Placement Test/Retest Policy

Applies to (check all that apply):
Faculty_____  Staff_____  Students____
Division/Department_____ College ___X___

Topic/Issue:
Placement testing and retesting is part of BCCC’s process for enrolling students to take courses. Testing students enables the college’s staff to identify which courses students must take in English, reading and mathematics.

Background to Issue/Rationale for Policy:
The purpose of the placement test policy is to make sure students are placed in the appropriate courses; thereby supporting the student’s success. There may be some students who will not be required to take the placement test. The policy addresses students who are exempt from taking the placement test.

The purpose of the retest policy is to allow students to improve test scores by retesting. Data collected from Maryland Community Colleges indicate that all community colleges permit students to take the placement test a second time. Some colleges charge a fee. A strain is placed on the budget for ordering tests if there is no cap on retesting. Thus, a retest policy should be in place at BCCC.

State/Federal Regulatory Requirements (cite if applicable):
The Maryland Vice Presidents and Deans for Academic Affairs and Student Affairs agreed upon using consistent ACCUPLACER test-score levels. The scores are used statewide by 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 retake the ACCUPLACER once they are enrolled in the recommended course related to his/her placement test score.

**Proposed Implementation Date:** Upon Board Approval

**Originator/Division:** Student Affairs

**Approved by the Board of Trustees:** December 15, 2008