



ATHENS TECHNICAL COLLEGE



Testing Services Policies and Procedures

Revised July 2016

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A Message to Students

The Testing Services Office oversees the administration of placement exams and admissions exams for all selective health programs. Testing Services also provides individual and small group workshops to assist students in improving their test taking skills. The Testing Services office hours are:

Monday – Thursday: 8:00 am – 5:00 pm
Friday: 8:00 am – 4:00 pm

Athens Technical College
Testing Services
800 US Hwy 29 North
Athens, Georgia 30601
706-583-2728
706-433-7096 (fax)
testing@athenstech.edu

Mission Statement

The mission of the Testing Services Office is to provide exceptional customer service to applicants and students of Athens Technical College, seeking to administer valid and reliable assessments that will assist in student success at ATC.

Placement exams are administered at all campuses of Athens Technical College; all selective health admission exams are administered at the main campus in Athens.

Athens Campus - Testing Services

800 US Hwy 29 N
Athens, GA 30606
Suite H-749
706- 583-2728 / 706- 433-7096 Fax
testing@athenstech.edu

Greene Campus - Testing Services

1051 Athens Tech Drive
Greensboro, GA 30642
706-453-7435

Elbert Campus – Testing Services

1317 Athens Highway
Elberton, GA 30635
706-213-2103

Walton Campus – Testing Services

212 Bryant Road
Monroe, GA 30655
770-207-4130

Admission Requirements

Admission Requirements

In order to be admitted to Athens Technical College, every applicant is required to obtain minimum scores on one of the following tests: ACCUPLACER, ACCUPLACER, ASSET, ACT, or SAT.

Students may also present evidence of completion of college level English composition and math. College level math may include: College Algebra, Calculus, Math Modeling, Pre-Calculus or Elementary Statistics at an accredited college or university. Students will need to submit official college transcripts to verify completion.

Upon completion or submission of valid test scores administered within the last five years or official transcripts, the admissions office will process the student's file for admission. Failure to meet these minimum requirements will result in the need for completion of the ACCUPLACER Exam. Students will not be exempted from the exam until official scores and/or transcripts are received by ATC.

<u>PLACEMENT TEST</u>	Associate Degree		Diploma	Minimum Score for Admission
ACCUPLACER English	70		60	40
ACCUPLACER Reading	64		55	40
ACCUPLACER Arithmetic	34		34	31
ACCUPLACER Algebra	57		(57*)	N/A
	<i>Math 1113</i>	<i>Math 1131</i>		
ACCUPLACER College Level Math	70	90		
▼				
COMPASS Writing	64		32	15
COMPASS Reading	80		72	49
COMPASS Pre-Algebra	35		35	21
COMPASS Algebra	38		(28)*	N/A
	<i>Math 1113</i>	<i>Math 1131</i>		
ACCUPLACER Trigonometry	40	55		
ASSET Writing	41		37	32
ASSET Reading	42		39	33
ASSET Numerical Skills	35		35	32
ASSET Elementary Algebra	42		(36)*	
ACT English	16		16	N/A
ACT Math	19		19	N/A
ACT Reading	18		18	N/A
SAT Take prior to 3/1/16	450		450	N/A
SAT Taken after 3/1/16	450		450	N/A

*Only used for diploma programs that require algebra.

The ACCUPLACER Placement Exam

The ACCUPLACER Exam

Athens Technical College uses the **ACCUPLACER exam for acceptance and course placement purposes**. The **ACCUPLACER exam** is a nationally recognized exam from College Board, which is used by many two and four-year colleges and universities. It is an untimed, computerized test that measures basic writing, reading, and math (Arithmetic and Elementary Algebra) skills.

To process an application, the admissions office must have valid scores in reading, writing, **arithmetic and elementary algebra** on the ACCUPLACER exam from an applicant or equivalent scores on another approved test.

In certain instances, Athens Technical College may use the **ACCUPLACER Companion** placement exam in lieu of the **ACCUPLACER** computerized exam. The **Companion exam** is a paper-pencil assessment that is untimed and does not permit use of a calculator on the numerical skills portion of the test. The companion exam is a fully accessible exam and may be used in large group administrations or to assist students with disabilities.

Results of the placement exams are used to determine whether applicants have sufficient skills in a specific content area that will enable them to be successful in college level classes or if they would benefit from remediation to strengthen these skills to ensure success within the college level English and math courses.

Any applicant who submits official transcripts with evidence of prior English and math courses at the college level may not be required to take the placement exam. ***Learning support courses taken at another institution may not be transferrable to Athens Technical College.***

The ACCUPLACER Placement Exam

Registering for the ACCUPLACER Exam

Once you have submitted an application to the *main campus of Athens Technical College* and it is determined that you need to take the placement exam, you will receive a letter notifying you of this from the Testing Services Office. This letter will request that you go online to schedule an appointment for the placement exam. You will be required to submit your application fee prior to testing.

You may also check your admission status at www.athenstech.edu. > **Check Status** to determine if you are required to take the exam. If you have received a letter from testing services or have checked your status and need to test, you are ready to schedule your exam. Please <http://www.athenstech.edu/StudentAffairs/testing/scheduling.cfm> to complete the ACCUPLACER Scheduling Request Form. After completing the online form, you will receive a confirmation page with your scheduled test date.

If you need to reschedule your exam, please complete another ACCUPLACER Scheduling Request Form for the desired date to receive a new confirmation.

It is **your responsibility** to ensure that you complete the placement exam prior to the deadline for registration of the semester you wish to attend. Your application will not be processed until completion of the exam.

If you wish to complete the placement exam at one of our satellite campuses, please contact the campus administrator directly to schedule your exam. Contact information is listed below.

Registering for the ACCUPLACER Exam – Non ATC Students

If you are not an applicant or student of Athens Technical College, you may still be eligible to take the ACCUPLACER exam at ATC. The main campus of Athens Technical College is designated as a remote testing center for the ACCUPLACER exam. If you wish to test at ATC, contact your school of choice and request that they submit a remote testing request through the ACCUPLACER website. Upon request, you will receive a confirmation email confirming your request to test at ATC.

Once the confirmation email is received, you must contact Athens Technical College's Testing Services Office to schedule your exam. Please bring your confirmation email as well as valid photo identification to the college on the day of your exam.

There will be a \$25 proctoring fee that will be payable to Athens Technical College prior to testing.

If you are applying to a sister technical college within the TCSG system, the proctoring fee will be waived upon receipt of the remote registration designating the College's affiliation.

The ACCUPLACER Placement Exam

Preparing for the ACCUPLACER Exam

Applicants are encouraged to prepare for the placement test in advance. For the ACCUPLACER test, the College Board website provides study materials, as well as sample questions to prepare students for the exam.

For review work in writing, reading, and math (arithmetic and algebra), you can find study help from the ACCUPLACER website at <https://accuplacer.collegeboard.org/students> .

Additional preparation information is available through the ATC Library at through Learning Express. <http://library.athenstech.edu/home>

You may also benefit from going to the Academic Support Center homepage at on the Athens Technical College website. Follow the links to <http://www.athenstech.edu/studentAffairs/studentSuccess/acWorkshop.cfm> to access a number of helpful study websites in each subject area. The Academic Support Center also provides access to an online study guide to help you prepare for the exam. It is only necessary to focus on reading, writing, and math skills in the areas of pre-algebra and algebra. It is not necessary to study advanced math areas.

For additional information, see our Preparing for the Placement Test handout for the http://www.athenstech.edu/studentAffairs/testing/documents/Accuplacer_prep.pdf .

The ACCUPLACER Placement Exam

Taking the ACCUPLACER Exam

Applicants will be asked to complete all content areas of the ACCUPLACER exam during its initial administration. Athens Technical College requires completion of the Reading, Writing, Arithmetic and Elementary Algebra components of the exam. Applicants who have met partial requirements may choose to take specific portions of the exam at their own discretion. Failure to complete all parts of the exam may result in insufficient test scores. It will be the responsibility of the student to complete any missing sections of the exam during an available retest session. Students will be responsible for payment of any missing section at retest.

- Students must present a valid picture ID to take the ACCUPLACER exam.
- All items brought with the student will need to be stored in a designated area during the exam.
- No cell phones are allowed in the testing lab. If a student's phone rings during the exam, the student will be removed from the room, and the test scores will be invalidated.
- Scratch paper will be provided by Athens Technical College.
- Students will need to bring a pen or pencil to test.
- Students will be asked to read all instructions carefully prior to beginning the exam.
- Any student who is disruptive may be asked to leave the testing lab during administration of the exam.
- Students should notify the Testing Coordinator of any technical difficulties prior to exiting the lab.

The ACCUPLACER Placement Exam

ACCUPLACER Exam Results

After taking the placement exam, applicants will receive their ACCUPLACER results along with a Test Score Grid to determine their eligibility with regard to admission and placement at ATC. The test grid provides minimum score requirements in writing, reading, arithmetic, and elementary algebra for regular admission to an associate degree, diploma, or certificate program of study.

Failure to meet the program ready score requirements on the exam may result in provisional admission to Athens Technical College. Provisional admission to the college means that students will be admitted to ATC but will need to complete necessary learning support courses in specific content areas, prior to entering college level English and math classes. Students will not be able to register for these college level classes or selective health exams until this requirement is met. Students who require learning support classes in more than one subject area will also be required to complete COLL 099 – College Success Skills.

If a student fails to meet the minimum score requirements for admission, the college will require the student to retest in an effort to meet these requirements. The student's application cannot be processed for regular or provisional enrollment until minimum scores are reached in all content areas.

NOTICE: A different set of placement scores applies to any student who registered for and attended classes at Athens Technical College either Spring Quarter 2011 and/or Summer Quarter 2011, as long as the student has maintained that enrollment on a continuous basis without missing more than one semester in attendance or submitting a request to change programs. The placement scores that were in effect at the time the student was admitted will apply. Those scores can be found in the Placement Test Grid - Spring-Summer 2011. If the student does not attend school for two or more semesters or formally requests a change in his or her program from the Admissions Office, then the placement scores for the current school term will immediately take effect and the Spring-Summer 2011 scores will become null and void in that instance.

The ACCUPLACER Placement Exam

ACCUPLACER Exam – Retesting Policy

Students who do not meet the minimum score requirements upon initial administration may request to retest in an attempt to meet necessary requirements.

Students may retest one time in any content area upon completion of a 30-day waiting period.

If a student is currently enrolled in a learning support class, the student may not request to retest in that content area until completion of that course.

In order to retest, students will need to meet the following criteria:

- Complete the ATC retesting registration form, noting in which content area(s), they wish to retest. This form can be obtained in the Testing Services Office or online at <http://www.athenstech.edu/studentAffairs/testing/policies.cfm> .
- Students will be responsible for payment of \$15 per content section of the exam for which they wish to retest. Payment should be made the ATC Cashiers Office either in person or by phone at 706-355-5121. The fee is non-refundable in the event the student misses their scheduled exam.
- Students should then submit their retesting registration form to the Testing Services Office in person or by fax at 706-433-7096.
- Retesting dates are posted on the retest registration form, which may be found in the Testing Services Office or online at www.athenstech.edu > Testing Services > Retesting Policies and Registration.
- Registration and payment is due 24 hours in advance of the desired retesting exam date.

Upon completion of the ACCUPLACER re-test exam, all students will meet with the Testing Coordinator to discuss their exam scores and program eligibility. If the student meets all minimum/program ready score requirements, the student's file will be referred to Admissions for completion of processing. If the student does not meet the minimum requirements for program eligibility, he or she will then be required to complete the necessary learning support classes in specific content areas prior to entering college level English and math classes. Students will not be able to register for these college level classes or selective health exams until this requirement is met. Students who require learning support classes in more than one subject area will also be required to complete COLL 099 – College Success Skills.

The ACCUPLACER Placement Exam

ACCUPLACER Exam – Adult Education Requirements

Upon retest, if a student does not meet the minimum requirements for provisional admission to ATC for the second time, the student will be required to participate in a minimum of 40 hours of remediation in the identified content area(s) through the Adult Education Center.

Upon completion of remediation through the local Adult Education Center, students may provide written proof of attendance of completed remediation to the Testing Services Office and retest in the content area of remediation by following these steps:

- Complete the ATC retesting registration form, noting in which content area(s), they wish to retest. This form can be obtained in the Testing Services Office or online at www.athenstech.edu > Testing Services > Retesting Policies and Registration.
- Students will be responsible for payment of \$15 per content section of the exam for which they wish to retest. Payment should be made the ATC Cashiers Office either in person or by phone at 706-355-5121. The fee is non-refundable in the event that the student misses the exam.
- Students should then submit their retesting registration form to the Testing Services Office in person or by fax at 706-433-7096.
- Retesting dates are posted on the retest registration form, which may be found in the Testing Services Office or online at www.athenstech.edu > Testing Services > Retesting Policies and Registration.
- Registration and payment is due 24 hours in advance of the desired retesting exam date.

PLACEMENT TEST	Score
▼	
ACCUPLACER Writing	<40
ACCUPLACER Reading	<40
ACCUPLACER Arithmetic	<31
ACCUPLACER Algebra	N/A
COMPASS Writing	<15
COMPASS Reading	<49
COMPASS Pre-Algebra	<21
COMPASS Algebra	N/A
ASSET Writing	<32
ASSET Reading	<33
ASSET Numerical Skills	<32
ASSET Elementary Algebra	N/A

If a student fails to meet the minimum score requirements upon administration of the retest, the student will then repeat the process of remediation through the local Adult Education Center.

The ACCUPLACER Placement Exam

High School Students - (Move on When Ready- MOWR)

Students currently enrolled in high school who are applying for admission to ATC programs and/or courses through the MOWR program must meet program ready requirements in all basic skills areas of the ACCUPLACER Exam to gain admission to Athens Technical College.

Students who do not meet program ready requirements must improve their scores in specific areas of weakness before they may be considered for admission to ATC while in high school.

Currently enrolled high school students applying for admission to the college as MOWR students will be permitted to retest under the following policy:

1. Students may retest one time in each content area.
2. Students must wait a minimum of 30 days from their original test.
3. Students must submit a retest registration form to the Testing Services Office or to their local School Representative.
4. There will be no fee assessed as long as the student is seeking enrollment to ATC as a high school student. *Retests administered upon graduation or for traditional enrollment upon graduation will revert to regular retesting standards.*

Students are encouraged to engage in self-study prior to retest to improve their chances of success. The Testing Office has information available to assist students in preparing for the exam.

After the initial retest, if a high school student who is applying for the MOWR program, fails to achieve the minimum scores in all required areas, the following policy will apply should they seek subsequent retesting:

1. Students will be eligible for 1 subsequent retest, if they are within 5 points of meeting the program ready standard and they can submit evidence of participation in remediation. A student may not retest more than 3 times in any given year.
2. Students must wait a minimum of 30 days from their previous test date.
3. Students not meeting program eligibility will have the opportunity to reapply the following academic year.
4. If a student scores in the adult education range in any content area, during the initial and subsequent retest, then the student will not be eligible for admission through the MOWR program. Students will need to reapply post-graduation. See page 11 for adult education ranges.

POST (ACCUPLACER) Academy Entrance Exam

POST Exam

The Testing Services Office of Student Support Services oversees the administration of the POST Academy Entrance Exam. The POST Exam consists of the ACCUPLACER placement exam including assessment of skills in reading, writing, pre-algebra and algebra. The test is an untimed, computerized test and is conducted regularly on each of our satellite campuses during previously scheduled administrations of the ACCUPLACER exam.

Individuals interested in taking the POST exam at Athens Technical College should register by reviewing the information included below:

- **Complete this registration form and pay a \$20 non-refundable fee** to the cashier for the POST Academy Entrance Exam. Be sure to obtain a receipt for your payment. Payment can also be made via telephone by contacting the cashier at 706-355-5121 on the Athens Campus.
- **Submit copies of your registration form and evidence of payment either in person, by mail, or by fax to the secretary in Suite H-772 on the Athens campus.** Keep the originals for your records. If you send a copy of your registration form and receipt by mail, address it to POST Exam Registration, Suite H-772, Athens Technical College, 800 US Hwy 29 North, Athens, GA 30601-1500. By fax, the number is 706-433-7096. Once the college has your POST registration form, you may be scheduled for the test at any Athens Technical College campus.
- **Unless you have received verbal confirmation from ATC in person or by phone, verify confirmation of receipt of your registration form via the email address provided on the registration form.** Please call 706-583-2728 if you have questions or would like additional information.

In preparation for the exam, you may review basic reading, writing and math skills. Additional preparation materials may be found at the ACT website as follows:

<https://accuplacer.collegeboard.org/students> .

You may also benefit from going to the Academic Support Center homepage at <http://www.athenstech.edu/studentAffairs/studentSuccess/acSupport.cfm> on the Athens Technical College website.

On your scheduled test date, please bring a picture ID with you. All other test materials will be furnished by the college.

Plan to be seated in the testing room at least 15 minutes in advance of the testing time. If testing at the main campus, once you have completed the test you will be provided with a copy of the results for your records and an official sealed copy to submit with your law enforcement or corrections application. If you elect to test at a satellite campus, an official copy of your test scores will be mailed to you at the address provided on the registration form.

The Georgia Peace Officer Standards and Training Council will only permit you to take the POST test every 30 days.

For additional information about the exam or available testing dates, contact the testing services office of the campus where you wish to complete the exam.

CLEP Exams

CLEP Exams

The Testing Services Office of Student Support Services oversees the administration of CLEP exams on a monthly basis. Participants do not have to be enrolled at Athens Technical College to participate in CLEP administrations.

To schedule a CLEP Exam, participants will need to initially register for their exam of choice by following instructions listed at: <http://clep.collegeboard.org/register/exam>. Once registered through Collegeboard.org, participants should contact Testing Services to schedule their exam:

Scott Sopera, Testing Coordinator
ssopera@athenstech.edu
706-227-5435

or

Keli Fewox, Director of Student Support Services
kfewox@athenstech.edu
706-355-5081

Students enrolled at Athens Technical College should refer to the ATC College Catalog to determine CLEP equivalency credit. Athens Technical College currently accepts up to 17 course exemptions in various core courses. A minimum CLEP percentile of 50 is required.

A CLEP equivalency chart for Athens Tech courses can be found at:
<http://www.athenstech.edu/studentAffairs/testing/CLEP.cfm>

Selective Health Exams

Selective Health Exams

The Testing Services Office of Student Support Services oversees the administration of the following selective health admission tests. These exams are required for application to various programs in the allied health fields offered at Athens Technical College.

Selective health exams include:

- TEAS-V
- NLN (RN & PN Versions)

Selective health exams are scheduled throughout the year. Students may refer to the individual registration forms for specific exam dates and registration information.

All selective admission testing for allied health programs is administered on the main campus of Athens Technical College.

Selective Health Exams

TEAS V Exam

The **Test of Essential Academic Skills V for Allied Health (TEAS-V)** is a timed, computer-based test that measures skills in the academic areas of reading, math, science, and English/language usage.

Before registering to test, a student must:

- Have applied for admission to Athens Technical College
- Have placement test scores (or the equivalent) on file indicating that he or she is program ready.

Students must register in advance, no later than the deadline on the reverse side for your selected test date. Students enrolled in any learning support classes are not eligible to register for the TEAS-V Exam. **If you still have any required learning support classes, do not attempt to register for the TEAS-V at this time.**

To Register for the TEAS-V Exam

- 1) Complete TEAS-V registration form, which may be found online or in person at the main campus of Athens Technical College's Testing Services Office.
- 2) **Pay a \$60 non-refundable fee** to the cashier on the main campus of ATC for the TEAS-V exam. Payment may be made either in person or via phone by contacting the cashier at 706-355-5121. Note on your form if you pay by phone.
- 3) **Submit a copy of your registration form with proof of payment to the Testing Services Office in Suite H-772 on the Athens campus.** Registration **MUST** be received by the deadline for your selected exam. Register in one of the following ways:
 - To register in person - On the Athens campus, present a copy of the registration form with proof of payment to the Testing Services Office in Suite H-772. Keep the original for your records.
 - To register online – You may complete registration, using the online registration form at <http://www.athenstech.edu/studentAffairs/testing/selective.cfm>
 - To register by fax - Fax a copy of registration form with proof of payment to 706-433-7096, and then contact 706-583-2728 to confirm receipt of your fax.
 - To register by regular or inter-office mail - Send a copy of the completed registration form with proof of payment by regular or inter-office mail to TEAS-V Registration, Suite H-749, Athens Technical College, 800 US Hwy 29 North, Athens, GA 30601-1500. Your form must be received by the deadline for your test date.

Students are encouraged to confirm submission of registration forms and confirmation of selected exam dates by contacting 706-583-2728 in advance of scheduled exam date. Students will not receive written confirmation of test registration.

Students who are unable to take the exam on the date they have scheduled may forfeit their registration fee. Exam fees are not transferable or refundable once the deadline has passed as exams are purchased on behalf of the student.

The TEAS-V is offered on a reserved-seat basis only. No last minute arrivals are allowed.

Students must wait a minimum of six months from their previous exam date to retest.

TEAS-V exam results are available upon completion of the exam. Students will use their username and password to retrieve their scores for submission to selective health programs.

Students should consult the college catalog to verify application deadlines for all selective health programs.

To Prepare for the TEAS-V Exam

Students are strongly encouraged to prepare in advance for the TEAS-V. The following study guide and practice exam can only be purchased online at www.atiialiedhealth.com → *Online Store* → *TEAS Prep*:

- TEAS V Study Manual - Health Occupations Basic Entrance Test, Version V
- TEAS-V Online Practice Test

IMPORTANT NOTICE: Students who register online to purchase these study materials should record their user name and password which will be required during administration of the TEAS-V examination.

Selective Health Exams

NLN Exam

The National League for Nursing Pre-Admission Examination (NLN-*PN* or NLN-*RM*) is a computer-based timed test that evaluates verbal, math, and science abilities.

Before registering to test, a student must:

- Have applied for admission to Athens Technical College
- Have placement test scores (or the equivalent) on file indicating that you are program ready.

Students must register in advance, no later than the deadline on the reverse side of the registration form for your selected test date. Students enrolled in any learning support classes are not eligible to register for the NLN Exam. **If you still have any required learning support classes, do not attempt to register for the NLN at this time.**

To Register for the NLN Exam

- 1) Complete NLN registration form, which may be found online or in person at the main campus of Athens Technical College's Testing Services Office.
- 2) **Pay a \$60 non-refundable fee** to the cashier on the main campus of ATC for the NLN exam. Payment may be made either in person or via phone by contacting the cashier at 706-355-5121. Note on your form if you pay by phone.
- 3) **Submit a copy of your registration form with proof of payment to the Testing Services Office in Suite H-772 on the Athens campus.** Registration **MUST** be received by the deadline for your selected exam. Register in one of the following ways:
 - To register in person - On the Athens campus, present a copy of the registration form with proof of payment to the Testing Services Office in Suite H-772. Keep the original for your records.
 - To register online – You may complete registration, using the online registration form at <http://www.athenstech.edu/studentAffairs/testing/selective.cfm>
 - To register by fax - Fax a copy of registration form with proof of payment to 706-433-7096, and then contact 706-583-2728 to confirm receipt of your fax.
 - To register by regular or inter-office mail - Send a copy of the completed registration form with proof of payment by regular or inter-office mail to NLN Registration, Suite H-772, Athens Technical College, 800 US Hwy 29 North, Athens, GA 30601-1500. Your form must be received by the deadline for your test date.
- 4) **Students are encouraged to confirm submission of registration forms and confirmation of selected exam dates by contacting 706-583-2728 in advance of scheduled exam date. Students will not receive written confirmation of any test registration.**

Students who are unable to take the exam on the date they have scheduled, may forfeit their registration fee. Exam fees are not transferable or refundable once the deadline has passed, as exams are purchased on behalf of the student.

The NLN is offered on a reserved-seat basis only. No last minute arrivals are allowed.

Students must wait a minimum of six months from their previous exam date to retest.

NLN exam results are available upon completion of the exam. Students will use their username and password to retrieve their scores for submission to selective health programs.

Students should consult the college catalog to verify application deadlines for all selective health programs.

To Prepare for the NLN Exam

You are strongly encouraged to prepare in advance for the NLN. The following study guides should prove helpful:

NLN-PN *Review Guide for LPN/LVN Pre-Entrance Exam, 3rd Edition (2009) ISBN-13: 9780763762704*

NLN-RN *Review Guide for RN Pre-Entrance Exam, 3rd Edition (2009) ISBN-13: 9780763762711*

These guides are available from the Athens Technical College bookstore, as well as from the publisher Jones & Bartlett online at <http://www.jblearning.com/nursing/review> or by phone at 800-832-0034, ext. 8197.

Vocabulary Builder for the NLN

The verbal section of the NLN tests knowledge of non-scientific vocabulary, so applicants should try to increase their facility with words before taking the test. The websites below can help with vocabulary development and review:

<http://www.number2.com/> - *Word of the Day and other vocabulary exercises*

<http://www.vocabulary.com/AOLtopsatwords12.html> - *Top word lists for standardized tests*

<http://www.wordfocus.com/> - *Latin and Greek elements used in English; links to additional resources*

http://www.sheppardsoftware.com/web_games_vocab.htm - *2000 words and many activities*

<http://esl.about.com/od/engilshvocabulary/> - *Vocabulary building resource for all levels*

<http://www.wordcentral.com> - Mostly for children but has some exercises

Additional Options for NLN Study on the Web

www.athenstech.edu → Current Students → Library Services → Tutorials & Practice Exams → LearningExpress → Occupation Practice Tests → Nursing and Allied Health
Register from any Athens Technical College computer and then access it from home.

<http://www.syvum.com/sat/>

Activities for both math and verbal skills; many activities available for building your vocabulary

<http://www.medterms.com/script/main/hp.asp>

Medical dictionary with 16,000 medical terms

<http://www.biology.arizona.edu/>

An interactive resource from the University of Arizona for studying biology

Selective Health Exams

Selective Health Exams for NON-ATC Students

Athens Technical College administers the NLN and TEAS V exams to individuals who are not enrolled at ATC. Those individuals are asked to complete the registration form for Non-ATC Students in lieu of completing the full application process. Fees for these exams are non-refundable.

To Register for the TEAS-V or NLN Exam for NON-ATC Students

- 1) Complete TEAS-V or NLN registration form, which may be found online or in person at the main campus of Athens Technical College's Testing Services Office.
- 2) **Pay a \$95 non-refundable fee** to the cashier on the main campus of ATC for the TEAS-V or NLN exam. Payment may be made either in person or via phone by contacting the cashier at 706-355-5121. Note on your form if you pay by phone.
- 3) **Submit a copy of your registration form with proof of payment to the Testing Services Office in Suite H-772 on the Athens campus.** Registration **MUST** be received by the deadline for your selected exam. Register in one of the following ways:
 - To register in person - On the Athens campus, present a copy of the registration form with proof of payment to the Testing Services Office in Suite H-772. Keep the original for your records.
 - To register online – You may complete registration, using the online registration form at <http://www.athenstech.edu/studentAffairs/testing/selective.cfm>
 - To register by fax - Fax a copy of registration form with proof of payment to 706-433-7096, and then contact 706-583-2728 to confirm receipt of your fax.
 - To register by regular or inter-office mail - Send a copy of the completed registration form with proof of payment by regular or inter-office mail to TEAS-V or NLN Registration, Suite H-772, Athens Technical College, 800 US Hwy 29 North, Athens, GA 30601-1500. Your form must be received by the deadline for your test date.

Students are encouraged to confirm submission of registration forms and confirmation of selected exam dates by contacting 706-583-2728 in advance of scheduled exam date. Students will not receive written confirmation of any test registration.

Students who are unable to take the exam on the date they have scheduled will forfeit their registration fee. Exam fees are not transferable or refundable once the deadline has passed, as exams are purchased on behalf of the student.

The TEAS-V and NLN exams are offered on a reserved-seat basis only. No last minute arrivals are allowed.

Health Certification Exams

Health Certification Exams

The Testing Services Office of Student Support Services oversees the administration of the following health related certification exams. These exams are required for

Health Certification exams include:

- NCCT – National Center for Competency Testing
- AMP - National Certification for Surgical Technology

Health certification exams are scheduled throughout the year. Students may refer to the following websites to register for either exam. Students must register through the exam websites to sit for the exam. Exam dates and times are listed on the respective websites.

NCCT- <https://www.ncctinc.com/>

AMP - <http://www.goAMP.com>

The **NCCT** exam is administered for the following ATC programs: Medical Assisting, Phlebotomy, and Insurance and Coding Specialist. Exam preparation materials can be found at <https://www.ncctinc.com/Testing/PracticeTestLogin.aspx> .

The **AMP** exam is administered for the following ATC programs: Surgical Technology. Exam preparation materials can be found at <http://www.goamp.com/Pages/Candidate-Information.aspx>

All health certification exams are administered on the main campus of Athens Technical College.

Test Skills Workshops

Athens Technical College offers all students' appointment based workshops to address their "Test Taking Skills" to learn and develop specific habits that will enable them to be successful.

One- on- one training is offered through the Student Support Services – Testing Services Office to meet the individual needs of students. Topics include:

- 1) Test taking strategies for all types of exams
- 2) Dealing with test anxiety
- 3) Habits of successful students
- 4) "How" to study
- 5) Public speaking skills
- 6) Effective time management
- 7) Setting smart goals

Before the first session, the ATC Testing Specialist will contact students to obtain their concerns and begin shaping a path to address specific issues. Using this process, the session will be customized to match the individual needs of each student. Sessions may be scheduled as needed to meet the needs of students throughout their educational career at ATC. For more information, please contact:

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706-433-7092 (Fax)

Testing Services Contact Information

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