



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 two semesters is scheduled for the following days and times (you will receive a follow-up email if locations change):

Campus	Date	Session 1 Time	Room	Session 2 Time	Room
Carroll	Tuesday, March 9	8:00-10:30am	304B	5:00-7:30pm	304A
Coweta	Wednesday, March 10	9:30-12:00pm	B102	5:30-8:00pm	B102
Douglas	Monday, March 8	8:00-10:30am	240	4:00-6:30pm	240
LaGrange	Thursday, March 11	1:30-4:00pm	710	5:00-7:30pm	710
Murphy	Wednesday, March 11	9:00-11:30am	2134B		
Murphy	Thursday, March 10			5:00-7:30pm	2134B

Testing will be conducted in computer labs. The online proctored exam requires 2 hours for completion.

Please arrive 15 minutes before your test is scheduled to begin; students who arrive at or after the test starting time will not be allowed admission and must reschedule. ***A photo ID will be required at check-in;*** the sign-up list will be checked at each site, so it is imperative that you contact us to reserve your seat. ***We will provide scratch paper*** for the mathematics questions, and ***you may bring a 4-function non-graphing calculator.*** ***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 for adequate space and proctors, please go to <https://wgctcie.wufoo.com/forms/graduate-exit-exam-registration-form/> and complete the registration form ***before Friday, February 26, 2021.***

Sincerely,

A.J. Thomas
Director, Institutional Effectiveness