



Jefferson College serves our community by delivering quality learning opportunities that empower individuals to achieve their goals.

1000 Viking Drive • Hillsboro, Missouri 63050-2441

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. **As the test is a requirement for graduation, students MUST take this exam.**

- 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 ½ hours to complete, and students will receive their scores immediately after testing. For more information, please refer to www.ets.org/proficiencyprofile/scores/certificates.
- Students completing the **Associate of Applied Science (AAS)** or the **Certificate program** will complete the **WorkKeys**. The American College Testing Program (ACT) developed WorkKeys in the late 1980s as a national measurement scale. WorkKeys 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 WorkKeys 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 WorkKeys certificates when evaluating job candidates. 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.

Exit Exam Testing Windows: Spring and summer intersession graduates (the month of March), summer graduates (the month of June), and fall and winter intersession graduates (the month of October).

Exit Exam Appointments: Seating is limited for all test sessions, so please contact the Hillsboro and/or Arnold Testing Center early to make an appointment. Graduation eligibility will be verified at time of registration. All students must present a valid photo I.D: Jeffco Student I.D. or driver's license in order to test at the Testing Centers.

- Hillsboro Campus (636) 481-3147
- Arnold Site (636) 481-3593
- In-person appointment: Hillsboro Testing Center Building / Arnold Testing Center – Third Floor Room 310.

More information about the Exit Exam can be found on the Jefferson College website: www.jeffco.edu, go to the Academics tab, locate the Academic Services heading, click on the Testing Center link, and click on Test & Fees.

Sincerely,

Connie Nash

Connie Nash
Coordinator of Testing Services Revised 11/3/2020