

CORE Proficiency Examination Authorization Form
Lansing Community College

Last Name: _____	First Name: _____	ID Number: _____
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In order to take a CORE Proficiency Exam, it is required that you first speak with someone in the department offering the exam.

Departmental Permission – to be completed by the Department

This student has spoken with a representative of the _____ Department and has been provided with information about the following CORE Proficiency examination(s):

The student has been advised that the examination will not be made available until a payment of \$50 has been made to the Cashier's Office

Department Representative: _____

Date: _____

STUDENT: Please take this form to the Cashier's Office in the Gannon Vocational Technology Center (GVT), room and pay for your exam. You will not be able to take the exam until you have paid.

Payment – to be completed by the Cashier's Office

Amount Paid: _____ Date: _____

Staff: _____

(stamp here)

PTAEO: 16-TESTING-1000165-OTHER REVENUE-ASSESSMENT

STUDENT: Once you have paid for your exam, your next step is to contact the Assessment Center to make an appointment to take the exam. The Assessment Center can be reached by calling (517) 267-5500. Once you have made your appointment, come to the Assessment Center at the appointed time. The Assessment Center is located in GVT 200, next to Counseling and Advising.

My Appointment Date: _____ My Appointment Time: _____

Testing – to be completed by the Assessment Center

The Assessment Center has verified the student’s eligibility to take a CORE Proficiency examination and has administered the following:		
Examination Name:	Date:	Staff Name:
Examination Name:	Date:	Staff Name:
Examination Name:	Date:	Staff Name:

Congratulations. You have finished your CORE Proficiency Exam. The exam will be returned to its department for grading. Please check with the following department after the following date to get the results of your exam:

Department: _____ Date: _____

Grade – to be completed by the department

The exam has been graded and assigned the following score by a member of our department.			
Examination Name:	Score:	Date:	Staff Name:
Examination Name:	Score:	Date:	Staff Name:
Examination Name:	Score:	Date:	Staff Name:

Once the exam has been graded by the department, a representative from the department will return a copy of this form to the Assessment Center so that the grade can be entered into the student record system.

Note: Because the examination score/s will not appear on the student's transcript, but will be recorded in the student record system, students who successfully complete a core proficiency examination will be required to notify the Enrollment Services/Registrar's Office at the time they submit an application for diploma. The successful completion will be noted when the student's records are audited.