

Proficiency Examinations in PEX Courses

Implementation Date: 01/01/02

Based upon University of Rhode Island policy, "Students who show evidence of advanced knowledge or who have taken "enriched" programs in high school may be exempt from certain courses and requirements if they take departmental proficiency examinations. A student who successfully passes such an exam earns credits as well as exemption from the course. However, students who, by successfully passing proficiency examination... must still complete the specified number of credits for their degree programs." (p. 29, URI 2000-2001 catalog). The University Manual outlines the guidelines for administration of exams, and the department procedures which align with these guidelines are listed below.

Proficiency examinations provide, for the student already well skilled in an activity or subject area, the opportunity to obtain credit without taking a formal course. Activities courses in which proficiencies examinations are offered, as well as the times and places at which they are given, are determined by the availability of faculty and facilities within the Department of Physical Education and Exercise Science. Proficiency examinations are not given in any activity not listed below. Students may not take a proficiency examination in any activity in which they have taken a college course.

University Policy:

- 8.36.10 *Credit by Examination.* Academic departments may give proficiency examinations to requesting matriculating students, and to those non-matriculating students who have been admitted to the University for a future term. Students need not be enrolled in the term in which the examinations are administered. Academic departments shall determine the frequency at which examinations will be offered.

*The Department of Physical Education and Exercise Science will offer proficiency exams **only during the** first week of classes, fall and spring terms, except by separate written petition to the department chairperson(s).*

Rationale: Students who do not pass exams will still have time to register for classes—thereby avoiding problems with graduation and requests for late registration.

- 8.36.11 Requests for credit by examination must be approved by the student's academic dean and the chairperson of the department asked to offer the examination. The fee must be paid to the Bursar before the examination is attempted.

Forms for PEX proficiency examinations are available at the Office of Enrollment Services, Roosevelt Hall. After completing the form and before completing the Proficiency Examination, the student must present the form for signature to the Chairperson(s) of PEX, Suite 2, Room 126, Tootell Building.

- 8.36.12 To receive credit, an undergraduate student must pass the examination at the "C" (2.0) level, and a graduate student must pass the examination at the "B" (3.0) level. The examiner and the department chairperson must certify to the Registrar that the student has passed the examination at the appropriate level. No grade will be recorded on the student's permanent academic record.

Special note: All components that are addressed in the course should also be addressed in the proficiency examination (e.g., skills, knowledge, formulation of lesson plans, etc.) Students must pass the written test before being scheduled for the skill tests. After passing both the written and skills tests, students will submit the unit plans for the courses when warranted. (See Steps and Test Preparation on next page.)

- 8.36.13 Proficiency examinations may not be taken in courses for which a student is currently enrolled, for courses for which a failing grade was previously received, or when the proficiency examination has previously been failed. A proficiency examination cannot be used as an enrollment under the second grade option.

PEX Proficiency Procedures:

- Step 1:* Obtain the approval of the chairperson of the PEX department (signature required on Section 1 of the form.) *It is strongly recommended that you speak with your academic advisor prior to this step.
The chairperson will inform you of the date and time of the written examination. This step will be facilitated if you provide an email address for this communication.
- Step 2:* Confer with the dean of Human Sciences and Services regarding your eligibility to receive credit for the examination. Certification by the Dean in Section 1 of the form.
- Step 3:* *Once you have Department Chairperson and Dean's signatures,* deliver the certified form to the Bursar and pay the appropriate fee. Upon payment, you are eligible to take the examination. The Bursar will retain copy #4 of the form.
- Step 4:* Make arrangements for taking the examination with the department. ****The examinations are only given during the first week of classes in the fall and spring term. Exception in a rare case only by separate written petition to the department chairperson(s).**
- The written exam will be administered and scored by a designee of the department chairperson. For "activity" and "professional preparation courses", once a *passing score of 77% or higher* has been recorded, the chairperson or his/her designee will notify the student of the time for the skill portion of the exam, and if required, for the submission of the unit plan. *Special note: *There may be a facility use fee assessed for the completion of the skill exam, dependent upon the facilities needed for the test. The student is responsible for paying these fees, in addition to the fees assessed by the Bursar's office.*
- Step 5:* The department chairperson will certify to the Registrar that the examination was passed at the appropriate level, upon receipt of scores from the examiner. The department chairperson will forward the 3 parts of the certified form directly to the Office of the Registrar.
- Step 6:* Upon receipt of the certified form, the Office of the Registrar will post the credits to your academic record. A copy of the completed form will be returned to you and to your academic dean.

Test preparation: PEX Proficiency Exams

1. Students are encouraged to prepare for tests by reading materials or texts commonly used the course.
2. Tests for "activity" or "professional preparation classes in PEX" may be a combination of skill and performance activities, and may require actual match or game performance in the presence of an instructor. In some cases, facilities use fees may be assessed for the skill portion of the tests, and will be paid directly to the facility manager at the time of the skill test.
3. Students taking proficiency exams in skills classes will be required to first pass the written test with a 77% or higher, prior to being scheduled for the performance based tests. Students not achieving the passing score on the written test will not be allowed to take the performance portion.
4. Competency in teaching classes includes proficiency at planning age appropriate lessons and units for the teaching of Physical Education. Therefore, students in the P.E.T.E. program will also be required to submit a unit plan as the third part of the proficiency exam in professional preparation classes. The unit plan will be submitted on the date of the performance test. To receive credit, all three portions of the test must be passed with a grade of "C" or better.
5. Students are encouraged not to wait until the senior year to attempt proficiency examinations, as such deferral might result in a delay of graduation, should the exams not be passed. Credits in the major will *not be waived* to allow graduation.

Evaluation

1. Passing of the written examination required a score of 77% or better.
2. Once the written test is passed, the student will be schedule for the skills tests, if required. The skills tests employ a combination of objective skills and subjective ratings, depending upon the activity. (Examples: scores in 3 games of bowling; achievement of specific skill competencies in tennis, badminton, et.al, while hitting against an opponent or the instructor; swimming a pre-determined number of lengths using correct form; etc.) The skills tests will be the commonly used tests from the classes as taught at the University.
3. If a unit plan is part of the required course competencies, the student must also submit a unit plan as part of the proficiency exam. This unit plan will be scored by one of the faculty members in the Physical Education Teacher Education program, or a designee of the chairperson.