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H.E. STUCKENHOFF DEPARTMENT OF NURSING

Memo from: Jolene Knaus
Regarding: TEAS® Test requirement for fall 2010 admissions
Date: October 7, 2009

Enclosed you will find information and instructions regarding the TEAS® exam that is required as part of the applications process to be considered for fall 2010 admission to the Casper College Nursing Program. Our current guidebook and the website have noted that this admission requirement was being added to the spring 2010 admission process.

Please note that there is a limited amount of time in which you can take the test:

November 2, 2009 through February 5, 2010.

There are 170 multiple choice questions on the exam which includes:

CONTENT AREA	NUMBER OF TEST ITEMS	TIME ALLOTTED
Reading	40	50 minutes
Mathematics	45	56 minutes
Science	30	38 minutes
English and Language Usage	55	65 minutes
TOTAL	170	209 minutes

The goal of adding this exam to our pre-requisites is to determine your entry level skills which have been deemed important by a panel of nursing program curriculum experts for nursing program applicants. The goal is two-fold in that we want our students to stay in the program and be successful in passing the licensure exam at the completion of the nursing program. Good luck!



H.E. STUCKENHOFF DEPARTMENT OF NURSING
2009-2010

Test of Essential Academic Skills (TEAS®)

As part of the application process, the Casper College Nursing Program requires students to take the Test of Essential Academic Skills (TEAS®). To register for the exam, please fill out the TEAS® Registration Form below. The individual adjusted score earns the student points on the 'Admission Ranking Sheet' as follows:

- 3 points= 80% and above
- 2 points= 73-79.9%
- 1 point =67-72.9%
- 0 points = 66.9% or lower

The TEAS® assessment gauges students' reading, mathematics, science and English skills. To prepare for the TEAS® assessment you are encouraged to purchase:

- TEAS® Study Manual (\$38.95). The TEAS® Study Manual offers sample questions with accompanying explanations and study/test taking skills **and/or**
- TEAS® On-line Practice Assessment (\$32.00). The on-line practice assessment includes 100 items designed to be reflective of the TEAS® in both content and format. In order to maximize the learning experience, each item is accompanied by detailed rationales for all correct and incorrect responses chosen. Students can take the practice assessment via the internet at any convenient time and location **OR**
- TEAS® On-line Practice Assessment + TEAS® Study Manual (\$60.00-savings of \$10.95)
- The above success aids may be purchased on-line by going to: www.atitesting.com. If you have any questions you may call Assessment Technologies Institute®, LLC at 1-800-667-7531.
- Appointments for the web-based test can be scheduled between **November 2, 2009 and February 5, 2010** with the Academic Testing Center (ATC) at Casper College, testing@caspercollege.edu, or 268-3850. The maximum time for the exam is four (4) hours.
- The cost of the TEAS® exam is \$25.00, which is paid on-line with a credit/debit card on the day of the test.
- No test will be administered without payment first.
- Test date availability is on a first come basis and the Casper College testing center accommodates 10 students at any one time.
- A copy of the 'Policies and Procedures' for the Casper College Academic Testing Center have been attached for your convenience.
- If you are not able to come to Casper College to take the test, it is your responsibility to contact a proctored testing center in your community and make arrangements to have the test proctored.

- The out-of town proctored testing center will need to contact: Jolene Knaus, jknaus@caspercollege.edu. Or 307-268-2717 to obtain the testing login and password.
- If you have taken the TEAS ® within the last year, your results are valid and will be accepted as meeting the prerequisite. These results need to be sent to Casper College directly from ATI. The cost of this service is \$20.00
- TEAS® may be taken twice during a one year period.
- Please bring or mail a copy of your test results to Teresa Millan when you have completed the test.

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TEST REGISTRATION FORM Test of Academic Skills (TEAS®) Applicants applying for Fall 2010	
Name	
Phone	
E-mail	
Scheduled test date	
Scheduled test time	
<p><i>After you have made your appointment to test</i>, the <u>TEAS® Registration Form</u> has to be turned into Teresa Millan in the Saunders Health Science Building room HS 202 or mailed to:</p> <p style="text-align: center;"> Attn: Teresa Millan Casper College Department of Nursing 125 College Dr Casper WY 82601 </p>	

Mydocuments/nursing/evaluationcommittee/TEASF09

Policies and Procedures

Academic Testing Center

(formerly the ACT/Proctoring Center)

Located in the Thorson Institute of Business - BU123

Campus map available at <http://www.caspercollege.edu/facilities/maps.html>

Fall 2009 Hours

Monday – noon to 5:00pm

Tuesday - 8:30 am to 7:00 pm

Wednesday – 8:30 am to 5:00pm

Thursday – 8:30 am to 5:00pm

Friday – 8:30 am to 3:00pm

Saturday*** – 9:00am to 2:00pm

(***ONLY: 9/12, 10/3, 11/7, and 12/5)

- **Students must call the Proctoring Center at 268-3850 or e-mail testing@caspercollege.edu to schedule appointments at least 24 hours in advance. No walk-ins will be taken.**
- The Proctoring Center will be **closed** on all school holidays. If the Proctoring Center must close at other times, faculty and staff will be notified 24 hours in advance by GroupWise e-mail. Any unforeseen closures will be communicated by the same method.
- Test appointments will be scheduled on the hour and half-hour. Appointments will be taken on a first-come, first-served basis. Once the Center is full (at eleven stations), no more students will be admitted at that time.
- If unable to keep an appointment, students should call 268-3850 to reschedule rather than showing up at an alternate time.
- Students will need to present one valid form of picture ID before testing. Student ID, driver's license, and military ID are a valid form of ID. No one will be admitted without a current, valid ID.
- Cellular phones must be turned off while in the Center and, together with **all** other personal items, must be placed in one of the lockers provided by the Center.
- **No hooded sweatshirts, coats, jackets, or hats are allowed in the testing room.**

- No food or drinks, other than bottled water in a clear plastic container with all labels removed, will be allowed in the Testing Room. All water that is allowed must be kept on the floor, not on the desktop.
- No children are allowed in the Proctoring Center.
- The ADA testing room is only available to candidates with documented needs. Please contact the Casper College Accommodative Services Counselor, Brent Heuer (x2557), in advance of testing to arrange for necessary documentation.
- Faculty can deliver tests to and retrieve tests from the Proctoring Center via student runners or in person. Completed tests will be filed in the Proctoring Center and may be picked up during regular Proctoring Center hours. Faculty must provide their online passwords 24 hours in advance.
- Faculty will need to specify the length of time for the test, days tests can be administered, name of instructor, whether or not specific calculators, books, or notes may be used, whether the test requires a pen or pencil, and any other special instructions for the test. Students should also be aware of these instructions in advance. A form is on our web page.

Margo H. Perry, Coordinator
Patti Coleman, Proctor
Millie Nissen, Proctor