



Instructions for Taking the ETS Proficiency Profile Exam

Congratulations on Reaching your Goal!

You worked hard and proved you can achieve your dream. We are proud of you and want to share with the nation how much you've learned here at West Kentucky Community and Technical College (WKCTC). In order to do so, **WKCTC students receiving an Associate degree are required to take a nationally recognized exam, the ETS Proficiency Profile, to evaluate the extent to which graduates have attained general education competencies.** The exam will not affect individual student grades or eligibility to graduate. *Students who fail to take this exam may have their transcripts held* unless excused by the President of WKCTC or his/her designee.

About the ETS Proficiency Profile Exam

The exam measures college-level reading, mathematics, writing, and critical thinking in the context of the humanities, social sciences, and natural sciences. The exam is designed to allow colleges and universities to assess general education outcomes, measure and document program effectiveness, meet accountability requirements for accreditation, and improve the quality of instruction. This exam is published by Educational Testing Service (ETS) and is taken by students at colleges and universities nationwide. The ETS Proficiency Profile Exam is available online. You may complete the exam at your home or in one of the college computer labs. A list of computer labs and operating hours is included at the end of this flyer.

Students who complete the ETS Proficiency Profile Exam and answer at least 75% of the questions will be eligible to win one of two \$50 gas cards. The drawing for the gas cards will be held November 21, 2011 for December graduates and April 16, 2012 for May graduates.

All students who score at or above the 75th percentile by earning a total score of at least 450 points will be awarded a blue cord to wear at graduation.

Before Taking the Exam

1. **Set aside sufficient time to complete the exam.** The ETS Proficiency Profile Exam is a timed assessment that requires **40 minutes** to complete all exam questions. An additional **10-15 minutes** is necessary to log-in and complete the personal profile questions. *The exam should be taken in one continuous testing session without breaks. Make sure you allocate the needed time so you can work with as few interruptions as possible.* You may not use dictionaries, books, rulers, compasses, protractors, slide rules or papers other than scratch paper. You may use scratch paper and/or a 4-function non-graphing calculator.

2. **Check computer compatibility.** Close all open applications except Internet Explorer. Go to the ETS Login screen at:

<http://proficiencyprofile.ets.org>

Select “**Run ETS Proficiency Profile System Check**” to make sure the computer you are using has sufficient memory and speed to complete the exam. If completing the exam from home, enter “Home” in the “Lab Name/Room Number” field and the number “1” in the “Station Number” field.

3. **Download the ETS Proficiency Profile Browser.** Follow the steps below:
 - a. Select “**Download ETS Proficiency Profile Browser**” to install.
 - b. Select “**Download ETS Proficiency Profile Browser**” once again.
 - c. When asked if you want to run or save this file, select “**Run**” and “**Run Again**” if asked.
 - d. Enter the numeric Session Number provided below in the field labeled “Session Number” and click **Submit**.

If graduating in December 2011, your Session Number for this exam administration is

37165-9387305

*Remember to include the dash (“-”).
December graduates have until October 1, 2011, to complete this exam.*

If graduating in May 2012, your Session Number for this exam administration is

37166-9387306

*Remember to include the dash (“-”).
May graduates have until March 1, 2012, to complete this exam.*

- e. If logging in for the first time, enter your e-mail address on the Login screen. Click on the radio button next to “No, I have not logged in before” and then click **Submit**.
4. **Complete the Personal Profile.**

Each student is required to complete a personal profile. Any required fields that are not completed will be highlighted in yellow. This section asks for your ID number. **Use your KCTCS Student ID number**, the 9 digit number usually beginning with 00 that is found on your schedule of classes. After completing your personal profile, click the **Submit** button.

As part of your personal profile, you will be asked to create a password to access the exam. You may use any combination of letters and numbers in your password. Be sure to remember your password. If you forget your password, do not create a new exam. Contact Renea Akin, Dean of Institutional Planning, Research and Effectiveness at Renea.Akin@kctcs.edu or at 270-534-3461 for assistance.
 5. **Complete the optional Sample Exam.** After completing the Personal Profile, you have an opportunity to take a Sample Test.

Taking the Timed Exam

1. **Starting the Exam.** After exiting the Sample Test, the next screen that displays is a title screen followed by a directions screen. *These directions are part of the ETS Proficiency Profile Exam.* After you finish reading the directions, click on the **Next** button to **start the timed exam and display the first question**. You will see the time remaining in the upper right-hand corner of your screen.

You now have **40 minutes** to complete the exam. You must complete the entire exam without break or interruption. You cannot stop the countdown clock once you have clicked **Next** and begin the actual exam.

2. **Ending the Exam Early.** You will be given two options if you try to exit the exam before answering all of the questions:
 - a. Return to the test - You may have time remaining and unanswered questions. If time is remaining, you are permitted to continue working. Click **Cancel** to continue working on your exam.
 - b. Exit – If you click **OK** to Exit, you will exit the exam and the exam will be scored. Once you do this, *you will not be permitted to return to the exam so make sure that you have finished your exam before clicking OK to exit. **The Helpdesk will not be able to help you re-start your exam once you have exited the exam and it has been scored. Remember, only students who complete the exam and answer at least 75% of the questions will be eligible for the drawing!***
3. **Completing Exit Evaluation Questions.** After completing the exam, you will be directed to a few Exit Evaluation Questions. The exit evaluation questions are optional and do not affect your score. However, we appreciate your taking the time to complete these questions as they help us improve the testing experience.

Print Your Individual Student Score Report

This serves as proof that you have completed this graduation requirement.

Eligible Students Pick up Blue Cords at the Registrar's Office

Students who score at or above the 75th percentile by earning a total score of at least 450 points are eligible to wear a blue cord during commencement ceremonies in May. Cords may be picked up at the Record's Office in the Anderson Technical Building, room 112. Completing the ETS Proficiency Profile examination is only one of the steps needed to officially graduate. You must still complete and return the official graduation application packet to the records office by the posted deadline.

Additional Help

Technical support is available Monday through Friday from 8:00 a.m. to 6:00 p.m. EST by sending an e-mail to proficiencyprofilesupport@testsys.com. You will typically receive a response within an hour during the above hours.

Local support for issues such as forgotten passwords is available from Renea Akin, Dean of Institutional Planning, Research and Effectiveness at Renea.Akin@kctcs.edu or by phone at 270-534-3461. Dr. Akin will respond as quickly as possible.

Thank you for taking the time to complete this exam. The faculty and staff of West Kentucky Community and Technical College extend best wishes for your continued success!

WKCTC Computer Lab Information

Lab	Location	Days	Hours
Grisham Computer Lab	Rosenthal Hall, room 208	Monday-Thursday	7:30 a.m.-6:30 p.m.
Allied Health Lab(s)	Allied Health Building, first floor lobby and room W201	Monday-Friday	7:30 a.m.-4:00 p.m.
Anderson Computer Lab	Anderson Technical Building, room 225B	Monday-Friday	8:00 a.m.-3:45 p.m.
Matheson Library	Matheson Learning Resource Center, 2 nd floor	Monday-Thursday Friday Saturday (fall/ spring only)	7:30 a.m.-8:30 p.m. 7:30 a.m.-4:00 p.m. 12:00 p.m.-4:00 p.m.
Waller Computer Lab	Waller Hall, room 101	Monday-Thursday	8:00 a.m.-4:00 p.m.