



Students enrolled in a postsecondary program of 450 hours or more are required to take and pass a basic skills test in order to receive a certificate at the time of program completion. Test accommodations may be available for individuals who self-identify as having a documented disability. Not all students are required to test, so please read the following guidelines carefully.

Basic Skills Test Requirements & Process
Who Should Test Career Technical Education (CTE) students enrolled in a postsecondary program of 450 hours or more are required to take and pass a basic skills test in order to receive a vocational certificate at the time of program completion. Some students may be exempt from testing, so please refer to the Basic Skills Exemption/Exit Criteria below for details. Who Should <u>Not</u> Test Career Technical Education (CTE) students enrolled in a postsecondary program that is <u>less</u> than 450 hours or students who have met one of the exemption/exit criteria listed below, are not required to test. Subject/ Length/ Format Demonstration of basic Communication (Reading/Language Arts) and Computation (Math) skills is measured via the CASAS Goals Reading and Mathematics exams. Testing will take approximately 3 to 3.5 hours to complete. Registration Procedures/ Cost Testing is by appointment only. There is a \$15.00 testing fee and a valid picture ID is required. Acceptable forms of payment are cash, Visa or MasterCard. The cardholder must be present in order to process in-person payments. Please report to the following Building 11 at the main campus at least one day prior to the desired test day to register. Schedule Report to Main Campus (Hollywood) Building 12 on test day. Testing is by appointment only and the schedule is as follows: Monday: 9:30 am Tuesday: 9:30 am <u>&</u> 5:30 pm Wednesday: 9:30 am <u>&</u> 5:30 pm Friday: 9:30 am <i>*Schedule is subject to change.</i> Acceptable Identification A valid (not expired) photo ID is required to register and test. Examples of acceptable identification include: state issued driver’s license, state issued identification card, permanent resident card, employment authorization card or passport. Test Accommodations Test accommodations may be available for individuals who self-identify as having a documented disability. Requests for accommodations must be made prior to testing. Refer to the Disability Services webpage at www.sheridantechnicalcollege.edu/disability-services or contact Ervean Shannon-Goff at 754.321.5447 for details. Results Test results are available 24 hours after testing. Please contact the program counselor/advisor to discuss test results. Remediation is available online or on-campus for students who do not meet the required scores. Special Considerations Children, food and drinks are not permitted in the testing room.
Test Preparation
Click on the following links to access free test preparation resources on the CASAS Goals website. Students may purchase other study aids from a vendor of choice. Click - CASAS Math Goals 2 Click - CASAS Reading Goals 2
Basic Skills Exemption/Exit Criteria
The Basic Skills Exemption waives the requirement for Postsecondary Career and Technical Education (CTE) students to pass a basic entry-level skills exam. Many different exemption/exit options exist and require additional guidance from the program counselor or advisor. Use the check list on the next page as a guide of possible exemption/exit options. Supporting documentation is required. Please note, these requirements are subject to change at any time due to legislative updates.
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Basic Skills Exemption/Exit Criteria – Student Checklist

This following is intended to help identify whether a student may qualify for a basic skills exemption. Students must meet with a program counselor or advisor to review supporting documentation and determine eligibility. These requirements are subject to change at any time due to legislative updates. If you answer “YES” to any question, please provide supporting documentation to your counselor or advisor for verification.

1. Have you taken any of the following standardized exams? *Circle One: Yes / No*
(Office Use: #1 – Common Test)

- ☐ ACT
- ☐ Digital PSAT/NMSQT and PSAT 10
- ☐ PERT
- ☐ ALEKS PPL
- ☐ End-of-Course Exam – Algebra 1
- ☐ PreACT
- ☐ CLT
- ☐ End-of-Course Exam – Geometry
- ☐ PSAT/NMSQT and PSAT 10
- ☐ CLT 10
- ☐ High School Equivalency Test (HSET)
- ☐ SAT
- ☐ Digital SAT
- ☐ Next Generation Accuplacer
- ☐ Test Assessing Secondary Completion (TASC)

2. Were you enrolled in any of the following courses listed for AICE, AP or IB? *Circle One: Yes / No*
(Office Use: #1 – Performance in High School Coursework)

- ☐ English Language
- ☐ English Literature
- ☐ Mathematics

3. Did you take any of the following English or Math courses at a Florida Public School? *Circle One: Yes / No*
(Office Use: #1 – Performance in High School Coursework)

- ☐ English Language
- ☐ Algebra 2 or Algebra 2 Honors
- ☐ Math for College Statistics
- ☐ English Literature
- ☐ Calculus Honors
- ☐ Math for College Liberal Arts
- ☐ English 4 or English 4 Honors
- ☐ Geometry or Geometry Honors
- ☐ Probability and Statistics Honors
- ☐ Algebra 1 or Algebra 1 Honors
- ☐ Math for College Algebra
- ☐ Pre-Calculus Honors

4. Did you take any of the following program courses? *Circle One: Yes / No*
(Office Use: #1 – Credit-by-Examination)

AICE (Advanced International Certificate of Ed.)	AP (Advanced Placement)	CLEP (College-Level Examination Program)
☐ English Language	☐ English Language & Composition	☐ College Composition
☐ English Literature	☐ English Literature & Composition	☐ College Composition Modular
☐ Mathematics	☐ Statistics	☐ English Literature
☐ Further Mathematics	☐ Calculus AB	☐ American Literature
	☐ Calculus BC	☐ College Algebra
	☐ Precalculus	☐ Precalculus
		☐ Calculus
		☐ College Mathematics
DSST (DANTES Subject Standardized Tests)	IB (International Baccalaureate)	UExcel (Excelsior College)
☐ Principles of Adv. English Composition	☐ English A: Language & Literature	☐ English Composition
☐ Teaching Writing	☐ English A: Literature	☐ College Writing
☐ Fundamentals of College Algebra	☐ Math Analysis and Approaches	☐ College Algebra
	☐ Math Applications and Interpretations	☐ Precalculus Algebra
		☐ Calculus

5. Have you taken any of the following standardized exams? *Circle One: Yes / No*
(Office Use: #2 – Scores with Indefinite Validity)

- ☐ GED Exam (2014 version): Reasoning through Language Arts
- ☐ TABE 11/12: Reading
- ☐ CASAS Goals: Reading
- ☐ GED Exam (2014 version): Mathematical Reasoning
- ☐ TABE 11/12: Language
- ☐ CASAS Goals: Math
- ☐ TABE 11/12: Math

6. Have you earned a State of Florida or nationally recognized industry certification? *Circle One: Yes / No*
(Office Use: #3 – Industry Certifications)

7. Did you graduate from a Florida public school? *Circle One: Yes / No*
(Office Use: #4 – Public High School Diploma)

8. Did you graduate from a college or university? *Circle One: Yes / No*
(Office Use: #5 – College Degree)

9. Are you an active-duty member of any branch of the United States Armed Services? *Circle One: Yes / No*
(Office Use: #6 – Armed Services)

10. Are you currently enrolled in an Apprenticeship program? *Circle One: Yes / No*
(Office Use: #7 – Apprenticeship)

11. Did you apply for admissions into a law enforcement officer basic recruit training program? *Circle One: Yes / No*
(Office Use: #8 – Law Enforcement)

12. Did you graduate from a private school? *Circle One: Yes / No*
(Office Use: #9 – Private School)

13. Did you graduate from a home education program? *Circle One: Yes / No*
(Office Use: #10 – Home Education)

14. Did you complete a personalized education program? *Circle One: Yes / No*
(Office Use: #11 – Personalized Education Program)

15. Do you have a documented disability with this institution? *Circle One: Yes / No*
(Office Use: #12 – Disability)