General Test Administration Instructions for exams to be given at the Testing Center:
Number of test items: _____ Minimum passing score: _____
Number of pages in exam: _____ <input type="checkbox"/> ACCUPLACER user test Time Limit: _____
Complete exam on: _____ Exam pages _____ Scannable form (type) _____
_____ Other (specify)
Materials permitted for use during exam: _____ Scratch paper _____ Dictionary
_____ Calculator (type _____) _____ Other (specify) _____.

**OR**

<input type="checkbox"/> <b>Academic Department</b> - Indicate who (name/phone) that the student contacts to schedule test?
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### Section 2 (Completed by Instructional Dean(s) approving exam for use at their campus):

VV:	_____	_____	_____
	Signature	Academic Division	Date
RG:	_____	_____	_____
	Signature	Academic Division	Date
TM:	_____	_____	_____
	Signature	Academic Division	Date

**Test Security Note: All proficiency exams should be hand carried to their destination.  
Testing Services will not be responsible for the security of tests delivered through campus mail.**

## Instructions for Submission of Proficiency Exams

Purpose: This form is used to document Instructional Dean approval of proficiency exams, notify Testing Services of availability of proficiency exams and provide pertinent information regarding the proper administration of the exam. EPCC Procedure 6.03.01.10 provides guidance/policy on proficiency exams.

For questions concerning submission of proficiency exams:

Primary contact: Testing Services Director Christina Garza, 915-831-2816.

- This form should be completed by the individual responsible for preparing the proficiency exam and approved/signed by the responsible Instructional Dean(s) for each campus where the exam will be administered.
- For exams to be administered in the academic department - **submit only this form. Do not send the exam.**
- For exams to be administered in a campus testing center - **submit this form and one copy of the exam for each campus test center where you want the test to be available.** Submit additional copies (no more than 5 per campus) only if the test is a consumable test that requires answers to be made directly on the test.
- **Do not send answer keys.** Answer keys should be kept in the academic department responsible for grading the exam. Unless the test is designed to be used in the ACCUPLACER site.
- All forms (and exams if administered in Testing Center) must be submitted to the **VV - Testing Services office located in the Student Services Center, Room S-75.** Testing Services will then distribute any exams that are designated for other campus test centers.

Other notes about proficiency exams:

- When a proficiency exam has been completed in the Testing Center, the exam will be returned to the responsible Instructional Dean's office to arrange for faculty grading. Completed exams are to be retained in the Instructional Dean's office for a minimum of two years (per EPCC procedure 6.03.01.10). If the test is administered using the ACCUPLACER site, the test grade will be posted directly to BANNER.
- Exams that are deposited with Testing Services that have reached their expiration date will be removed from the approved list and returned to the responsible Instructional Dean for update and re-submission. Exams will normally be returned in September of each academic year.
- Proficiency exams must be reviewed every two years as a minimum. More often if the course has experienced changes in course content, course number and/or title.
- When deciding whether or not to develop a proficiency exam, consider the following:

Is there a reasonable demand for a proficiency exam for a specific course?

Is there already a nationally recognized/standardized test available that could be used instead? EPCC already gives credit for a variety of CLEP (College Level Exam Program) and DSST (DANTES Subject Standardized Tests) tests. Information on which tests EPCC awards credit for can be found in the EPCC catalog (under Credit by Exams).

Completed by Testing Services:

Date Received \_\_\_\_\_ Number of Exam Copies Received: \_\_\_\_\_.

Remarks:

Testing Services affirms and embraces the EPCC Core Values of:  
Communication, Competence, Integrity, Personal Growth, Respect, Student Success and Trust.

Reviewed on 09/2024