

POLICY ON THE ADMINISTRATION & USE OF THE TEST OF ESSENTIAL ACADEMIC SKILLS  
(TEAS) TEST - AS PROVIDED THROUGH ASSESSMENT TECHNOLOGIES INSTITUTE (ATI)

1. Applicants to the Associate of Science in Nursing (ASN) program (including the LPN-RN bridge) at North Georgia College & State University (NGCSU) are required to take the TEAS test as part of the admission process.
2. It is the responsibility of the individual applicant to schedule and pay for the TEAS test. The TEAS test can only be taken two times per year and test dates can not be less than six weeks apart.
3. Test results must be received in the Nursing Department prior to the application deadline in order for the application to be considered for admission to the ASN program. This applies to tests taken at NGCSU or other ATI approved testing sites.
4. NGCSU reserves the right to exercise the “hide results” option on the TEAS test, in order to guard test integrity.
5. Applicants who have been accepted to NGCSU will use their 9000# as their User ID for the test.
6. Applicants are encouraged to obtain and prepare for the TEAS test by ordering and studying the *TEAS Pre-test Study Manual* that is offered through ATI (see information posted on the NGCSU/Nursing/Application website).
7. TEAS test results may be used for three years towards admission to the program, but must meet current minimum requirements for ASN program admission. Only the two most recent TEAS tests taken by a student will be considered for admission and the highest scores from each will be used in the decision process.
8. Only the on-line/computerized version of the test will be offered by Testing Office at NGCSU.
9. During any TEAS testing session, if the proctor/test administrator observes any infraction of test protocol – the test will be considered invalid and the results will not be accepted by the Nursing Department due to potential compromised integrity of the test results. In this event, immediately following the test, the Testing Office will produce the following:
  - a. For test takers/applicants that are not currently enrolled at NGCSU – a report will be sent to the Nursing Department citing the details of the infraction. The Nursing Department will send a letter to the student stating that the test is not being accepted due to test procedures not being followed and any compromise in testing procedure makes the test results invalid. The applicant may repeat the test, but the results must be received in the Nursing Department prior to the application deadline.
  - b. For test takers/applicants that are currently enrolled at NGCSU, the infraction will be considered a violation of the Academic Integrity Policy and a report will be sent to the Nursing Department citing the details of the infraction. The Nursing Department will complete and submit an incident report concerning the event per policy stating that the test is not being accepted due to violation of testing procedures which invalidates any test results. Students should refer to the Academic Integrity Policy in the current student handbook or on the NGCSU website for information on requesting a hearing. The applicant may repeat the test, but the results must be received in the Nursing Department prior to the application deadline.
  - c. At any point the Nursing Department is notified a second time concerning test protocol being violated by an applicant, the applicant will be permanently disqualified for admission to any nursing program at NGCSU.
10. During the admission review process, the TEAS test is just one component of the profile that is used in the selection process for the admission of students into the ASN program. Other factors that are considered include grade point average; performance on math, science and English courses; SAT/ACT scores for recent high school graduates; previous college degrees; and overall academic record.
11. The TEAS test scores that are used in the application profile are the “adjusted composite” and selected “adjusted subscale scores”. Even though there is not a pass/fail, higher scores typically equate to more favorable profile ranking. Applicants scoring less than a 65% overall “adjusted composite” will not be considered for admission.