

Dear Student:

Congratulations on your eligibility for graduation!

Jefferson College is required by the state to assess all graduates with regards to their general education skills; therefore, it is necessary for students to take an exit exam as a requirement of graduation. The exam will assist the college in making improvements with regard to student learning, and the results will become part of the student's permanent record.

- **REQUIREMENT:** As the Exit Exam is a requirement for graduation, students must take this exam to receive their diploma.

Exit Exam Testing Windows: The exit exam will be administered continuously throughout each semester. In order to graduate in the:

- Spring or Summer Intersession semesters, the exam must be completed by the last working day in **April**.
- For the Fall or Winter Intersession semesters, the exam must be completed by the last working day in **November**.
- For the Summer semester, the exam must be completed by the last working day in **July**.

ETS Proficiency Profile (EPP)

- Students completing the **Associate of Arts (AA)**, **Associate of Fine Arts (AFA)**, **Associate of Science (AS)** and the **Nursing RN program** will complete the **ETS Proficiency Profile (EPP)**.
- The EPP assesses general education in four core skill areas – reading, writing, mathematics and critical thinking. Students can earn a digital certificate (three levels of proficiency) based upon their test scores.
- Students can then list these credentials on a job resume.
- The test will take approximately **2 hours** to complete, and students will receive their scores immediately after testing.
- The **EPP exit exam** can be completed anywhere as long as you have a computer and reliable internet connection.
- For more information, please refer to www.ets.org/proficiencyprofile/scores/certificates.

WorkKeys Exit Exam (WKeys) – Must be completed at the Hillsboro or Arnold Testing Centers.

- Students completing the **Associate of Applied Science (AAS)** or the **Certificate program** will complete the **WKeys**.
- The American College Testing Program (ACT) developed WKeys in the late 1980s as a national measurement scale. WKeys provides a common language for students, educators, individual workers, business, labor and those involved in job training to discuss essential foundation workplace skills.
- Students will take the following WKeys exams: Applied Mathematics, Graphic Literacy and Workplace Documents.
- **National Career Readiness Certificates** will be awarded based on the student's test scores. It is in the student's best interest to put forth maximum effort to receive the highest-level certificate possible. Many employers use WKeys certificates when evaluating job candidates.
- Students must schedule an appointment at the Hillsboro or Arnold Testing Centers. Appointments are scheduled on a "First come, first served" basis. So, call early to get your desired appointment date/time.
- All students must present a valid **Jeffco Student I.D.** in order to test at the Testing Centers.
- The test will take approximately **3 ½ hours** to complete, and students will receive scores immediately after testing.
- For more information, please refer to www.act.org.

To Schedule an Exit Exam Appointment:

Hillsboro Testing Center (636) 481-3147;
Arnold Testing Center (636) 481-3593; or
In-person appointment: Hillsboro or Arnold Testing Centers

Sincerely,

Connie Nash

Connie Nash, Director of Academic Services

Revised 2/1/2023