



Dear WGTC Student:

Congratulations on reaching your goal! Your advisor has identified you as scheduled to graduate either this semester or next. As a student finishing an Associate of Science degree (AS), Associate of Applied Science degree (AAS), or Associate Degree in Nursing (ADN), you now have the opportunity to complete the Educational Testing Service Proficiency Profile examination (Graduate Exit Exam). This examination assesses your core general education skills ***and is mandatory prior to graduation.*** It also helps you understand and assess the quality of your own education at West Georgia Technical College.

The associate degree exit exam for students graduating within the next 2 semesters and will be administered completely online. There will be no on-campus administration this semester. **You will need to complete your exam between November 1st and November 30th, 2022.**

The online exam requires 2 hours for completion.

You may use a 4-function non-graphing calculator for the mathematics questions. Other aids (dictionary or other books, ruler, slide rule, compass, protractor, or papers of any kind) ***may not be used.***

The ETS website provides further general information, along with links to sample questions:

<http://www.ets.org/s/proficiencyprofile/pdf/sampleques.pdf>.

This assessment provides information on the effectiveness of our curriculum and helps us identify areas for improvement. Your participation is critical to our success as a college. ***Students' individual scores on the exam are kept confidential!*** When scores have been calculated, students will receive email notification of a *Certificate of Achievement* indicating the level of proficiency they have attained. Levels of proficiency are determined by the total score on the exam, so please give the exam your best effort and help us prove that WGTC students are among the top academically.

In order for us to plan adequately, please copy and paste or type the following link into your web browser search bar, **<https://forms.gle/Zy9NMGVaBTg8KBAb9>** and complete the registration form ***before Friday, October 21, 2022.*** After the registration period is over, you will receive an email with instructions on how to schedule your online exam.

Sincerely,

A handwritten signature in black ink, appearing to read 'A.J. Thomas', written over a horizontal line.

A.J. Thomas

Director of Institutional Research