ELIGIBILITY: To be eligible for the English 302 Test-Out Exam, you

- must not currently be enrolled in 302 when taking the 302 Test-Out Exam
- must have at least a junior classification
- must have completed English 150 and 250
- must be taking the test-out exam for the first time (university policy prevents repeats)

THE TEST: The English 302 Test-Out Exam has three parts. Part One is a short answer test over course concepts and vocabulary. Part Two requires a critique of a letter or memo on features such as organization, style, audience awareness, tone, and correctness. Part Three asks you to write a persuasive message based on data provided to you. You will take the exam in a Ross Hall computer lab. Three hours will be allowed to take the exam.

ACCOMMODATION: If you are asking for accommodated testing arrangements, please contact Student Disability Resources, 1076 Student Services Building, phone 515-294-7220 to schedule a meeting and request a SAAR (Student Academic Accommodation Request form). The completed SAAR and registration forms must be dropped off at the Student Counseling Service receptionist desk, Student Services Building, 3rd floor by no later than noon on the Wednesday before the test.

WHAT TO BRING TO THE EXAM: Pencils, pens, and student IDs ONLY will be permitted in the test lab. DO NOT bring notes, books, or backpacks.

FEE: A $100, non-refundable fee will be placed on your university bill, which will be processed after you have taken the exam. Please keep in mind that the $100 fee is non-refundable, unless you cancel your registration by sending an email to scstesting@iastate.edu by Wednesday noon before the exam.

EVALUATION: The Advanced Communication Committee compares your performance on the exam to the writing of a good 302 student who has taken the course. All parts of the test must receive a satisfactory rating for you to earn “T” (test-out) credit. You will be notified by an email message within six weeks of the exam whether or not you have earned this “T” credit. If you receive “T” credit, it will be posted at the end of the semester in which you took the exam.

Name (Last)                     (First)                              (Middle)                     University ID #

College                           Major                             Classification (Jr./Sr.)

ISU email address: ___________________________________________________________

Accommodation Requested: (Be sure to attach university accommodation documentation.)

____________________________________________________________________________

My signature given below verifies that I have given correct information on this form and I have read and understood all of the information given above. I understand that the fee for this test-out will be placed on my university bill. I also understand that I will be billed for this test-out if I fail to cancel my registration by Wednesday noon before the exam, or do not pass the exam. If I do not report for the scheduled examination, I must initiate a new request, including the examination fee payment in order to take a future examination.

Signature______________________ Date______________________

(PASS) ______________________ (NOT PASS) ______________________

(Advanced Communication Office use only)

Please scan and email completed registration form to scstesting@iastate.edu

NOTE: If you do not receive a confirmation email reply within 24 hours, please call the SCS Testing office at 515-294-5058 and leave a message.