

## Century Community and Technical College

### 3.3.0.1 Assessment

#### ASSESSMENT TESTING

Students must complete the Accuplacer tests in Reading, Writing, and Mathematics prior to registering for courses at Century College (see Assessments for Transfer Students for possible exceptions). The Minnesota State Colleges and Universities System requires assessment testing to determine proper course placement and to support students' academic success. Students must complete the appropriate assessment(s) prior to enrolling in any course for which a given assessment level is required. Students must begin any course work in reading, writing, and mathematics at their assessed skill levels. Students may not register for courses above their assessed skill level. Lack of English skills will not be a barrier to admission or participation. In order to eliminate barriers we take appropriate measures to assess each student's ability to participate and benefit through placement testing and counseling. Based on assessment and counseling, students are then provided with campus services or a referral to community services to be better prepared for successful participation at Century College.

Students who are non-native speakers of English and who have had fewer than eight (8) years of education in the United States must complete the Accuplacer ESL and may also be asked to take the Accuplacer test in Reading, Writing, or Mathematics. Students who qualify to take the Accuplacer ESL must have a referral form signed by the ESOL Advocate before he/she can take the Accuplacer.

Students must have their Social Security number, along with a valid picture ID, in order to take the test. Students not prepared to provide a Social Security number must provide a Century College ID number instead. This can be obtained by completing an Application for Admission to Century College one week prior to taking the assessment tests. Children are not allowed in the testing center, and must not be left unattended anywhere on campus.

Accuplacer, Accuplacer ESL, and the Companion to Accuplacer test scores are approved for placement purposes by the Minnesota State Colleges and Universities Assessment/Placement Director and Committee and Century College. Assessments scores in Reading, Writing and ESOL are valid for six (6) semesters, and assessment scores in Mathematics are valid for four (4) semesters, following the test date (excluding summer session). After this period of time, if a student has not begun taking the required reading, writing, or mathematics, or ESOL courses, assessments must be retaken.

Assessment scores from other institutions that use the above listed assessment test system and ACT scores will be valid for either six (6) semesters (for Reading, Writing and ESOL) or four (4) semesters (for Mathematics) following the test date (excluding summer session). A copy of a student's assessment scores or ACT scores must be hand carried, mailed, or faxed (651) 779-5831 to the Century College Assessment Center.

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.

### **Preparation for Assessments**

These assessments are important because they determine which courses a student must take at Century College. The Accuplacer assessments consist of reading, writing, and mathematics tests. The questions include evaluating grammar in a series of sentences; answering several questions following the reading of a particular passage; and completing arithmetic, elementary algebra, and college level mathematics.

Generally, special preparation for the assessments is not required. However, students may benefit from becoming familiar with the testing format and may wish to review sample test questions at web sites listed on the Century College assessment web page:

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

For example, students may consult any of the following sites:

<http://www.collegeboard.com/student/testing/accuplacer/index.html> (preview and sample questions)

<http://www.century.edu/files/assessment/CLMstudy.pdf>

<http://www.century.edu/files/assessment/cptprep.pdf>

*Note: The college does not endorse these sites or require students to make special preparation for the assessment testing process.*

### **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 in reading, writing and mathematics. Assessment scores will be maintained in the students' files at Century. Students must bring their assessment score report to New Student Orientation to present proof of testing and to register according to their assessment placement.

### **Re-Testing**

Students may re-test only once within twelve (12) months of their first testing date. Upon re-testing the student may register based on either placement or consult a counselor for advice. If a student scores lower on the re-test, the student may choose which placement to use when registering.

### **Accommodations for Students with a Disability**

Students who need accommodations for assessment testing due to a disability should contact the Access Center at (651) 779-3354.

## ASSESSMENTS FOR TRANSFER STUDENTS

Students transferring college-level courses or holding a baccalaureate degree from a United States college/university may not need to complete some parts of the assessment. Students applying to some special program areas (e.g., Nursing or Radiologic Technology) may still be required to take some assessments even when transferring college-level courses. Students should refer to published program information and see a counselor or a faculty member to determine if assessments are required for special programs. Century College must receive an official transcript(s) from institutions previously attended to determine any assessment exceptions. The Director of Assessment Services, the Transfer Services Staff, Counselors, the Registrar and the Dean of Students shall have authorization to assess college transcripts for possible assessment waivers. Pending the receipt of an official 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 1<sup>st</sup> Registration” form. Unless or until an official transcript is received, the student may not be eligible to register for other Mathematics, English, or Reading courses. Transfer students may be exempt from parts of the assessment tests for the following reasons:

1. Students who are transferring credits in college composition equivalent to English 1021 with a grade of “C” or better do not need to take the writing assessment.
2. Students who are transferring credits in college-level Mathematics (Math 1025 or higher) with a grade of “C” or better do not need to take the mathematics assessment. If a student is planning to take any more mathematics classes, however, the mathematics assessment is highly recommended. (Research shows students who have not taken a mathematics course recently may not perform well academically in higher-level mathematics courses. Students may consult with a counselor or mathematics instructor for appropriate advising.)
3. Students who are transferring credits in college reading equivalent to Reading 1000 with a grade of “C” or better do not need to take the reading assessment.
4. Students who have international education credentials must take the Accuplacer ESL and/or Reading, Writing, and Mathematics assessments. If students intend to transfer international education credits to Century, they must request an evaluation through World Education Services (WES) for credits earned outside the United States. Refer to the WES website at [www.wes.org](http://www.wes.org).
5. Students who have valid assessment scores from other Minnesota State Colleges and Universities institutions and/or institutions that use the Accuplacer, Accuplacer ESL or the Companion to Accuplacer will be considered and will be valid for six (6) semesters for Reading, Writing and ESOL and for four (4) semesters for Mathematics following the test date (excluding summer session). A copy of a student’s assessment scores must be hand carried, mailed, or faxed (651) 779-5831 to the Century College Assessment Center.
6. An ACT subscore of 24 or above in the reading, writing, or mathematics components of the ACT exempts a student from taking the associated course readiness assessment in that academic subject. It also authorizes a student’s placement in introductory

college-level courses in that academic subject. ACT reading and writing subscores are valid for six (6) semesters and the mathematics subscore is valid for four (4) semesters following the test date (excluding summer session). A copy of a student's ACT scores must be hand carried, mailed, or faxed (651) 779-5831 to the Century College Assessment Center.

### **Exemptions from the Reading Assessment Only:**

Exemption from the reading assessment test only may be made for:

1. **Transfer:** Students who have completed a minimum of three (3) reading intensive courses with grades of "B" or better (unless students are applying to a special program for which an exemption is given—see Baccalaureate Degree below). Reading intensive courses may include English literature, philosophy, history, and the social and behavioral sciences.
2. **Baccalaureate Degree:** Students holding a baccalaureate degree from a United States college/university and applying to some special programs (e.g., Nursing, Radiologic Technology) may be exempt from the reading assessment test. Refer to that specific program brochure regarding possible exemption from the reading assessment test. Students are still responsible for meeting any specific course prerequisites.

### **Initial Placement Appeal Process:**

The appeal process is determined by the Reading, English, Mathematics, and ESOL departments respectively. After re-testing, if the student wishes to appeal a specific placement, he or she 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/Study Skills 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 Department for placement.
- For writing (English composition), 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 to provide a monitored writing sample on an assigned topic. This essay will be used by the ESOL Department for placement.

Judgments concerning the appeal shall rest solely with the Reading, English, Mathematics, or ESOL department faculty, respectively. Each department shall keep a record of appeals and their results for year-end reporting purposes. 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. 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.

**Reference:**

Minnesota State College and University Board Policy 3.3 Assessment for College Readiness

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