



Instructions for Students Taking
ETS® Proficiency Profile
SUMMER 2018



PRINT THESE INSTRUCTIONS

Students applying for an **Associate degree** and/or **diploma** are **required** to take a nationally recognized exam as part of their graduation requirements. This exam does not affect an individual student's GPA however; failure to take the exam may result in the graduation process being stopped until the exam is taken.

Please note: Close all other tabs in your browser before accessing the exam. Turn off or disable pop-up blockers until you are finished with the exam. Make sure all updates have been completed on the computer you're using prior to beginning the exam.

****DEADLINE INFO****

SUMMER 2018 exit exam testing session is only available from May 25 through June 22, 2018

Demographic information highlighted in **Yellow** is required. You will be asked for your ID number during this process, **USE YOUR KCTCS Student ID Number**. Your ID # can be found on your schedule or student picture ID. Complete the profile using your best judgment. As part of your personal profile you will be asked to create a password. This password can be any combination of letters and numbers. If you forget your password, **DO NOT create a new exam login**. Contact Ella Smith at ella.smith@kctcs.edu or at **606-326-2031** for assistance. **DO NOT TAKE THE EXAM MULTIPLE TIMES!!** *If you have taken the ETS Proficiency Profile in recent years contact ella.smith@kctcs.edu to verify your exit exam results.*

The process takes approximately 1 hour to complete online.

1. Go to <http://etsreadiness.ets.org>
2. Select "Get the ETS Online Testing Browser"
3. Open, or Run, the .exe file you just downloaded.
 - a. Most browsers allow the file to pop-up on the lower left side of your screen. You can double click to open/run it. If you prefer, you can go to your "Download" folder and open the ETS Online Test Browser.exe file.

Session Number: 195009-148184269 (include the "-")

4. Click **Start Online** after completing the personal profile section. You will then be given the opportunity to read directions and complete a sample assessment to better familiarize yourself with the format of the ETS Proficiency Profile. Click **End/Exit** once you have completed the sample assessment. Click **OK** on the dialog box that appears to confirm that you are finished with the sample assessment.
5. Click **Next** to begin the timed assessment. You will see the time remaining in the upper right-hand corner of your screen. You now have **40 minutes** to complete the 36 question exam. You must complete the exam without interruption; you cannot stop the countdown clock once you've clicked the **Next** and began the actual exam.
6. **Ending the exam early:** If you attempt to exit before completing all of the questions you will be given two options:
 - a. Return to the test – you may have time remaining and unanswered questions. If time is remaining you are permitted to continue working on the exam. Click **Cancel** to continue the exam
 - b. Exit – if you click **OK** to Exit, you will exit the exam and the exam will be scored. Once you do this you *will not be permitted to return to the exam so make sure you have finished the exam before clicking OK to exit. **Neither ACTC nor the Helpdesk will be able to help you re-start the exam once you have exited and the exam is scored.***
7. **Completing Exit Evaluation Questions.** After completing the exam, you will be directed to Exit Evaluation Questions. The evaluation questions are optional and do not affect your score. However, we appreciate your taking the time to complete these questions which help us improve the testing experience.
8. Click **Exit** once you have completed the assessment. You can print the score sheet to include in your graduation packet. Otherwise the score will be loaded in your PeopleSoft account as a MAPP test score. Click **Logout** to exit the administration window and conclude the assessment. *You're all done!*

Additional Help:

If you encounter any problems, please contact ETS Technical Support at ProficiencyProfileSupport@tests.com. You should receive a response within one (1) hour during normal business hours (Monday through Friday, 8:00am to 6:00pm EST. If your e-mail is received outside of these hours, ETS will respond immediately the next business day.

Local support for issues with the **ETS Proficiency Profile** such as forgotten passwords, clarification of instructions, etc., is available from Ella Smith in the Office of Institutional Effectiveness on the Technology Drive Campus in room 103. Mrs. Smith may be contacted via phone - 606-326-2031, or email ella.smith@kctcs.edu.

For all other graduation issues and questions, contact Barbara Bramblett, Assistant Registrar, at 606-326-2429; or Robin Lewis, Registrar, at 606-326-2423.