



Placement Test /Retest Procedures

Applies to (check all that apply):

Faculty _____ Staff _____ Students _____
Division/Department _____ College X

Topic/Issue:

Placement Test/Retest

Background to Issue/Rationale for Procedure:

The purpose of this procedure is to ensure students are placed in the appropriate courses; thereby ensuring student's success.

State/Federal Regulatory Requirements (cite if applicable):

The Maryland Vice Presidents and Deans for Academic Affairs and Student Affairs agreed upon the following ACCUPLACER test-score levels. The scores are used statewide for most Maryland community colleges that administer ACCUPLACER for entry into college level courses. Test scores are only valid for two years.

Proposed Policy Language:

Placement Test Policy

It is the policy of Baltimore City Community College that students wishing to pursue a degree or certificate program must complete the college's approved placement test. The following students are exempt from taking the placement test:

- Students who transferred credits in college level English and/or college level mathematics;

- Students who transferred credits in two general education courses (excluding mathematics and foreign language) are exempt from taking the reading placement;
- Students who have successfully completed BCCC's ELI 82W are exempt from taking the English portion of the ACCUPLACER;
- Students who have a degree (Associates, Bachelors or higher) from an accredited higher educational institution;
- Students who have taken the SAT Test and have minimum scores of 550 in verbal, 550 in writing, 550 in math or who have taken the ACT Test and have minimum scores of 21 in math and 21 in language;

Retest Policy

It is the policy of Baltimore City Community College that students are permitted to retest **only one time**. The retest cannot be administered until forty-eight (48) hours after the initial placement test. A student will not be permitted to retest once they are enrolled in the recommended course related to his/her placement test score

Placement Testing Information

The College Board's Computerized Placement Test (ACCUPLACER) is the test used by the Test Center for placement. Knowledge of the computer is not necessary to take this test. Calculators cannot be used for the math portion of the test, unless the student progresses to the college level. The computer will automatically display a calculator to use; otherwise scratch paper and pencil are provided. The tests are as follows:

ACCUPLACER (the computerized placement test approved by the college), LANGUAGE OF ENGLISH PROFICIENCY (LOEP), Computer Literacy Test, CLEP Examination, Distance Learning Examinations, Departmental Examinations, and Chemistry 103, Biology 101, PLACEMENT ARTICULATION SOFTWARE SERVICE(PASS), and Early Enrollment.

Registration Procedures

Students should call the Test Center after submitting a BCCC admissions application and/or receiving the acceptance letter from the admissions office to schedule an appointment to take the test. Tests are given daily by appointment.

Students are required to bring a photo identification and social security card to the Test Center on the day of their appointment.

Tests are administered Monday through Saturday on the Liberty Campus and Harbor Campus.

ACCUPLACER RETEST PROCEDURE

The ACCUPLACER retest procedures are as follows:

1. Students are given information about the Retest Policy after their initial test.
2. Students are informed of the ACCUPLACER review options available.
3. Students are advised to make an appointment 48 hours after the initial test.
4. Students are advised that both scores will appear on their student report.
5. Students will not be permitted to retest once they are enrolled in the recommended course from the placement test.

Special Arrangements For Students With Disabilities

If a student has a disability or a temporary disabling condition that will prevent them from taking the test under standard conditions, the student must inform the Test Center prior to the scheduled test date.

Test Room Prohibitions

Textbooks, notebooks, dictionaries, or other paper of any kind (except scratch paper provided by the test administrators for use with the mathematics test) are not allowed in the room. Anyone observed giving or receiving help during the test or using notes or books of any kind will not be permitted to continue the test. No test materials or notes may be taken from the testing room after the test has ended. BCCC may not accept any test score whose validity is in question.

English as a Second Language (ESL)

Students enrolled in English as a Second Language (ESL) program should not take the ACCUPLACER test. ACCUPLACER has a Language of English Proficiency (LOEP) which is used for ESL students. However, these students can take the math placement test upon admission to BCCC Associate degree or certificate programs.

Score Reports

After taking the computerized placement test, official scores are available immediately. Test Center staff will interpret the scores. Student Success Specialists will be available to review the scores for advisement purposes. Test scores will not be given to students over the telephone. All test scores are valid for 2 years.

Confidentiality

The test scores and the information provided when taking the test will be used by BCCC for advisement and placement purposes. It may also be used by BCCC, The College Board and Educational Testing Service for research purposes. The student's test information will not be used for any other reason without his/her written permission. If the data is used for research purposes, special precautions will be taken to ensure that the student's identity is kept confidential. If there are any further questions about confidentiality of the data, contact the Director of the Test Center.

Language of English Proficiency (LOEP) Procedures

Language of English Proficiency (LOEP) Testing is a part of the ACCUPLACER software. This test is used for students who demonstrate that English is not their first language.

LOEP testing procedure is as follows:

1. No College application is required for LOEP testing.
2. Request to see students' photo identification when they sign in for their testing appointments.
3. Assign an alternate ID testing number (777-) for all students. This is solely for test-taking purposes. The Test Center will keep a log of 777- numbers assigned.
4. Direct students to complete the ELI Student Intake form and address the envelope to themselves.
5. Give a brief LOEP test overview and orientation to the computer-based test.
6. After students have completed the LOEP test, calculate the average of their three sub-test scores and write it on both printouts.
7. Use this table to determine whether individual students should complete the writing sample and, if so, which prompt to administer.

LOEP Average	Writing Sample	Action
Below 40	No writing sample	Send student to ELI office with LOEP score report (printout)
41-85	Writing Prompt A	
86-120	Writing Prompt B	

NOTE: Do not give a student a writing sample if less than 30 minutes remain in the testing session. Instead, make an appointment for the student to return test during an open (non-ELI) testing session. Hold the student's papers until completion of the full test.

8. When giving the writing sample, students should choose only one of the two writing topics. The front page, bottom section, is for their notes or an outline. These notes will not be evaluated. They write their composition on the back. Two-sided copies will be used to save paper. If a student does not have time to do the writing prompt, keep all of his/her papers together (don't submit them to ELI) until completion of the full test.
9. Collect the writing samples as students finish. Do not let them work beyond 30 minutes.
10. Give students their LOEP score report. Clip the other LOEP score report, completed writing sample, ELI Student Intake form, and self-addressed envelope together for ACE/ELI staff to pick up from the Test Center.
11. If testing is before the start of registration students will get course placement information in the mail.

12. If testing is during registration, students should contact the ELI office 24 hours after completing the LOEP test. (They will not get placement information in the mail.)
13. Send the ELI Manager a monthly LOEP report.

Procedure for transferring ACCUPLACER test scores to and from other colleges

1. The Placement Test Score Transfer form must be completed by the student with the name of the institution (score recipient) and the testing institution's name if the student wants ACCUPLACER test scores transferred. (see form)
2. Student must show some form of identification before transferring test scores and receiving a copy of the recommended course form (BCCC's cut score form)
3. The Test scores must be less than 2 years old.
4. BCCC receives ACCUPLACER test scores from other colleges and calculates scores to meet BCCC's recommended course criteria.
5. Test scores are placed on the 315/710 (students records)

Walk In Procedures

(Applies to General Registration time frame)

If a student is not scheduled to test and signs the walk-in sheet they must be processed as if they were calling over the telephone to schedule.

After students sign the walk-in sheet, inform them that they will be called after all scheduled students are seated.

Call students from walk-in list (first come first serve), check the appointment system for admissions information, add to the appointment system if the application has been data entered; check appropriate identification, write information on daily appointment sheet, follow standard procedures.

At no time should a student be tested without an admissions application on file.