

# CORE Proficiency Examination Authorization Form

Lansing Community College

Last Name:	First Name:	Banner ID:
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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 Student Finance Office.

Department Representative: \_\_\_\_\_

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

Student: Please take this form to the Student Finance Office in the Gannon Building (GB) and pay for your exam. You will not be able to take the exam until you have paid.

## Payment – to be completed by Student Finance

Amount Paid: \_\_\_\_\_

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

Staff: \_\_\_\_\_

(stamp here)

11 - 20240 - 5132 - 510000

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 GB 200, next to Student Support Services.

My Appointment Date: \_\_\_\_\_ My Appointment Time: \_\_\_\_\_

**Testing – to be completed by the Assessment Center**

<b>The Assessment Center has verified the student’s eligibility to take a CORE Proficiency examination and has administered the following:</b>		
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**

<b>The exam has been graded and assigned the following score by a member of our department</b>			
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 the time they submit an application for diploma. The successful completion will be noted when the student’s records are audited.