



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 (ETS) 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 here at West Georgia Technical College.

In accordance with the catalog posting of testing requirements for students, 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):

Date	Campus	Session 1 Time	Room	Session 2 Time	Room
Mon March 18	Carroll	5:00-7:30pm	304A		
Tues March 19	Carroll			9:30-12:00pm	304A
Wed March 20	Coweta	9:30-12:00pm	B102	5:30-8:00pm	B102
Tues March 19	Douglas	8:00-10:30am	150A	4:00-6:30pm	156A
Thu March 21	LaGrange	1:30-4:00pm	710	5:00-7:30pm	710
Wed March 20	Murphy	5:00-7:30pm	2134B		
Thu March 21	Murphy			9:00-11:30am	2134B

Testing will be conducted in computer labs. The online proctored exam requires 2 hours for completion, and an additional 15 minutes is needed for testing information and computer login. (If you are a student graduating from a program completed online, you will receive additional information soon regarding your proctored exam.)

Please arrive 15 minutes before your test is scheduled to begin in order to allow adequate check-in time; students who arrive at or past the test starting time will not be allowed admission and must reschedule, possibly on another campus, dependent upon available seating. ***A photo ID will be required upon check-in before you are admitted;*** 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;*** calculators will be examined as you check in, and unapproved calculators will be held until after testing. ***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 a way for us to measure how effective our curriculum is and helps us identify areas that may need improvement. Your participation is critical to our success as a college, and we appreciate your involvement in our continuous improvement efforts. ***Students' individual scores on the ETS Pro are kept confidential!*** However, collective data will be provided to the college, as well as comparison data from similar technical and community colleges across the nation. When scores have been calculated by ETS, each student will receive email notification of a *Certificate of Achievement* indicating the level of proficiency he or she has attained. Levels of proficiency are determined by the total score on the exam, not just on individual sections; therefore, you should ***give the entire exam your best effort to accurately reflect your level of proficiency.*** We know that WGTC students are among the best academically. Your best effort on this assessment will help us prove it!

In order for us to plan for adequate space and proctors, please go to <https://www.westgatech.edu/admissions/registrars-office/graduation-information/> and click on the Graduate Exit Exam link ***before Friday, March 8, 2019.***

Sincerely,

John Parton
Vice President, Institutional Effectiveness