



SWEETWATER UNION HIGH SCHOOL DISTRICT

Instructional Assistant Proficiency Examination Announcement

1. **PLEASE NOTE:** Any individual who has completed 48 college units, has an Associate's Degree (or higher) OR has taken and passed the CBEST exam does not need to take this proficiency exam. The college or university **MUST** be accredited by a United States Accrediting Agency. Submit **OFFICIAL** transcript showing units or degree earned OR bring your **ORIGINAL** CBEST certificate to the Human Resources Services Division.
2. The Instructional Assistant Proficiency Exam consists of four parts: Language, Reading, Math, and Writing. A classified employment application must be on file in the Human Resources Department prior to taking exam.
3. A score of 80% or higher must be attained on all four parts of the exam to be considered for any position that requires this exam.
4. Plan on staying 3 ½ hours for exam (9:00 a.m. to 12:30 p.m.)

Testing site is at the Professional Development Center – 680 L St., Ste C, Chula Vista (behind Harbor Freight Tools.)

- You may register by sending e-mail to: michele.mabry@sweetwaterschools.org on registration date only between 8:00 a.m. and 4:00 p.m.* E-mails received before or after noted registration date/time will not be accepted. PHONE CALLS WILL NOT BE ACCEPTED.

- Please include your full name, address, and phone number.

- Registration will be first-come, first-served, and seating is limited. You will need to have a working e-mail account in order to sign up and receive confirmation of test registration.

5. **Scores will be e-mailed** within five working days of the date of the exam. Please **do not** call for results.

Registration/Examination Dates:

Arrive 15 min early to sign in

REGISTRATION DATE/TIME:	EXAM DATE:	EXAM TIME:
*Thursday, August 1, 2013 (8:00 a.m.-4:00 p.m. <u>only</u> , by e-mail)	Wednesday, August 7, 2013	9:00 – 12:30 p.m.

≡ I M P O R T A N T ≡

It is the individual's responsibility to remember the date, time and location of the exam.