

PSB TESTING POLICY/PROCEDURES

Revised 10/27//09

Policies

1. All candidates for entry or re-entry to HGTC's practical nursing, radiologic technology (diploma & degree) and surgical technology programs must take either the PSB Aptitude for Practical Nursing Exam for practical nursing applicants or the PSB Allied Health Occupations Aptitude Exam for all other competitive programs.
2. Candidates will be allowed to submit a maximum of two PSB exam scores to Admissions for use in competitive selection. When a candidate has taken the exam more than once, the highest cumulative raw score on all five parts and which is earned on a single administration date will be utilized. PSB results from other colleges must be submitted by the college to HGTC's Admissions office and must be in the form of the PSB student individual record. These scores must be received by the last day of HGTC classes preceding the quarter of intended program admission.
3. Candidates must wait a minimum of 30 days between the first and second PSB administration.
4. The PSB score will be weighted at 35% of the candidate's overall score for competitive selection.
5. The fee for taking the PSB exam will be \$25.00 and must be paid prior to testing. The receipt for payment must be provided on test date.
6. Candidates for PSB testing must show a valid, photo ID (driver's license or other government-issued ID) immediately prior to testing.

Procedures

1. Testing Center staff will establish sufficient quarterly PSB administration dates and at varying times so as to be available and convenient to all candidates needing testing and/or retesting. PSB testing will occur on the main Dublin campus of Heart of Georgia Tech.
2. Communication of PSB dates to allied health candidates will be accomplished through the HGTC website Admissions page, an email to all HGTC student accounts at the first of each quarter, and an email to Student Affairs and affiliated Instructional faculty/staff/administration.
3. Candidates for PSB testing must schedule their appointments through Admissions or Testing staff on the Dublin or LOIC campuses of HGTC. Tests within a given quarter will not be scheduled earlier than the first day of classes for that quarter. Tests appointments will be scheduled on a first-come, first-serve basis with a maximum of 24 candidates testing at each given time.
4. It will be recommended to candidates (but not required) that they take the PSB exam during their final quarter of designated courses and/or following completion those courses.
5. Following PSB testing each first-time candidate is required to personally meet with Testing staff for counseling and interpretation of his/her scores. Test scores for re-testers will be mailed.