

CHEMISTRY PROFICIENCY TEST POLICY & PROCEDURES

1. Successful scores on proficiency tests allow students to register for a higher level course within the same discipline sequence. Proficiency tests carry no course credit, a waiver is issued. Test registration forms must be obtained from the Office of Testing Services, Room S 127 in person. A valid government issued photo ID is required.
2. There is a **\$30.50 non-refundable fee** for each proficiency test taken. If you are unable to sit for your scheduled appointment, you may reschedule one time by informing the Office of testing Services at least 24 hours in advance by email at: TestingOffice@Bergen.edu. Failure to do so, will result in another \$30.50 charge should you sit for the exam at another time.
3. If you have already received any of the following grades of A, B, C, D, N, Inc, M, W, E, R, or Q (audit), you may **not** take a test for that course.
4. You must meet all prerequisites for any course for which you wish to take a proficiency test.
5. Since a student can attempt a proficiency test **only one time**, student are strongly encouraged to study for proficiency tests. Textbooks are available to use in the BCC library. Review materials can be found on our website at www.bergen.edu/testing just click on the proficiency test link on the left side of the page.
6. Students taking the CHM 100 proficiency test are allowed 2 hours and the use of a **non-graphing calculator is permitted, however the test taker must provide their own non-graphing calculator.**