

Registration for Prueba de Español Partial Test

Important Information (Please keep this information for your reference.)

Read the instructions on the application completely. **Any incomplete application will not be accepted.**

Fees

\$150	Registration fee
\$15	Late registration fee
\$40	Retest, per part
\$30	Study guide and CD: Study Guide Order Form must accompany request(s)
\$25	Change a scheduled test date: Reschedule Form must accompany request(s)
\$5	Additional score report: Score Report Form must accompany request(s)

We accept checks, money orders, school district purchase orders and credit cards.

Test Date

Please call 575-562-2315 before you choose a test date, as each test date is limited to 30 registrants at this time. No test will be administered for a test date other than the one you registered for, unless you have requested a date change faxed to the center (see Test Date Change below). You will not be allowed to retake a partial test again for 60 days after taking it the first time. Full tests are administered during morning sessions and retakes are administered in the afternoon. No exceptions.

Admission Ticket

Your admission ticket will be mailed to you two to three weeks prior to your test date, if you register by the deadline date. (You will receive an admission ticket one to two weeks after the date of the change or addition.)

- If you do not receive your admission ticket one week prior to your test, you must call the Planning Office/Prueba to confirm your registration.
- It is your responsibility to open your correspondence to check your admission ticket and confirm your test date.

Photo Identification

You must present your photo ID with your name and signature at the time of admittance for the test. You will not be allowed to test without it.

Test Date Change

There is a \$25 fee to change your test date. You must fax a request for a date change at least 72 hours prior to your scheduled test date. Fax your request to the Eastern New Mexico University Planning Office/Prueba, 575-562-2244 (this allows the notice to be received before a date that requires travel). Your test date can only be changed if space is available.

Refund Policy

Fax cancellation information to the Eastern New Mexico University Planning Office/Prueba, 575-562-2244. \$125 of the full test fee will be refunded to examinees who give two weeks or more notice. Examinees who give less than two weeks cancellation notice will be refunded \$100 of the full test fee. Retakes will be refunded \$25 of the \$40 test fee with two weeks or more notice and \$20 less than two weeks notice. No exceptions.

Test Results

Test results will be sent to you approximately six weeks after the test. There will be a \$5 charge for each additional copy of the test results. Send requests to Eastern New Mexico University, Planning Office/Prueba, ENMU Station 2, 1500 S. Ave. K, Portales, New Mexico 88130. Fax cancellation information to: 575-562-2244. Use the Score Report Form to request additional copies and include name, social security number, current address and date the exam was taken. Please allow two weeks for processing this request.

Dictionary

A traditional/standard Spanish/English dictionary will be provided for you to use during the exam.

Disability Accommodations

If you are an individual with a disability in need of accommodations or services in order to take Prueba, please contact the Planning Office/Prueba, 575-562-2315.

Appeals/Grievance Procedures

For appeals related specifically to the Spanish competency test Prueba, the following procedures will be followed. Address the complaint to the director of the Planning Office/Prueba.

- The complaint should contain the name and address of the person(s) filing it, and briefly describe the alleged complaint. It should be filed with the director of the Planning Office/Prueba within 10 working days from the date of the alleged complaint.
- An investigation conducted by the director, as may be appropriate, shall follow the filing of a complaint. The investigation shall be informal but thorough, and it should afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
- At least three members of the Prueba Committee will convene a special meeting to meet with the complainant and, at a separate time, any other party involved for review of the incident.
- A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the director and forwarded to the complainant no later than 20 workdays after the filing.
- The director shall maintain the files and records relating to the complaints for a period of three years. Test booklets and response cassette tapes used in the administration of Prueba will be maintained in a secure location for the period of one year. At the end of one year, the test booklets will be shredded and the cassette tapes erased.
- If a grievance is against the director of the Planning Office/Prueba, the above procedures are to be followed with the exception that the initial complaint should be addressed to the director's supervisor who is the University president.
- The complainant can request a reconsideration of the case in instances of dissatisfaction with the resolution. The request for reconsideration should be made to the State Department of Education within 10 working days of the resolution of the complaint.
- The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by nor shall the use of this procedure be a prerequisite to the pursuit of other remedies.
- These rules shall be constructed to protect the substantive rights of interested persons, and to meet appropriate due process standards.
- Test takers will have one year from the date they took the exam in which to file a complaint, any complaint filed after that date will not be accepted.



www.enmu.edu

Prueba de Español Partial Test Registrant Information

Personal Information

Name: Last _____ First _____ Middle _____

Mailing address: _____
City State ZIP

Social Security Number: _____ Date of birth: _____

Phone number: _____ E-mail address: _____

Please check all that apply:

Part 1 Part 2 Part 3 Part 4 Date last full test was taken: _____

Test Fees

School approved purchase orders, money orders and checks accepted.

- \$35 study guide and cassette, **Study Guide Order Form must accompany request(s)**
- \$40 per part for retest
- \$15 late registration fee

Test Information

Note: All registration forms and payment must be postmarked by the deadline specified for each test. Forms submitted without payment will not be processed until payment is received. Please call before sending in late registration forms. Registration after the late date and standbys are not permitted.

Each test is limited to 30 registrants at this time. Please call 575-562-2315 before choosing a date.

Testing Location	Test Date	Registration Deadline	Late: \$15 late fee
<input type="checkbox"/> Las Cruces	June 6, 2009	May 9, 2009	May 16, 2009
<input type="checkbox"/> ENMU	June 22, 2009	May 22, 2009	May 29, 2009
<input type="checkbox"/> Santa Fe Community College	July 11, 2009	June 13, 2009	June 20, 2009
<input type="checkbox"/> Santa Fe Community College	July 25, 2009	June 27, 2009	July 4, 2009
<input type="checkbox"/> Las Cruces	Sept. 19, 2009	Aug. 22, 2009	Aug. 29, 2009
<input type="checkbox"/> Santa Fe Community College	Oct. 10, 2009	Sept. 12, 2009	Sept. 19, 2009
<input type="checkbox"/> ENMU	Nov. 7, 2009	Oct. 17, 2009	Oct. 24, 2009

Registration Information

Please mail this registration form, with the appropriate fees by check, money order or purchase order by the deadline of the chosen test date to: Planning Office/Prueba, ENMU Station 2, 1500 S. Ave. K, Portales NM 88130. Additional contact information: 575-562-2315; fax: 575-562-2244.

Note: All registration forms must be postmarked by the deadline specified for each test. Late registration is permitted if postmarked by the late registration date. Registration after the late date and standbys are not permitted. You will only be allowed to take the parts listed on this registration form.