



Ohio Administrative Code

Rule 3358:5-5-11 Proficiency examination compensation policy.

Effective: November 14, 2022

(A) Clark state college students

(1) Faculty members/division deans need to assure that students have obtained the proper receipt from the cashiers office for challenge/proficiency exam or portfolio fee payment prior to scheduling the proficiency examination or portfolio development.

(2) After the faculty member has administered or developed the proficiency examination, he/she shall complete a additional pay form indicating the course name, course number, and date of examination and shall indicate the following rate(s):

(a) Payment for administering and grading a skills based proficiency exam - fifty dollars.

(b) Payment for grading a written proficiency exam. - twenty-five dollars.

(c) Payment for developing a new challenge/proficiency examination - fifty dollars.

(d) Payment for modifying an existing challenge/proficiency exam - twenty-five.

(3) In the event of a portfolio, once a student completes the portfolio, the faculty member shall complete an additional pay form indicating the course name, course number, and date of portfolio review and shall indicate the following rates:

(a) Payment for portfolio support for each three credit hour course - one hundred dollars.

(b) Payment for portfolio support for courses one or two credit hours - seventy five dollars.

(c) Payment is to cover costs for the faculty to consult with the student prior to portfolio development as well as portfolio assessment.



(4) The additional pay form shall be signed by the faculty member and division dean and forwarded to the payroll office for processing.

(B) Students at CTC and other tech prep sites

(1) Payment for administering a proficiency examination off campus sixty dollars plus mileage.

(2) The additional pay form shall be signed by the faculty member and division dean and forwarded to the colleges tech prep department so this expense can be tracked. The colleges tech prep department will then forward the additional pay form to the payroll office for processing.