BCIS 1305 Test Out Exam Instructions for Microsoft Office Suite 2021 version.
(Be aware that no credit by examination is applicable until successfully completing 15 semester credit hours at CBC with a "C" or better.) You may take the Test Out exam before you have 15 semester credit hours with CBC – but BCIS 1305 won't be entered onto your CBC Transcript until you've completed the 15 semester credit hours at CBC with a "C" or better.

This exam is for people who are very familiar with Microsoft Office Suite 2021 version – it covers- Access, Word, Excel, PowerPoint, and basic computer skills.

Fees:
$180.00 Course Challenge Fee – paid in the CBC Business Office and then you take the receipt to the CBC Admissions Office.
$25.00 + Taxes – Access Code fee through SIMnet - Paid online through SIMnet site.
$25.00 Proctor Fee for each time you schedule an appointment to test. Paid with a debit/credit card – by phone to the CBC Beeville Test Center (361) 354-2334 - between 8 a.m. – 4 p.m. – Monday – Friday.
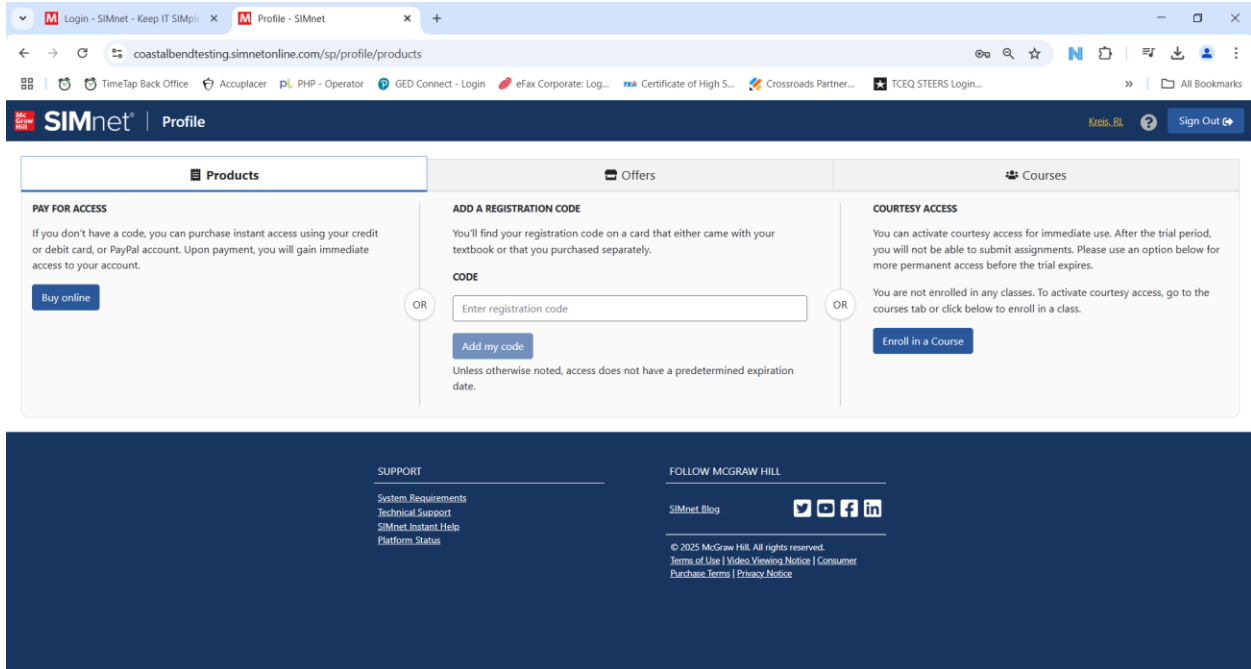
STEP 1.
To get your Access Code to practice and be able to take the official BCIS 1305 Test Out Exam go to:
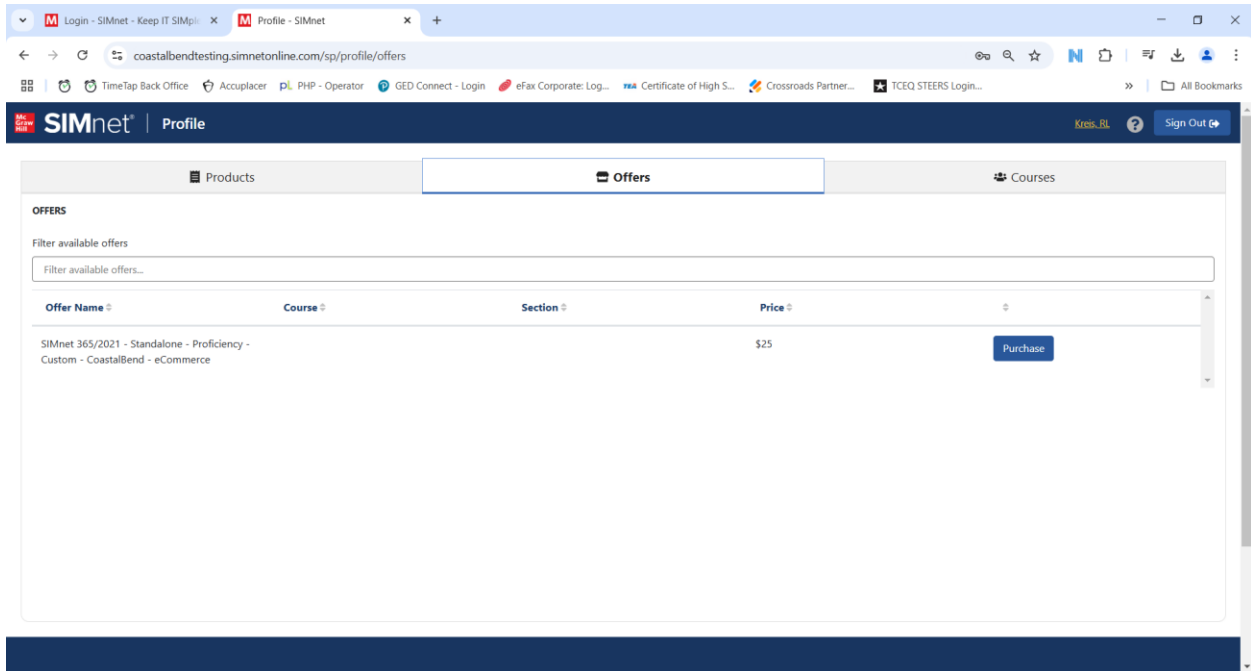https://coastalbendtesting.simnetonline.com/sp/

Click under **New Users** – **Register Now.**

After you've created your account – you'll **go to Courses – Enroll in a Course: Select – CBC – BCIS Test Out Course Challenge – Spring 2025 / then go to Products**

Click on "**Buy Online**"

Purchase the **SIMnet 365/2021 – Standalone-Proficiency- Custom – CoastalBend – eCommerce** Offer.
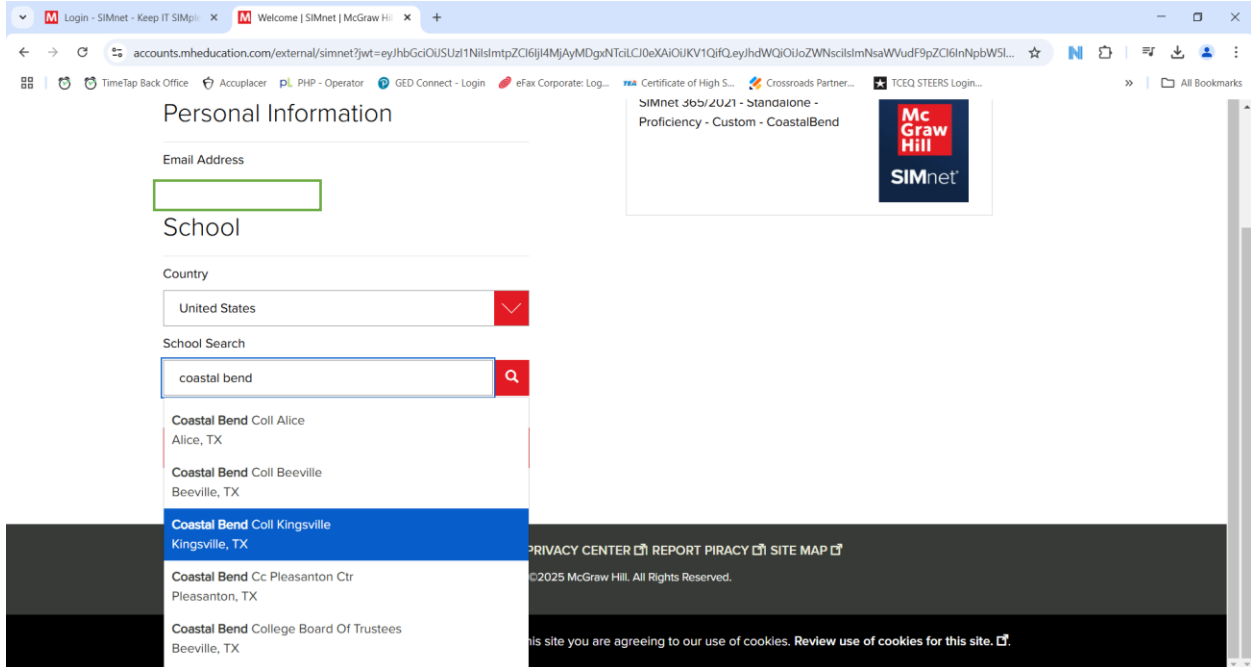
Then you can type in **Coastal Bend** under School Search. Select the location where you will test:

Coastal Bend Coll Alice

Coastal Bend Coll Beeville

Coastal Bend Coll Kingsville

Coastal Bend Cc Pleasanton Ctr.

Then you will enter your payment information

After you purchase and receive the access code. You will log back into your account.
Under "Offers" enter your registration code.

Now you can go to Content and click on Exams – You can take your Practice Exam -
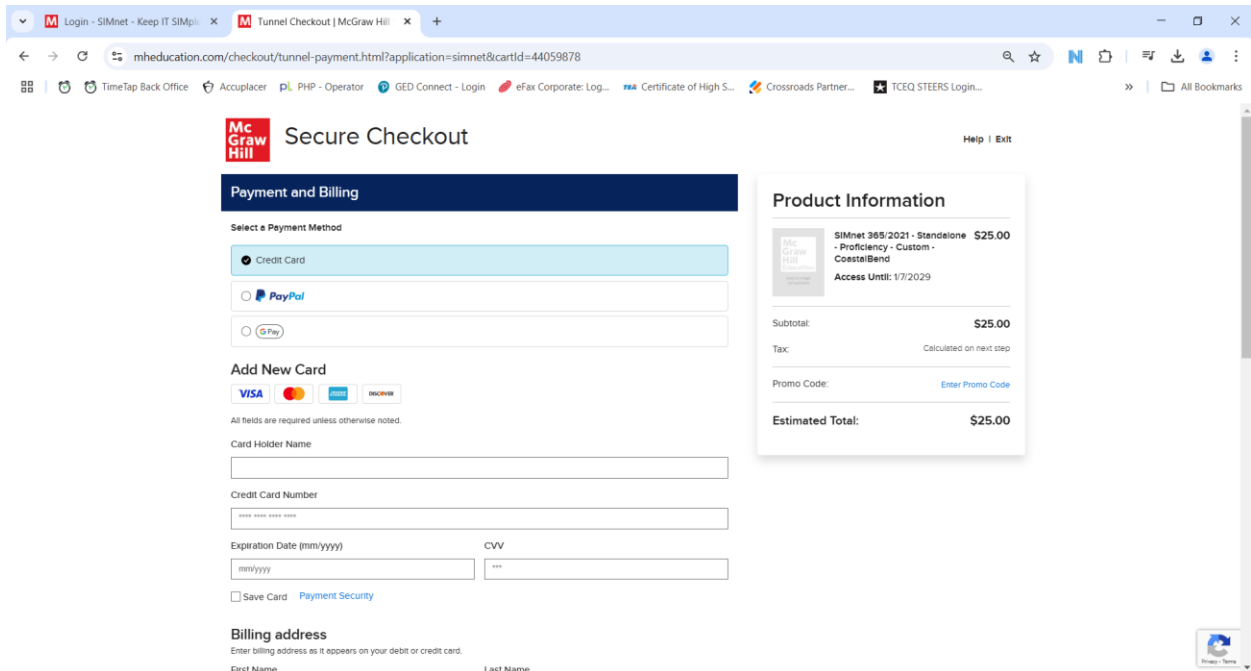**"2025 Test Out – Practice 1 Exam – Office 2021 Version – can be taken multiple times".**

(Note: Each access code can be used three (3) times for testing, before you will need to purchase a new access code.)

STEP 2.
When you are ready to take your official Test Out exam, do the following:

Print your BCIS 1305 Petition Form.
Enter your information at the top of the form and signature.
Then scan the form and e-mail it to the first of two CBC administrators to sign.
CBC administrators can be your Success Coach, Instructor, Dean, Site Director, etc….
To find their e-mail addresses go to the CBC Faculty and Staff Directory -
https://www.coastalbend.edu/human_resources/faculty_staff_directory.html
After the first CBC administrator signs, you will then send the form to the second CBC administrator to sign.
After you have both signatures from CBC administrators on the form with your information and signature on the top of the form, you will need to attach the form to an e-mail and send it to: cbcproctor@coastalbend.edu. In the **Subject Line – enter your name and BCIS 1305 Petition Form.**

STEP 3.
Then you will need to call the CBC Beeville Test Center at (361) 354-2334 and pay the $25.00 Proctor Fee with your debit or credit card. After you get your receipt information e-mailed to you, you may make your appointment to test.

STEP 4.
To schedule your appointment go to:

https://bookcbc1.timetap.com/#/
Register for an account – if you've not used our CBC Online Scheduling Site before. Or, click on Login and put in your username and password.

Select your site – Alice / Beeville / Kingsville / or Pleasanton.

Select an exam session. Make sure that you select one that does not have Midterms or Finals in the name of the session. Look for those named – "Spring 2025 -….."

Select the date and time that you want to schedule your appointment. Then click "Next"

Enter your CBC ID# and CBC e-mail address in the 3rd field under "Your Information".

Under Select Exam Type – you can select – "Remote CBC proctoring – BCIS 1305 Test Out "– if you select a Wednesday session with our CBC Proctors and have a good internet connection, have installed Microsoft Teams Application on your computer, have a web camera, and microphone, and good sound capability on your computer.

OR

In-Person – BCIS 1305 Test Out Exam – you must pay the $25.00 fee and bring your signed petition form before testing.

Skip the Course Name and Instructor Name fields.

In the last field – enter your Receipt # when you paid the $25.00 Proctor Fee to the CBC Test Center / Date of payment / amount paid.

Then click Save.

STEP 5.
You will receive an e-mail with a reminder to **take a picture of your Photo ID (CBC ID card, Driver's License, Texas ID card, etc…) and e-mail it to** cbcproctor@coastalbend.edu**.**

STEP 6.
Day of the scheduled appointment – you will need to have your Photo ID with you to show to your proctor.

When you test with a CBC Proctor, you will need to know your SIMnet login information – username and password.

After you've checked in for the exam you will login to your account and then select –
"**Test Out Exam – Version MOS 2021- Must be proctored by CBC Personnel**". The proctor will enter the password so that you can begin the exam.

There are 100 tasks, and your goal is to have a score of 70 or better.

You must complete the exam by the end of the scheduled exam session.