



Date & time of exam registered for: \_\_\_\_\_

## TECHNOLOGY PROFICIENCY EXAMINATION

Students who first registered at Adams State College Fall Semester 2000 or later, must demonstrate baseline proficiency with technology by either: (1) passing the ASC Technology Proficiency Examination with a grade of 70% or higher in **each** of the four major content areas in three attempts, or (2) passing an approved technology course (currently CSCI 100 or Bus 120) with a grade of "C" or better. This proficiency is recommended to be met by the end of sophomore year.

As of Fall 2011, all testing will be scheduled on an individual basis with the Grizzly Testing & Learning Center.

**Please contact the  
Grizzly Testing & Learning Center  
(719) 587-8189  
asctestingctr@adams.edu  
to schedule an individual appointment one week in advance!**

**Students must bring a picture ID**, without the ID, students will not be permitted to take the exam. The reservation is first-come, first-serve. The exam will be proctored on the second floor of the Nielsen Library. The examination will begin at the scheduled time; do not come late! If you are late or miss your appointment, **you will use one attempt of the allotted three.**

The examination consists of four individual tests covering: Computer Literacy, Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. A score of 70% or higher in **each** content area is required to fulfill the technology proficiency. If a student passes three of the four content areas, the student will only need to retake the exam for the one area he/she did not pass. However, if a student fails to pass two or more of the content areas, he/she must retake (and pass) all four content area exams to fulfill the technology proficiency requirements. Specific topics under each category are mentioned in the documents prepared by the ASC Technology Proficiency Committee entitled "Technology Proficiency Expectations", available on the ASC Portal. The Committee strongly recommends that students review these documents prior to registering to take the Technology Proficiency examination.

Students may have three (3) attempts to pass the exam. If the results of the first two attempts at the examination are unsuccessful (score of less than 70%), students will have one more attempt at the exam or may enroll in an approved course and earn a grade of "C" or better. If the third attempt at the exam results in an unsatisfactory score, students **are required** to enroll (and remain enrolled) in an approved course until a grade of "C" or better is attained. If you are unable to attend the exam on your reserved date, you **MUST** contact the Grizzly Testing & Learning Center by phone at 587-8189 or by email to [asctestingctr@adams.edu](mailto:asctestingctr@adams.edu) (include your name and date of exam). Please be aware that if a student reserves a time to take the examination, but does not show up or contact the office to cancel or reschedule **24 hours in advance**, the student **will be charged** with one failed attempt at the exam.

I understand all of the above information and agree to adhere to all policies and procedures as stated above. By testing at the Grizzly Testing & Learning Center, I also agree to follow all policies and procedures at the GTLC. Please inquire for specifics at GTLC (as indicated).

Print: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_