What can I expect the day of the exam?

- The Exam will be given in LH 1011
- You should arrive approximately 15 minutes before the start of the Exam.
- You must bring your Panther ID card or other photo ID card to the exam.
- You will be given a user name and password to use during the Exam. You will complete a short tutorial on how to use the testing software.
- You will not be allowed to leave the room once you have started the Exam. However, you may take a short break between the 2 sections of the Exam.
- You will take the 100-point concepts test first.

What are the next available test dates?

- August 24, 2010 – 5:00-9:00pm

For more information, please visit:
http://www.eiu.edu/~bus1950
If you have a good knowledge of computer concepts and skills, you may want to consider testing out of BUS 1950. You can do this in 2 ways: Proficiency or competency testing.

What is Proficiency Testing?
- You pay $30.00 per credit hour ($90.00 for 3 hour class). If you pass both sections of the test, you receive course credit for BUS 1950. There will also be a $12.50 non refundable fee for the exam.

What is Competency Testing?
- If you pass both sections of the test, you are exempted from taking BUS 1950, but you do not receive credit for the course. There will be a $12.50 nonrefundable fee for the exam.

Who is eligible to take the exam?
- If you are currently enrolled in BUS 1950, you may take the Exam during the first four (4) weeks of the semester. If you pass the Exam, you will be allowed to withdraw from BUS 1950 without penalty.
- You are not eligible to take the Exam if you have previously enrolled in BUS 1950 and there is an entry (including a grade of D, F, W, WP, WF, or I) on your permanent EIU record for the course.

What is covered on the exam?
- The Exam consists of two parts:
  - Part 1: 100-point objective test on computer concepts

Is there a study guide?
- Yes, there is a study guide. Visit the following link and select the Study Guides link at the side of the page.  
  -  [http://www.eiu.edu/~bus1950/](http://www.eiu.edu/~bus1950/)

How do I sign up?
- Visit the following link and fill out the proper test application form under Proficiency / Competency Testing Information
  -  [http://www.eiu.edu/~bus1950/](http://www.eiu.edu/~bus1950/)
- Take the form to Melissa Gordon, LH 3011, who will verify your eligibility to take the exam.
- Pay the non-refundable Exam fee to Melissa Gordon. You must use your Panther card to pay for the exam.

When will I know if I passed?
- If you pass both sections of the test at 70% or higher, you will pass the Exam. The software will notify you at the conclusion of each part of the exam, the score you received.
- You will receive official notification of your test results approximately one week after the test date.