CAREER SERVICES
Visit the Career Services Office for assistance with:
• Job Searches
• Resume Building
• Interview Skills
• Career Exploration

We offer a variety of tools to assist students and alumni with employment related tasks.
• Getting Started Handbook
• Resume and Interview information and assistance
• Annual Job Expo
• College Central Network (CCN)
  ▸ Electronic Job Board
  ▸ Resume/Portfolio Builder
  ▸ Sample Documents
  ▸ Videos, podcasts, and information sheets for resumes, interviews, job searches, and success on the job.

MISSION STATEMENT
The mission of the Center for Testing and Career Services is to provide high quality services in a welcoming and friendly environment that is safe and comfortable, and protects the integrity of all test materials and the confidentiality of all who use the Testing Center services. The Testing Center adheres to the National College Testing Association’s Professional Standards and Guidelines.

The Career Services Center strives to ensure that students and instructors seeking career guidance and employment preparation are provided with information and assistance that is up-to-date and reflects current trends and expectations.

MEET OUR STAFF

JO ELLEN KEIGLEY
Testing and Career Services Coordinator
532.8288
joellen.keigley@ewc.wy.edu

SALLY WATSON
Testing Assistant
532.8288 or 532.8260
sally.watson@ewc.wy.edu

https://ewc.wy.edu/current-students/center-for-testing/
TESTING CENTER
SERVICES
Testing begins at 8:30 am
All tests must be completed by 5:00
Early morning or evening appointments are available with advance notice

The Testing Center provides proctoring services for:
- Placement testing (ACCUPLACER)
- High School Equivalency (HSET)
- Academic make-up exams
- Distance learning/on-line exams
- Accommodation exams (Students must apply for accommodations through the Counseling and Disabilities Office.)
- TEAS Test
- HOAE - Health Occupational Aptitude Exam
- Exams for students from other institutions
- WorkKeys
- ACT
- CLEP/DSST Exams
- Industry certification exams
- Pre-employment exams

FEES

<table>
<thead>
<tr>
<th>Service</th>
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<tbody>
<tr>
<td>ACCUPLACER</td>
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<td>EWC Administration Fee</td>
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<td>CLEP/DSST Exam Fee</td>
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RULES

- Photo ID is required for all exams (Driver’s License, Passport, Military ID or State ID Card).
- EWC ID card is accepted for EWC exams and ACCUPLACER placement exams.
- Advance appointments are strongly encouraged.
- Walk-in candidates without an advance appointment may be seated IF space and proctor availability allows.
- Advance appointments are required for students testing with an accommodation.

The following items are prohibited in the Testing Room:
- Electronic devices - this includes cell phones, smart watches, Fitbits, iPads, tablets, etc.
- Hats or headgear of any kind unless worn for religious or cultural purposes. Such items may be subject to inspection by the Testing Center staff.
- Hoodies, jackets, or other outerwear
- Food or drinks
- Notes, books, or any material not approved by the instructor
- Backpacks or bags
- Any other item that could violate test security or be disruptive.

Secure lockers are provided for storing personal items.