



**Instructions for Taking the  
ETS Proficiency Profile Exam**

**Congratulations on Reaching your Goal!**

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

1. This process takes about one hour to complete.
2. Go to <http://proficiencyprofile.ets.org>
3. Select **“Run ETS Proficiency Profile System Check.”**
4. If completing the exam from home, enter “Home” in the “Lab Name/Room Number” field and the number “1” in the “Station Number” field.
5. Select **“Download the ETS Proficiency Profile Browse” to install.**
6. Select **“Download ETS Proficiency Profile Browser”** once again.
7. When asked if you want to run or save this file, select **“Run”** and **“Run Again”** if asked.
8. Enter the appropriate numeric Session Number provided below in the field labeled “Session Number” and click **Submit**.

	August 2014 Graduates	December 2014 Graduates	May 2015 Graduates
<b>Session Number*</b>	<b>53563-8515879</b>	<b>53563-8515879</b>	<b>53564-8515880</b>
<b>Deadline</b>	June 30, 2014	September 15, 2014	February 15, 2015

*\*Remember to include the dash (\*-\*) in the session number!*

9. If logging in for the first time, enter your e-mail address on the Login screen. Click on the button next to “No, I have not logged in before” and then click **Submit**.
10. 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.
11. 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, Associate VP of Learning Initiatives at [Renea.Akin@kctcs.edu](mailto:Renea.Akin@kctcs.edu) or at 270-534-3461 for assistance.
12. **Complete the optional Sample Exam.** After completing the Personal Profile, you have an opportunity to take a Sample Test.
13. **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.

14. **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.***
15. **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.
16. Print your Individual Student Score Report
17. **Eligible Students Pick up Blue Cords at the Registrar’s Office.** Students who score at or above the 75<sup>th</sup> percentile by earning a total score of at least 450 points are eligible to wear a blue cord during commencement ceremonies. 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](mailto:proficiencyprofilesupport@testsys.com). You will typically receive a response within an hour during the above hours. Local support is available from Renea Akin, Associate VP of Learning Initiatives at [Renea.Akin@kctcs.edu](mailto: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 <sup>nd</sup> floor	Monday-Thursday	7:30 a.m.-8:30 p.m.
		Friday	7:30 a.m.-4:00 p.m.
		Saturday (fall/ spring only)	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.

Revised April 24, 2014