

# Proficiency Exam Checklist



- 1. Obtain permission from the department chair to take the proficiency exam (You will be given a permission form to bring to the MSU Testing Center.)
- 2. Present your permission form along with \$50 for each proficiency exam you wish to take to the MSU Testing Center in 501A Ginger Hall.
- 3. Schedule with the department or with the MSU Testing Center to take the exam.
- 4. Take the exam.
- 5a. If a passing score is obtained and ***the test was taken in the department***, have the department chair contact the MSU Testing Center to begin processing the credit statement.

OR

- 5b. If a passing score is obtained and ***the test was taken in the Testing Center***, the department chair will be notified and the credit statement will be processed.