ATHENS TECHNICAL COLLEGE

Testing Services

Policies and Procedures

Revised July 31, 2013
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A Message to Students

The Testing Services Office oversees the administration of placement exams, as well as admissions exams for all selective health programs. Testing Services also provides individual and small group workshops to assist students in improving their test taking skills. Our office hours are:

Monday – Thursday: 8:00 am – 5:00 pm
Friday: 8:00 am – 4 pm

Athens Technical College
Testing Services
800 US Hwy 29 North
Athens, Georgia 30601
706-583-2728
706-433-7096 (fax)
testing@athenstech.edu

Mission Statement

The mission of the Testing Services Office is to provide exceptional customer service to applicants and students of Athens Technical College, seeking to administer valid and reliable assessments that will assist in student success at ATC.

Placement exams are administered at all campuses of Athens Technical College, while all selective health admission exams are administered at our main campus in Athens.

Athens Campus - Testing Services
800 US Hwy 29 N
Athens, GA 30606
Suite H-749
706- 583-2728 / 706- 433-7096 Fax
testing@athenstech.edu

Elbert Campus – Testing Services
1317 Athens Highway
Elberton, GA 30635
706-213-2103

Greene Campus - Testing Services
1051 Athens Tech Drive
Greensboro, GA 30642
706-453-7435

Walton Campus – Testing Services
212 Bryant Road
Monroe, GA 30655
770-207-4130
Admission Requirements

In order to be admitted to Athens Technical College, every applicant is required to obtain minimum scores on one of the following tests: COMPASS, ASSET, ACT, or SAT.

Or present evidence of completion of college level English Composition and Math. College level math may include: college algebra, calculus, math modeling, pre-calculus or elementary statistics at an accredited college or university. Students will need to submit official college transcripts to verify completion.

Upon completion or submission of valid test scores administered within the last 5 years or official transcripts, the admissions office will process the students file for admission.

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<tr>
<th>GROUP ➤</th>
<th>Associate Degree</th>
<th>Diploma</th>
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<td>PLACEMENT TEST</td>
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<tr>
<td>SAT Math</td>
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*Only used for diploma programs that require Algebra.

Failure to meet these minimum requirements will result in the need for completion of the COMPASS Exam. Students will not be exempted from the exam until official scores and/or transcripts are received by ATC.
The COMPASS Placement Exam

The COMPASS Exam

Athens Technical College utilizes the COMPASS exam for acceptance and course placement purposes. The COMPASS exam is a nationally recognized exam from ACT, Inc., that is used by many two and four-year colleges and universities. It is an untimed, computerized test that measures basic Writing, Reading, and Math (Pre-algebra and Algebra) skills. Use of a calculator, which will be furnished for the test, is permitted on the math portion of COMPASS.

To process an application, the admissions office must have valid scores in reading, writing, pre-algebra and in algebra on the COMPASS exam from an applicant, or equivalent scores on another approved test.

In certain instances, Athens Technical College may utilize the ASSET placement test in lieu of the COMPASS exam. The ASSET is a paper-pencil assessment that is timed, and does not permit use of a calculator on the numerical skills portion of the test. However, a calculator is permitted on the elementary algebra portion of the test, and it will be provided at the appropriate time during the test. The ASSET test is a fully accessible exam and may be used in large group administrations or to assist students with disabilities.

Results of the placement exams are used to indicate whether or not an applicant has sufficient skills in a specific content area that will enable them to be successful in college level classes or if they would benefit from remediation to strengthen these skills to ensure success within the college level English and Math classes.

Any applicant who submits official transcripts with evidence of prior English and math courses at the college level may not be required to take the placement exam. Learning support classes taken at another institution may not be transferrable to Athens Technical College.
The COMPASS Placement Exam

Registering for the COMPASS Exam

Once you have submitted an application to the *main campus of Athens Technical College* and it is determined that you need to take the placement exam, you will receive a letter notifying you of this from our Testing Services Office. This letter will request that you go online to schedule an appointment for the placement exam. You will be required to submit your application fee prior to testing.

You may also check your admission status at [www.athenstech.edu](http://www.athenstech.edu) > Check Status to determine if you are required to take the exam. If you have received a letter from testing services or have checked your status and need to test, you are ready to schedule your exam. Please click here to complete the COMPASS Scheduling Request Form. After completing the online form, you will receive a confirmation page with your scheduled test date.

*If you need to reschedule your exam, please complete another COMPASS Scheduling Request Form for the desired date to receive a new confirmation.*

It will be *your responsibility* to ensure that you complete the placement exam prior to the deadline for registration of the semester you wish to attend. Your application will not be processed until completion of the exam.

*If you wish to complete the placement exam at one of our satellite campuses, please contact them directly to schedule your exam. Contact information is listed below.*

Registering for the COMPASS Exam – Non ATC Students

If you are not an applicant or student of Athens Technical College, you may still be eligible to take the COMPASS exam on our campus. The main campus of Athens Technical College is designated as a remote testing center for the COMPASS exam. If you wish to test with us, contact your school of choice and request that they submit a remote testing request through the COMPASS website. Upon request, you will receive a confirmation email confirming your request to test at our college.

Once the confirmation email is received, you must contact Athens Technical College’s Testing Services Office to schedule your exam. Please bring your confirmation email, as well as valid photo identification to the college on the day of your exam.

There will be a $25 proctoring fee that will be payable to Athens Technical College prior to testing.

*If you are applying to a sister college within the TCSG system, the proctoring fee will be waived upon receipt of the remote registration designating the College’s affiliation.*
Preparing for the COMPASS Exam

Applicants are encouraged to prepare for the placement test in advance. For the COMPASS test, the ACT website provides study materials, as well as sample questions to prepare students for the exam.

For review work in writing, reading, and math (pre-algebra and algebra areas only), you can find study help from the COMPASS website at http://www.act.org/compass/sample/index.html.

Additional preparation information is available through the ATC Library at http://library.athenstech.edu/compass.

You may also benefit from going to the Academic Support Center homepage at http://www.athenstech.edu/StudentDevelopmentServices/AcademicSupportCenter/ on the Athens Technical College website. Follow the links to English, Math, and Reading to access a number of helpful study websites in each subject area. The Academic Support Center also provides access to an online study guide to help prepare for the exam. It is only necessary to focus on reading, writing, and math skills in the areas of pre-algebra and algebra. It is not necessary to study advanced math areas.

For additional information, see our Preparing for the Placement Test handout for the COMPASS.
The COMPASS Placement Exam

Taking the COMPASS Exam

Applicants will be asked to complete all content areas of the COMPASS exam during its initial administration. Athens Technical College requires completion of the Reading, Writing, Pre-Algebra and Algebra components of the exam. Applicants who have met partial requirements may choose to take specific portions of the exam at their own discretion. Failure to complete all parts of the exam may result in insufficient test scores and it will be the responsibility of the student to complete any missing sections of the exam during an available retest session. Students will be responsible for payment of any missing section at retest.

- Students will need to present a valid picture ID to take the COMPASS exam.
- All items brought with the student will need to be stored in a designated area during the exam.
- No cell phones are allowed in the testing lab. If a student's phone rings during the exam, the student will be removed from the room and test scores invalidated.
- Calculators and scratch paper will be provided by Athens Technical College.
- Students will need to bring a pen or pencil to test.
- Students will be asked to read all instructions carefully prior to beginning the exam.
- Any student who is disruptive may be asked to leave the testing lab during administration of the exam.
- Students should notify the Testing Specialist of any technical difficulties prior to exiting the lab.
The COMPASS Placement Exam

COMPASS Exam Results

After taking the placement exam, applicants will receive their COMPASS or ASSET results, along with a Test Score Grid to determine their eligibility with regard to admission and placement at ATC. The test grid provides minimum score requirements in writing, reading, pre-algebra, and algebra for regular admission to an associate degree, diploma, or certificate program of study.

Failure to meet the program ready score requirements on the exam may result in provisional admission to Athens Technical College. Provisional admission to the College means that students will be admitted to ATC, but will need to complete necessary learning support classes in specific content areas prior to entering college level English and Math classes. Student will not be able to register for these college level classes or selective health exams until this requirement is met. Students who require learning support classes in more than one subject area will also be required to complete COLL 099 – College Success Skills.

If a student fails to meet the minimum score requirements for admission to the college will require the student to retest in effort to meet these requirements. The student’s application cannot be processed for regular or provisional enrollment until minimum scores are reached in all content areas.

NOTICE: A different set of placement scores applies to any student who registered for and attended classes at Athens Technical College either Spring Quarter 2011 and/or Summer Quarter 2011, as long as the student has maintained that enrollment on a continuous basis without missing more than one semester in attendance or submitting a request to change programs. The placement scores that were in effect at the time the student was admitted will apply. Those scores can be found in the Placement Test Grid - Spring-Summer 2011. If such a student does not attend school for two or more semesters, or formally requests a change in his or her program from the Admissions Office, then the placement scores for the current school term will immediately take effect and those Spring-Summer 2011 scores will become null and void in that instance.
The COMPASS Placement Exam

COMPASS Exam – Retesting Policy

If a student does not meet the minimum score requirements upon initial administration, they may request to retest in attempt to meet necessary requirements.

Students may retest one time in any content area; upon completion of a 30 day waiting period.

If a student is currently enrolled in a learning support class, the student may not request to retest in that content area until completion of that course.

In order to retest, students will need to:

- Complete the ATC retesting registration form, noting which content area/s, they wish to retest in. This form can be located in the Testing Services Office or online at www.athenstech.edu > Testing Services > Retesting Policies and Registration.
- Students will be responsible for payment of $15 per content section of the exam they wish to retest in. Payment should be made the ATC Cashiers Office either in person or by phone at 706-355-5121. The fee is non-refundable in the event you miss your scheduled exam.
- Students should then submit their retesting registration form to the Testing Services Office in person or by fax at 706-433-7096.
- Retesting dates are posted on the retest registration form, which may be found in the Testing Services Office or online at www.athenstech.edu > Testing Services > Retesting Policies and Registration.
- Registration and payment is due 24 hours in advance of the desired retesting exam date.

Upon completion of the Compass re-test exam, all students will meet with a Testing Specialist to discuss their exam scores and program eligibility. If the student meets all minimum/program ready score requirements, the students file will be referred to Admissions for completion of processing. If the student does not meet the minimum requirements for program eligibility, they will then be required to complete the necessary learning support classes in specific content areas prior to entering college level English and Math classes. Student will not be able to register for these college level classes or selective health exams until this requirement is met. Students who require learning support classes in more than one subject area will also be required to complete COLL 099 – College Success Skills.
The COMPASS Placement Exam

COMPASS Exam – Adult Education Requirements

Upon retest, if a student does not meet the minimum requirements for provisional admission to ATC for the second time, the student will be required to participate in a minimum of 12 hours of remediation in the identified content area/s through the Adult Education Center.

Upon completion of remediation through the local Adult Education Center, the student may provide written proof of attendance of completed remediation to the Testing Services Office and retest in the content area of remediation by following these steps:

- Complete the ATC retesting registration form, noting which content area/s, they wish to retest in. This form can be located in the Testing Services Office or online at [www.athenstech.edu > Testing Services > Retesting Policies and Registration.](http://www.athenstech.edu)
- Students will be responsible for payment of $15 per content section of the exam they wish to retest in. Payment should be made the ATC Cashiers Office either in person or by phone at 706-355-5121. The fee is non-refundable in the event that you miss your exam.
- Students should then submit their retesting registration form to the Testing Services Office in person or by fax at 706-433-7096.
- Retesting dates are posted on the retest registration form, which may be found in the Testing Services Office or online at [www.athenstech.edu > Testing Services > Retesting Policies and Registration.](http://www.athenstech.edu)
- Registration and payment is due 24 hours in advance of the desired retesting exam date.

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<tr>
<td>PLACEMENT TEST</td>
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<tr>
<td>COMPASS Writing</td>
<td>&lt;15</td>
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<tr>
<td>COMPASS Reading</td>
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<td>COMPASS Pre-Algebra</td>
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<td>ASSET Writing</td>
<td>&lt;32</td>
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<td>ASSET Reading</td>
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<td>ASSET Numerical Skills</td>
<td>&lt;32</td>
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<tr>
<td>ASSET Elementary Algebra</td>
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</tbody>
</table>

If a student fails to meet the minimum score requirements upon administration of the retest, the student will then repeat the process of remediation through the local Adult Education Center.
The COMPASS Placement Exam

High School Students - (Dual Enrollment/ACCEL)

Students currently enrolled in high school who are applying for admission into ATC programs and/or courses through the ACCEL, Dual Enrollment-HOPE, and/or Joint Enrollment programs must meet program ready requirements in all basic skills areas of the COMPASS Exam to gain admission to Athens Technical College.

Students who do not meet program ready requirements must improve their scores in specific areas of weakness before they may be considered for admission to ATC, while in high school.

Currently enrolled high school students applying for admission to the college as Dual Enrollment-HOPE, ACCEL, or Joint Enrollment students will be permitted to retest under the following policy:

1. Students must wait a minimum of 30 days from their original test.
2. Students must submit a retest registration form to the Testing Services Office or to their local School Representative.
3. There will be no fee assessed as long as the student is seeking enrollment to ATC as a High School Student. Retests administered upon graduation or for traditional enrollment upon graduation will revert to regular retesting standards.

Students are encouraged to engage in self-study prior to retest to improve their chances of success. The Testing Office has information available to assist students in preparing for the exam.

After the initial retest, if a high school student who is applying for Dual Enrollment or ACCEL fails to achieve the minimum scores in all required areas, the following policy will apply should they seek subsequent retesting:

1. Students must wait a minimum of 30 days from their previous test date.
2. The student did not score below the Adult Education level in two or more areas on two subsequent tests. That means on the COMPASS exam the student earned at least a 15 in writing, a 49 in Reading, and a 21 in Pre-Algebra. If the student is not eligible for retesting due to the adult education clause, that student would not be eligible for admission through the Dual Enrollment or ACCEL Programs.
3. The student has successfully completed all high school coursework for the semester during which the last retest was given. Successful completion is defined as earning a minimum grade of C in all courses attempted that school term. The high school will need to provide official notification to the College verifying the student's successful performance for the semester in which the last retest was administered.

Upon meeting these requirements, high school students may be eligible to retest a subsequent time each semester as long as they remain eligible for Dual Enrollment or ACCEL admission to the College.
POST (COMPASS) Academy Entrance Exam

POST Exam

The Testing Services unit of Student Support Services oversees the administration of the POST Academy Entrance Exam. The POST Exam consists of the COMPASS placement exam including assessment of skills in reading, writing, pre-algebra and algebra. The test is an untimed, computerized test and is conducted regularly on each of our satellite campuses during previously scheduled administrations of the COMPASS exam.

Individuals interested in taking the POST exam at Athens Technical College, should register by reviewing the information included below

- **Complete this registration form and pay a $20 non-refundable fee** to the Cashier for the POST Academy Entrance Exam. Be sure to obtain a receipt for your payment. Payment can also be made via telephone by contacting the Cashier at 706-355-5121 on the Athens Campus.

- **Submit copies of your registration form and evidence of payment either in person, by mail, or by fax to the secretary in Suite H-749 (Career Center) on the Athens campus.** Keep the originals for your records. If you send a copy of your registration form and receipt by mail, address it to POST Exam Registration, Suite H-749, Athens Technical College, 800 US Hwy 29 North, Athens, GA 30601-1500. By fax, the number is 706-433-7096. Once we have your POST registration form, you may be scheduled for the test at any Athens Technical College campus.

- **Unless you have received verbal confirmation from us in person or by phone, verify confirmation of receipt of your registration form via your email address provided on the registration form.** Please call 706-583-2728 for questions or additional information.

In preparation of the exam, you may review basic reading, writing and math skills. Additional preparation materials may be found at the ACT website as follows: [http://www.act.org/compass/sample/index.html](http://www.act.org/compass/sample/index.html).

You may also benefit from going to the Academic Support Center homepage at [http://www.athenstech.edu/StudentDevelopmentServices/AcademicSupportCenter/](http://www.athenstech.edu/StudentDevelopmentServices/AcademicSupportCenter/) on the Athens Technical College website. Follow the links to *English*, *Math*, and *Reading* to access a number of helpful study websites in each subject area. The Academic Support Center also provides access to an online study guide to help prepare for the exam. It is only necessary to focus on reading, writing, and math skills in the areas of pre-algebra and algebra. It is not necessary to study advanced math areas.

On your scheduled test date, please bring two sharpened #2 pencils and a picture ID with you. All other test materials will be furnished by the College, including calculators.

Plan to be seated in the testing room at least 15 minutes in advance of the testing time.
If testing at the main campus, once you have completed the test you will be provided with a copy of the results for your records and an official sealed copy to submit with your law enforcement or corrections application. If you elect to test at a satellite campus, an official copy of your test scores will be mailed to you at the address provided on the registration form.

The Georgia Peace Officer Standards and Training Council will only permit you to take the POST test every six months.

For additional information about the exam or available testing dates, contact the testing services office of the campus you wish to complete the exam.
Selective Health Exams

The Testing Services unit of Student Support Services oversees the administration of the following selective health admission tests. These exams are required for application to various programs in the allied health fields offered at Athens Technical College.

Selective Health Exams include:

- HOBET-V
- NLN (RN & PN Versions)
- SAT- Institutional Administration

Selective Health Exams are scheduled throughout the year. Students may refer to the individual registration forms for specific exam dates and registration information.

All selective admission testing for allied health programs are administered on the main campus of Athens Technical College.
Selective Health Exams

HOBET V Exam

The Health Occupations Basic Entrance Test (HOBET-V) is a timed, computer-based test that measures skills in the academic areas of reading, math, science, and English/language usage.

Before registering to test, a student must:

- Have applied for admission to Athens Technical College
- Have placement test scores (or the equivalent) on file indicating that you are program ready.
- Students enrolled in any learning support classes are not eligible to register for the HOBET-V Exam. If you still have any required learning support classes, do not attempt to register for the HOBET-V at this time.

Students must register in advance, no later than the deadline on the reverse side for your selected test date.

To Register for the HOBET-V Exam

1) Complete HOBET-V registration form, which may be found online or in person at the main campus of Athens Technical College’s Testing Services Office.

2) Pay a $60 non-refundable fee to the Cashier on the main campus of ATC for the HOBET-V exam. Payment may be made either in person or via phone by contacting the Cashier at 706-355-5121. Note on your form if you pay by phone.

3) Submit a copy of your registration form with proof of payment to the Testing Services Office in Suite H-749 on the Athens campus. Registration MUST be received by the deadline for your selected exam. Register in one of the following ways:
   - To register in person - On the Athens campus, present a copy of the registration form with proof of payment to the Testing Services Office in Suite H-749. Keep the original for your records.
   - To register by fax - Fax a copy of registration form with proof of payment to 706-433-7096, and then contact 706-583-2728 to confirm receipt of your fax.
   - To register by regular or inter-office mail - Send a copy of the completed registration form, with proof of payment by regular or inter-office mail to HOBET-V Registration, Suite H-749, Athens Technical College, 800 US Hwy 29 North, Athens, GA 30601-1500. Your form must be received by the deadline for your test date.

4) Students are encouraged to confirm submission of registration forms and confirmation of selected exam dates by contacting 706-583-2728 in advance of scheduled exam date. Students will not receive written confirmation of any test registration.
If a student is unable to take the exam on the date they have scheduled, they may forfeit their registration fee. Exam fees are not transferable or refundable once the deadline has passed, as exams are purchased on behalf of the student.

The HOBET-V is offered on a reserved-seat basis only. No last minute arrivals are allowed.

**Students must wait a minimum of six months from their previous exam date to retest.**

HOBET-V exam results are available upon completion of the exam. Students will utilize their username and password to retrieve their scores for submission to selective health programs.

**Students should consult the college catalog to verify application deadlines for all selective health programs.**

**To Prepare for the HOBET-V Exam**

**Students are strongly encouraged to prepare in advance for the HOBET-V.** The following study guide and practice exam can only be purchased online at [www.atialliedhealth.com → Online Store → HOBET Prep:](http://www.atialliedhealth.com)

HOBET V Study Manual - Health Occupations Basic Entrance Test, Version V

HOBET-V Online Practice Test

**IMPORTANT NOTICE:** Students who register online to purchase these study materials, should record their User Name and Password which will be required during administration of the HOBET-V examination.
Selective Health Exams

NLN Exam

The National League for Nursing Pre-Admission Examination (NLN-PN or NLN-RN) is a computer-based timed test that evaluates verbal, math, and science abilities.

Before registering to test, a student must:
- Have applied for admission to Athens Technical College
- Have placement test scores (or the equivalent) on file indicating that you are program ready.
- Students enrolled in any learning support classes are not eligible to register for the NLN Exam. If you still have any required learning support classes, do not attempt to register for the NLN at this time.

Students must register in advance, no later than the deadline on the reverse side for your selected test date.

To Register for the NLN Exam

1) Complete NLN registration form, which may be found online or in person at the main campus of Athens Technical College’s Testing Services Office.
2) Pay a $60 non-refundable fee to the Cashier on the main campus of ATC for the NLN exam. Payment may be made either in person or via phone by contacting the Cashier at 706-355-5121. Note on your form if you pay by phone.
3) Submit a copy of your registration form with proof of payment to the Testing Services Office in Suite H-749 on the Athens campus. Registration MUST be received by the deadline for your selected exam. Register in one of the following ways:
   - To register in person - On the Athens campus, present a copy of the registration form with proof of payment to the Testing Services Office in Suite H-749. Keep the original for your records.
   - To register by fax - Fax a copy of registration form with proof of payment to 706-433-7096, and then contact 706-583-2728 to confirm receipt of your fax.
   - To register by regular or inter-office mail - Send a copy of the completed registration form, with proof of payment by regular or inter-office mail to NLN Registration, Suite H-749, Athens Technical College, 800 US Hwy 29 North, Athens, GA 30601-1500. Your form must be received by the deadline for your test date.
4) Students are encouraged to confirm submission of registration forms and confirmation of selected exam dates by contacting 706-583-2728 in advance of scheduled exam date. Students will not receive written confirmation of any test registration.
If a student is unable to take the exam on the date they have scheduled, they may forfeit their registration fee. Exam fees are not transferable or refundable once the deadline has passed, as exams are purchased on behalf of the student.

The NLN is offered on a reserved-seat basis only. No last minute arrivals are allowed.

**Students must wait a minimum of six months from their previous exam date to retest.**

NLN exam results are available upon completion of the exam. Students will utilize their username and password to retrieve their scores for submission to selective health programs.

**Students should consult the college catalog to verify application deadlines for all selective health programs.**

### To Prepare for the NLN Exam

We strongly encourage you to prepare in advance for the NLN. The following study guides should prove helpful:


These are available from the Athens Technical College bookstore, as well as from the publisher, Jones & Bartlett, online at [http://www.jblearning.com/nursing/review](http://www.jblearning.com/nursing/review), or by phone at 800-832-0034, ext. 8197.

### Vocabulary Builder for the NLN

The Verbal section of the NLN tests knowledge of non-scientific vocabulary, so applicants should try to increase their facility with words before taking the test. The websites below can help with vocabulary:

- [http://www.vocabulary.com/AOLtopsatwords12.html](http://www.vocabulary.com/AOLtopsatwords12.html) - Top word lists for standardized tests
- [http://www.wordfocus.com/](http://www.wordfocus.com/) - Latin and Greek elements used in English; terrific links
- [http://www.sheppardsoftware.com/web_games_vocab.htm](http://www.sheppardsoftware.com/web_games_vocab.htm) - 2000 words and many activities
- [http://esl.about.com/od/engilshvocabulary/](http://esl.about.com/od/engilshvocabulary/) - Excellent resource for all levels
http://www.wordcentral.com - Mostly for kids; fun exercises

Additional Options for NLN Study on the Web

www.athenstech.edu → Current Students → Library Services → Tutorials & Practice Exams → LearningExpress → Occupation Practice Tests → Nursing and Allied Health

Register from any Athens Technical College computer and then access it from home!

http://www.syvum.com/sat/
  Activities for both math and verbal skills; many activities available for building your vocabulary

  Medical dictionary with 16,000 medical terms

http://hadm.sph.sc.edu/Courses/Wordtest.html
  After studying prefixes and spending time learning medical terms, take this quiz to check your progress.

http://www.biology.arizona.edu/
  An interactive resource from the University of Arizona for studying biology
Selective Health Exams

Selective Health Exams for NON-ATC Students

Athens Technical College will administer the NLN and HOBET V exams to individuals who are not enrolled at ATC. Those individuals are asked to complete the registration form for Non-ATC Students in lieu of completing the full application process. Fees for these exams are non-refundable.

To Register for the HOBET-V or NLN Exam for NON-ATC Students

1) Complete HOBET-V or NLN registration form, which may be found online or in person at the main campus of Athens Technical College’s Testing Services Office.

2) **Pay a $95 non-refundable fee** to the Cashier on the main campus of ATC for the HOBET-V or NLN exam. Payment may be made either in person or via phone by contacting the Cashier at 706-355-5121. Note on your form if you pay by phone.

3) **Submit a copy of your registration form with proof of payment to the Testing Services Office in Suite H-749 on the Athens campus.** Registration MUST be received by the deadline for your selected exam. Register in one of the following ways:
   - **To register in person** - On the Athens campus, present a copy of the registration form with proof of payment to the Testing Services Office in Suite H-749. Keep the original for your records.
   - **To register by fax** - Fax a copy of registration form with proof of payment to 706-433-7096, and then contact 706-583-2728 to confirm receipt of your fax.
   - **To register by regular or inter-office mail** - Send a copy of the completed registration form, with proof of payment by regular or inter-office mail to HOBET-V or NLN Registration, Suite H-749, Athens Technical College, 800 US Hwy 29 North, Athens, GA 30601-1500. Your form must be received by the deadline for your test date.

4) **Students are encouraged to confirm submission of registration forms and confirmation of selected exam dates by contacting 706-583-2728 in advance of scheduled exam date. Students will not receive written confirmation of any test registration.**

*If a student is unable to take the exam on the date they have scheduled, they will forfeit their registration fee. Exam fees are not transferable or refundable once the deadline has passed, as exams are purchased on behalf of the student.*

The HOBET-V and NLN exams are offered on a reserved-seat basis only. No last minute arrivals are allowed.
Selective Health Exams

Institutional SAT Exam

The SAT Reasoning Test given at Athens Technical College is an institutionally administered exam, which means that scores will be used internally for selective health program admission only, not general admission to the college.

These SAT scores will not be reported to the SAT home office by Athens Tech, and no further official record will be available after you receive your scores.

We do not send Institutional SAT scores to other colleges or universities, students should keep that in mind if they plan to use their SAT results beyond the application to a selective health program at Athens Technical College.

The SAT Reasoning Test is only administered to current applicants of either the radiography or veterinary technology programs who have pre-registered for the exam by the specified deadline published by Athens Technical College.

Our Testing Center is not authorized to administer the SAT test to any other students.

If you are not able to take the exam on the date selected, you will forfeit your registration fee, which is not transferable or refundable.

No last minute arrivals for the SAT are permitted.

Students must wait a minimum of six months from their previous exam date to retest.

However, there is no restriction on how frequently a student can take the nationally administered SAT. Students interested in pursuing that option can obtain additional information from the SAT website at www.collegeboard.org.

To Register for the SAT Exam

1) Complete this registration form and pay a $60 non-refundable fee to the Cashier for the SAT test. Payment can be made either in person or over the phone by contacting the Cashier at 706-355-5121 on the Athens Campus. Seating may be limited so please select two dates.

2) Submit a copy of your registration form with proof of payment to the Testing Services Office in Suite H-749 of the Athens campus. Your registration form must be received by the deadline for your selected test date. Register in one of the following ways:
   • To register in person - On the Athens campus, present a copy of the registration from with proof of payment to the Testing Services Office in Suite H-749. Keep the original for your records.
   • To register by fax - Fax a copy of the registration form with proof of payment to 706-433-7096, and then call 706-583-2728 to confirm receipt of your fax.
• To register by regular or inter-office mail - Send a copy of the registration form with proof of payment by regular or inter-office mail to SAT Test Registration, Suite H-749, Athens Technical College, 800 US Hwy 29 North, Athens, GA 30601-1500. Your form must be received by the deadline for your exam date.

Students are encouraged to confirm submission of registration forms and confirmation of selected exam dates by contacting 706-583-2728 in advance of scheduled exam date. Students will not receive written confirmation of any test registration.

Testing will begin promptly at the scheduled time.

Bring picture identification and two sharpened #2 pencils.

Calculators ARE permitted on the SAT and will be furnished.

Preparing for the SAT Exam

Preparation information for the SAT Reasoning Test is available at www.collegeboard.org \( \rightarrow \) SAT \( \rightarrow \) Practice. There you can explore a number of links for assistance with the SAT.

There are additional free SAT study programs available online, such as www.number2.com and www.syvum.com/sat.

Study guides can also be purchased online, as well as at most bookstores.
Test Skills Workshops

Athens Technical College offers all students’ appointment based workshops to address their “Test Taking Skills” to learn and develop specific habits that will enable them to be successful students.

One-on-one training is offered through Student Support Services – Testing Services Office to meet the individual needs of students. Topics include:

1) Test taking strategies for all types of exams
2) Dealing with test anxiety
3) Habits of successful students
4) “HOW” to study
5) Public speaking skills
6) Effective time management
7) Setting S.M.A.R.T. goals

Before the first session, the ATC Testing Specialist will contact the student to obtain their concerns and begin shaping a path to address specific issues. Using this process, the session will be customized to match the individual needs of the student. Sessions may be scheduled as needed to meet the needs of the student throughout their educational career at ATC. For more information, please contact:

Scott Sapera  
Testing Specialist, Student Support Services  
Athens Technical College  
800 US Highway 29 North  
Athens GA 30601  
ssapera@athenstech.edu  
706-227-5435  
706-433-7092 (Fax)
Testing Services Contact Information

Athens Campus

Keli Fewox, Director
Student Support Services and Career Development
Athens Technical College
800 US Highway 29 North
Athens, GA  30601-1500
kfewox@athenstech.edu
706-355-5081
FAX 706-433-7095

Scott Sapera, Testing Specialist
Testing Services
Athens Technical College
800 US Highway 29 North
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ssapera@athenstech.edu
706-227-5435

Yvonne Beatty, Administrative Assistant
Student Support Services
Athens Technical College
800 US Highway 29 North
Athens, GA  30601-1500
ybeatty@athenstech.edu
706-583-2728
FAX 706-433-7096

Elbert County Campus

Tina Bone, Student Affairs Coordinator
Student Affairs Division
Elbert County Campus – Athens Technical College
1317 Athens Highway
Elberton, GA 30635
tbone@athenstech.edu
706-213-2103

Greene County Campus

Sibley Bryan, Director
Greene County Campus – Athens Technical College
1051 Athens Tech Drive
Greensboro, GA 30642
sbryan@athenstech.edu
706-453-0378
Tonya Coile, Secretary
Greene County Campus – Athens Technical College
1051 Athens Tech Drive
Greensboro, GA 30642
tcoile@athenstech.edu
706-453-7435

Walton County Campus

Dominic Malcom, Student Services Coordinator
Walton County Campus – Athens Technical College
212 Bryant Road
Monroe, GA 30655
dmalcom@athenstech.edu
770-207-4130