



3.3.0.1 Assessment Procedures

Students must have a valid picture ID and a Century College student ID number in order to take the assessment test. If students do not have a Century College student ID number, they will have to complete a prospective information form for Century College in the assessment area or complete a Century College application prior to taking the assessment test.

PREPARATION FOR ASSESSMENTS

These assessments are important because they determine which courses a student must take at Century College. The Accuplacer tests consist of reading comprehension, sentence skills, arithmetic, elementary algebra, and college-level mathematics. The Accuplacer ESL tests consist of reading skills, language usage, sentence meaning, and listening.

Generally, special preparation for the assessments is not required. However, students may benefit from reviewing sample test questions on the web sites listed on the Century College assessment web page:

<http://www.century.edu/futurestudents/assessment/default.aspx>

ASSESSMENT SCORES

Students will receive a printed report of their assessment scores immediately upon completion of testing. The report indicates the assessment scores along with the appropriate course placements. Assessment scores will be maintained in the students' records at Century College. New students must bring their assessment score report to New Student Orientation.

EXEMPTIONS

Students seeking exemption from part or all of the assessment must submit a transcript(s) to the Transfer Student Services and DARS Office. The Director of Assessment Services, Transfer Student Services Staff, Admissions Advisors, Counselors, Registrar, and Dean of Students shall have authorization to review college transcripts for possible assessment waivers. Pending the receipt of a transcript(s) and/or the completion of a full evaluation of the transcript(s), students shall be granted temporary clearance for the first semester only through completion of the "Authorization for Temporary Clearance for First Registration" form.

Students who have successfully completed ESOL 0042 do not take the Accuplacer reading test to determine their placement in RDNG courses. Instead, they complete an assessment designed by the faculty of the Reading and ESOL departments to determine each student's placement into RDNG 0080, RDNG 0090, or RDNG 1000. ESOL students who wish to appeal their placement as a result of this process will take the appropriate Reading appeals test (described in the next section), without repeating the special assessment designed by the faculty of the ESOL and Reading departments.

Students who have successfully completed ESOL 0041, ESOL 0042, and ESOL 0043, or who have tested ESOL 1035, can enroll in ENGL 0080 if appropriate Reading prerequisites are also met, without taking the Accuplacer Sentence Skills test. If an ESOL instructor believes that a student is ready for ENGL 0090 or ENGL 1021, that student can take the English appeals test (described in the next section), with their ESOL instructor's recommendation, if appropriate Reading prerequisites have been met.

Students who have placed or progressed into ESOL 0041, 0042, and 0043 may take the Accuplacer Mathematics test. These students need a Testing Referral form signed by an ESOL staff member or International Student Advisor before they can take the test.

Prospective students enrolling in one course for their own enrichment are not required to take the placement tests, providing the course they are interested in does not have any prerequisites pertaining to placement testing. However, should these students find that they wish to expand their educational pursuits, it is highly recommended that they take the placement assessment. Failure to do so may result in delays in registering for desired classes that have placement testing requirements.

PLACEMENT APPEAL PROCESS

The appeal process is determined by the Reading, English, Mathematics, and ESOL departments respectively. After re-testing, if students wish to appeal a specific placement, they must fill out the Placement Appeal form. The Placement Appeal form and printouts of the scores from the original testing and retest should be taken to the department faculty representative to make an appointment for the next step in the appeal process. A student's placement into a course can only be appealed once per discipline.

For reading, the student must bring the appeal form to the Reading/Student Success Department and make a two-hour appointment for an interview and an evaluation of reading and textbook processing skills. The results of the evaluation and the interview will be used by the Reading/Student Success Department for placement.

For English, the student must bring the appeal form to the English Department and make a two-hour appointment to provide a monitored writing sample on an assigned topic. This essay will be used by the English Department for placement.

For mathematics, the student must bring the appeal form to the Mathematics Department and make a two-hour appointment to complete an exam in the appropriate course. The results of this test will be used by the Mathematics Department for placement.

For ESOL, the student must bring the appeal form to the ESOL department and make a two-hour appointment for an interview and evaluation of the appropriate skills. The results of the interview and evaluation will be used by the ESOL Department for placement.

The appeal process itself may take place by appointment before or during the semester. However, if an appeal results in a course change, the student may add or change courses only within the drop-add period during the first week of each semester.

Judgments concerning the appeal shall rest solely with the Reading, English, Mathematics, or ESOL department faculty, respectively. In the event that an appeal is granted after the drop-add period, the student must wait until the next semester to register for the course in question.

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