

# 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: <b>Study Guide Order Form must accompany request(s)</b>
\$25	Change a scheduled test date: <b>Reschedule Form must accompany request(s)</b>
\$5	Additional score report: <b>Score Report Form must accompany request(s)</b>

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

### Test Date

Please call 575.562.2315 or e-mail Prueba.Testing@enmu.edu 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 (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. No exceptions.

### Admission Letter

Your admission letter will be e-mailed to the e-mail address given on your registration form two weeks prior to your test date (if registration was received by the deadline date). If no e-mail address was given, the admission letter will be mailed via US postal service to the mailing address listed on your registration form two weeks prior to your test date (if registration was received by the deadline date).

- If you do not receive your admission letter one week prior to your test, please call the Planning Office/Prueba to confirm your registration.
- It is your responsibility to open your correspondence to check your admission letter 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 or e-mail 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 or e-mail Prueba.Testing@enmu.edu (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 or e-mail Prueba.Testing@enmu.edu. \$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, NM 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.



# Prueba de Español Partial Test Registrant Information

www.enmu.edu

## Personal Information

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Mailing address: \_\_\_\_\_  
City State ZIP

Social Security Number: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Please check all that apply:

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

## Test Fees and information

School approved purchase orders, money orders, checks and credit cards accepted.

- \$150 full test
- \$40 per part for retest
- \$35 study guide and audio CD: **Study Guide Order Form must accompany request(s).**
- \$15 late registration fee

## Registration Information

Please call 575.562.2315 or email [Prueba.Testing@enmu.edu](mailto:Prueba.Testing@enmu.edu) before choosing a date. Each test is limited to 30 registrants at this time.

Please mail or fax the registration form(s), with the appropriate fees by check, money order, credit card or school purchase order by the deadline of the chosen date to:

Eastern New Mexico University  
Planning Office/Prueba  
ENMU Station 2, 1500 S. Ave. K  
Portales, NM 88130

Additional contact information: 575.562.2315; fax: 575.562.2244; email: [Prueba.Testing@enmu.edu](mailto:Prueba.Testing@enmu.edu).

**Forms submitted without payment will not be processed and do not guarantee a seat until payment is received.**

**Note:** All registration forms must be postmarked by the deadline specified for each test. Standbys are not permitted.

Testing Location	Test Date	Registration Deadline	Late: \$15 late fee
<input type="checkbox"/> ENMU	Nov. 5, 2011	Oct. 22, 2011	Oct. 23, 2011
<input type="checkbox"/> Santa Fe Community College	Sept. 24, 2011	Sept. 10, 2011	Sept. 11, 2011



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# Prueba de Español Payment Authorization Form

Please print or type.

## Personal Information

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

## Order Information

Mark all that you wish to order

Full test: \$150

Study guide: \$35

Change of date: \$25

Partial test: \$40 (per part)

Late registration fee: \$15

Additional score report: \$5

Amount enclosed: \_\_\_\_\_

## Payment Information

Payable by check, money order, credit card or school purchase order. Payment must accompany order. Please make check or money order payable to ENMU Planning Office/Prueba and mail to:

Planning Office/Prueba  
ENMU Station 2  
1500 S Ave K  
Portales, NM 88130

Type of card:  Check/money order  Visa  Mastercard  Discover  American Express

Credit/debit card (see below)  Purchase order

Credit card holder's name: \_\_\_\_\_

Credit card number: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Amount to be billed to credit/debit card: \_\_\_\_\_

If paying by purchase order, please provide purchase order number: \_\_\_\_\_

## For Office Use Only

Date received: \_\_\_\_\_ Payment method: \_\_\_\_\_

Date mailed: \_\_\_\_\_ Processed by: \_\_\_\_\_