

The ETS Proficiency Profile in Three Steps

Pre-Step If Taking the ETS Proficiency Profile at a Rio Salado Computer Lab:

Please carefully note the open and closing hours of the lab to be sure you have enough time to complete the assessment. When you arrive at the computer lab, tell the computer lab attendant that you will be working on the ETS Proficiency Profile Assessment.

Available Computer Labs

[Rio Tempe](#)

[Rio Avondale](#)

[Rio East Valley](#)

[Rio Lifelong Learning Center](#)

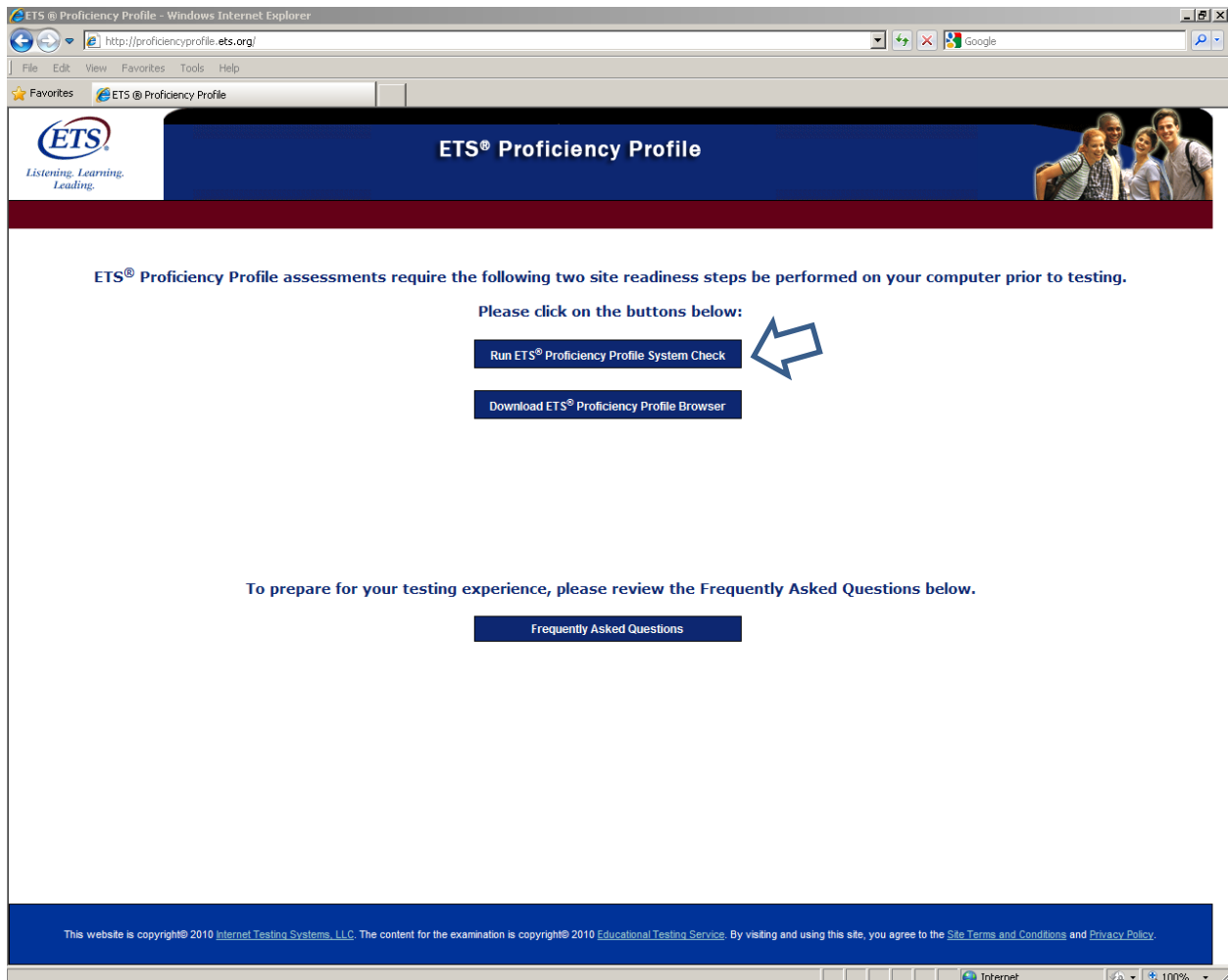
[Rio Northern](#)

Before Beginning Test:

Close all windows and tabs on your computer except for Internet Explorer.

Type this web address into your browser: <http://proficiencyprofile.ets.org>

STEP 1 – Run ETS Proficiency Profile Systems Check (this is done to make sure your computer is capable of running the assessment)



The screenshot shows the ETS Proficiency Profile website in a Windows Internet Explorer browser window. The address bar shows <http://proficiencyprofile.ets.org/>. The page header includes the ETS logo with the tagline "Listening. Learning. Leading." and the title "ETS® Proficiency Profile" next to a photo of three students. The main content area contains the following text:

ETS® Proficiency Profile assessments require the following two site readiness steps be performed on your computer prior to testing.

Please click on the buttons below:

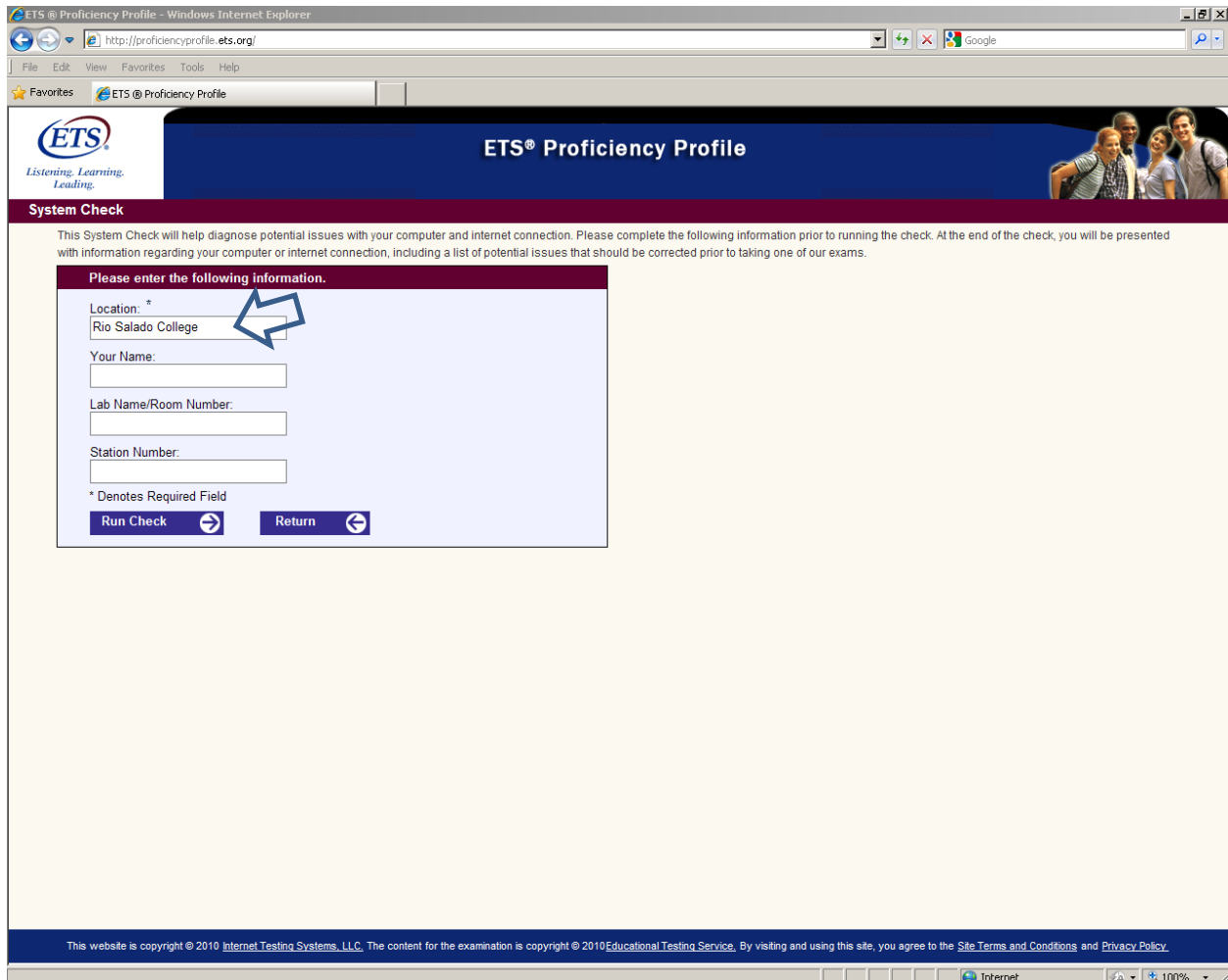
[Run ETS® Proficiency Profile System Check](#)

[Download ETS® Proficiency Profile Browser](#)

To prepare for your testing experience, please review the Frequently Asked Questions below.

[Frequently Asked Questions](#)

A blue arrow points to the "Run ETS® Proficiency Profile System Check" button. The footer contains copyright information: "This website is copyright© 2010 Internet Testing Systems, LLC. The content for the examination is copyright© 2010 Educational Testing Service. By visiting and using this site, you agree to the Site Terms and Conditions and Privacy Policy."



Enter your location (it does not matter what you type here as long as you enter something).

Click “Run Check” – this should only take about 1-2 minutes.

ETS® Proficiency Profile - Windows Internet Explorer

http://proficiencyprofile.ets.org

File Edit View Favorites Tools Help

Pop-up blocked. To see this pop-up or additional options click here...

ETS® Proficiency Profile

Listening, Learning, Leading.

ETS® Proficiency Profile

System Check

| System Information | |
|--------------------------|--------------------|
| Location | Rio Salado College |
| Lab Name/Room Number | |
| Station Number | 0 |
| Test Report Initiated By | |
| Date/Time of Report | 7/11/2012 2:19 PM |

This computer meets all site requirements, but may need attention. The Secure Browser is required for delivery of the operational test. Please check to make sure the Secure Browser has been downloaded and installed on this computer.

| Check | Status | Information (View Additional Information) |
|----------------------|-----------|--|
| Operating System | Supported | This operating system is supported by this site. |
| Display | Supported | The current display settings are supported by this site. |
| Browser | Supported | This browser is supported by this site. |
| Internet Connection | Supported | <p>The current Internet bandwidth available to this computer is sufficient for testing.</p> <p>Download Speed: 3491 kbps Upload Speed: 966 kbps Estimated Users: 96</p> <p>Since many computers may be sharing the same Internet connection, these speeds will fluctuate based upon the amount and type of Internet traffic at this location. Accordingly, you may see different speeds reported each time when you run the System Check. Please check with your Internet Service Provider or local technical administrator regarding how to improve the connection speed.</p> <p>Based upon the bandwidth available during this test, your location will be able to support an estimated 96 simultaneous users taking a test.</p> <p>IMPORTANT! The estimated number of users indicated above is based on Internet traffic. To get an accurate estimate, run the system check at multiple times during the day on different days. The differences you see in estimated users is due to how many users and how much traffic are on the Internet at the time that you run your test. This test may also be impacted if there are users streaming multimedia on the Internet, which uses large amounts of bandwidth.</p> |
| Launch Test Delivery | Warning | <p>The check to launch a test was not successful. This check attempts to launch a representative test in a pop-up window and automatically navigates through the test to verify that this computer can deliver operational tests. Test launch may have failed due to pop-up windows being blocked by the browser. Check the browser settings to ensure that pop-ups are temporarily allowed for this site and run the System Check again. Pop-up windows are only required for the System Check and are not required for the operational test.</p> <p><small>If all other checks pass and pop-ups are supported, please confirm that your school's firewall, proxy, and/or content</small></p> |

Print
Run Again
Home

Done

As long as you receive a green (+ Supported) icon for Operating System, Display, Browser, and Internet Connection, you are ok to proceed.

Click the “Home” button on the right-hand side of the screen to return to the HomePage.

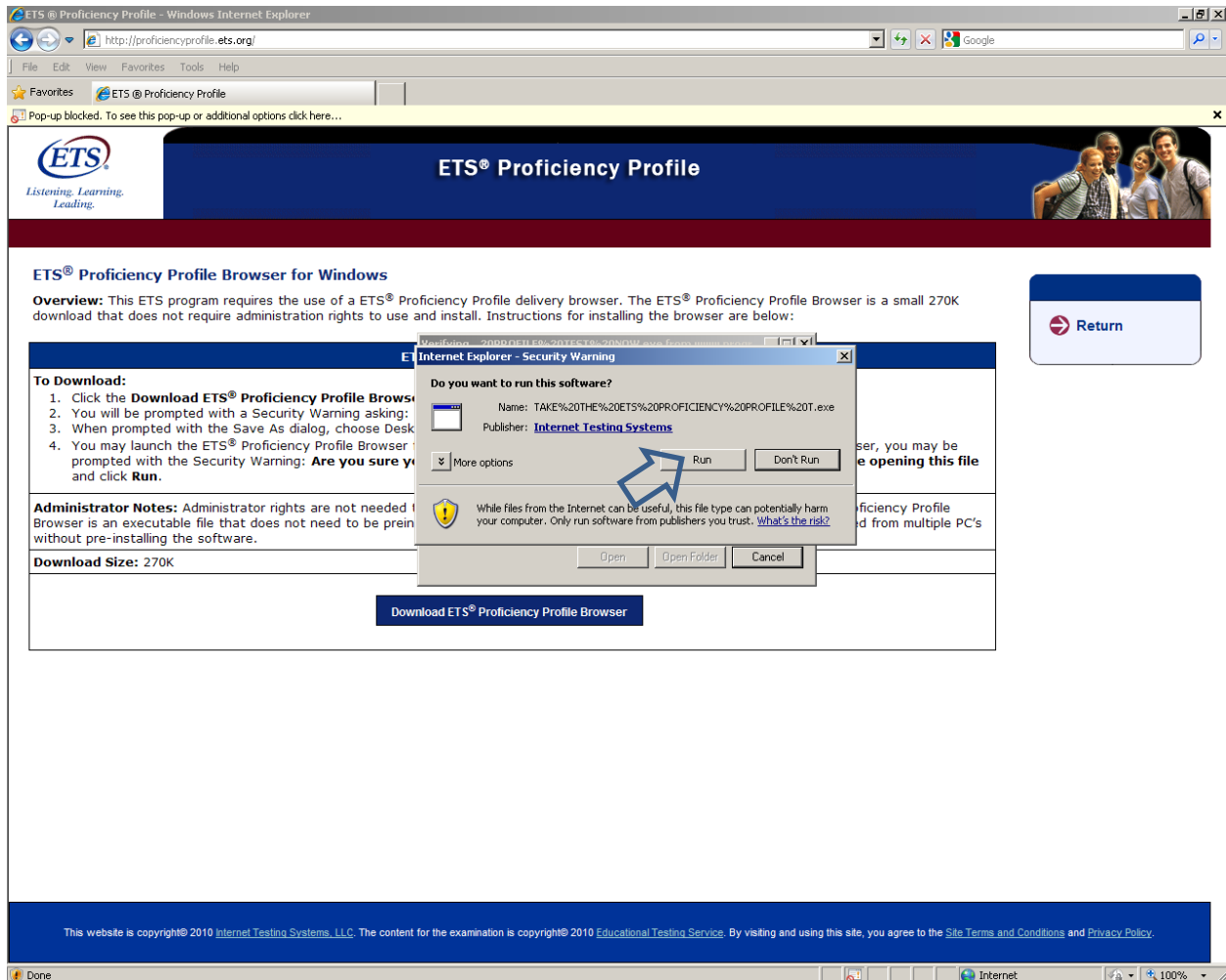
STEP 2 – Run the ETS Proficiency Profile Browser

The ETS Proficiency Profile program requires the use of a secure delivery browser. The ETS Proficiency Profile Browser is used for the secure delivery of computer based tests, and is only loaded into memory while the test is being delivered. This software does not transfer any information from your machine, nor is it resident in memory when you are not taking a test.

1. Click the Download ETS Proficiency Profile Browser button.
2. You will be prompted with a Security Warning asking: Do you want to run or save this file? Click **Run**. (if you are at a Rio Salado Computer Lab, you may have to click “Run” **twice**.)

You may be prompted with the Security Warning: Are you sure you want to run this software? Uncheck the box: Always ask before opening this file and click Run.

The screenshot shows a Windows Internet Explorer browser window displaying the ETS Proficiency Profile website. The browser's address bar shows the URL <http://proficiencyprofile.ets.org/>. The website header features the ETS logo and the text "ETS® Proficiency Profile" with the tagline "Listening. Learning. Leading." and a photo of three students. The main content area is titled "ETS® Proficiency Profile Browser for Windows" and includes an overview, a "To Download:" section with four numbered steps, "Administrator Notes", and a "Download Size: 270K" label. A "Download" button is visible. A "Return" button is located on the right side of the page. Overlaid on the page is a "File Download - Security Warning" dialog box. The dialog box asks "Do you want to run or save this file?" and displays the file name "...E THE ETS PROFICIENCY PROFILE TEST NOW.exe", type "Application, 915KB", and source "www.programworkshop.com". There are "Run", "Save", and "Cancel" buttons. A blue arrow points to the "Run" button. A warning icon and text at the bottom of the dialog box state: "While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not run or save this software. [What's the risk?](#)"



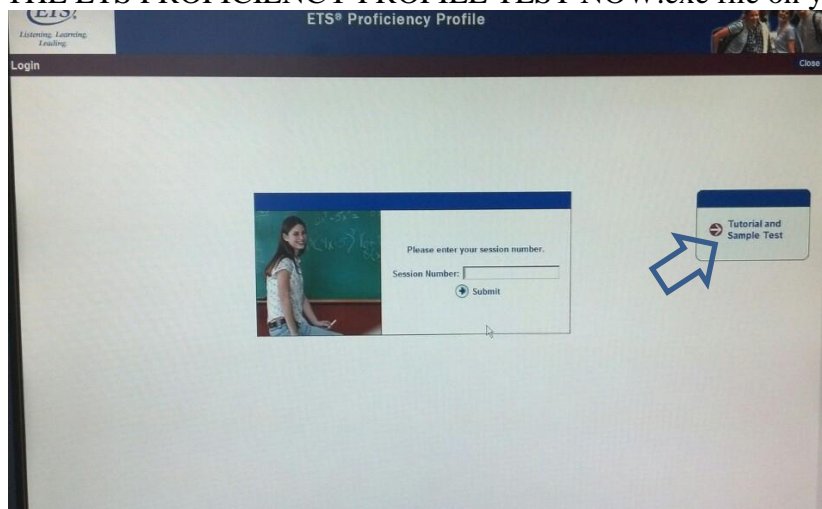
Optional if at Home: Download Secure Browser to the Desktop (instead of running it) – DO NOT do this if on a computer at a Rio Salado Computer Lab

1. Click the Download ETS Proficiency Profile Browser button.
2. You will be prompted with a Security Warning asking: Do you want to run or save this file? Click **Save**.
3. When prompted with the Save As dialog, choose Desktop and click Save. If you are prompted again, click Close.

STEP 3 – Take the Test

This is a 2 ½ hour assessment that contains a multiple-choice portion and an essay portion. You may take a break between sections but remember that both sections must be completed in order to receive payment. The maximum time allowed for the essay portion is 30 minutes and the maximum time allowed for the multiple choice portion is two hours (it will likely take you less time than this to complete each portion).

1. Take the Tutorial and Sample Test located on the right-hand side of the page. This will help you understand how the assessment works before beginning. (If you chose to download the browser, you will need to first double-click on the TAKE THE ETS PROFICIENCY PROFILE TEST NOW.exe file on your desktop)



2. Enter in the ETS Proficiency Profile session number ID found on your e-mail for either the essay or the multiple choice assessment portion (remember, you will need to do both portions of this assessment to be compensated).
3. Create your personal login information (Select “No, I have not logged in before” option for both the essay and multiple choice assessment sections).
4. Complete your Personal Profile (*FYI: 1. Gen Ed credits are basic math, science, and humanities courses; 2. When asked for ID, enter either your Rio Salado Student ID or last 4 digits of your social security*)
5. Begin the assessment and read through the general direction and information screens.
6. When you have finished the essay or multiple choice portion of the assessment you will have the option to print your results. (If you are in a computer lab, you may use the computer lab printers). After reviewing your results, please log off. You will need to log back in to complete the other portion of the assessment. Use the appropriate ETS

Proficiency Profile session number ID. Remember to select “No, I have not logged in before.” Complete steps 1 – 6 again.

7. When you have completed both portions of the assessment, mail or fax a signed W-9 form (found [HERE](#)) to Rio Salado College so that we may compensate you for your valuable time.

Address:
Institutional Research
Rio Salado College
2323 W. 14th Street
Tempe, AZ 85281

Fax: 480-377-4760

You only need to fill out the highlighted portions seen here:

Form W-9
(Rev. January 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)
William Smith

Business name (disregarded entity name, if different from above)

Check appropriate box for federal tax classification (required):
 Individual/sole proprietor C Corporation S Corporation Partnership Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) Exempt payee
 Other (see instructions)

Address (number, street, apt. or suite no.)
2324 Sesame Street

City, state, and ZIP code
Tempe, AZ 85281

List account number(s) (if any)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN), if you do not have a number, see How to get a TIN on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
555-55-5555

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person **William Smith** Date **7/24/12**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien.
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States.
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Cat. No. 10231X Form W-9 (Rev. 1-2011)

8. Thank you! You will receive your stipend (i.e. check) in six to eight weeks.

ETS Technical Support:

Available Monday through Friday from 8:00am to 8:00pm EST by sending an e-mail to ProficiencyProfileSupport@testsys.com. You should typically receive a response within an hour during the above hours.

Rio Salado College Contact:

Christina Flora

Coordinator of Institutional Effectiveness

Institutional Research

480-517-8256

Christina.flora@riosalado.edu