



### 3.3.1 Course Placement Testing Procedure

#### Purpose:

Century College follows the guidelines of assessment for course placement set forth by the Minnesota State system. Course placement testing is conducted using the designated system-endorsed placement instrument, the College Board ACCUPLACER placement tests. Course placement testing is the method employed to assist students in understanding their academic readiness and to help ensure that they are placed into courses that will support their academic success. Students must complete the ACCUPLACER placement tests in Reading and Mathematics prior to registering for courses at Century College. For exemptions, see Part 2: Course placement testing exemptions.

Related Minnesota State Board Policy: 3.3 Assessment for Course Placement and 3.3.1 Assessment for Course Placement Procedure

#### Part 1: Course Placement Test Results

##### Subpart A: **Adult Basic Education**

1. Students whose ACCUPLACER course placement test results are at the Adult Basic Education (ABE) level in reading (0-37) must see an Academic Advisor or Counselor.
2. Students may not enroll in courses at Century College until they demonstrate readiness in reading. Demonstrated readiness in reading is achieved by retaking the course placement test and scoring above the ABE level.

##### Subpart B: **Students who are Non-Native Speakers of English**

1. Lack of English skills will not be a barrier to admission or participation. Based on how students answer the demographic questions at the beginning of the test, a student may begin with the ESL (English as Second Language) version of the reading, writing, and listening tests to determine English language proficiency.
2. Based on the ESL placement testing results, students may be placed in reading, writing, and listening courses with the English for Speakers of Other Languages (ESOL) program to strengthen English language skills necessary to maximize their academic success.
3. Students who score greater than 110 on the reading section of the ESL version of the test will be branched into the non-ESL version of the reading test. This is considered a continuation of the test and not a retest.
4. Writing course placement will be determined by the ESL ACCUPLACER sentence meaning and language usage tests along with a writing sample completed at Century College.

##### Subpart C: **Students with Disabilities**

1. Accommodations for course placement testing for individuals with disabilities are available with advance notice.

2. Upon admission to the college, students should schedule an appointment with a staff person in the Access Center for an intake interview to determine if accommodations will be necessary to complete course placement testing.

## Part 2: Requirements and Exemptions

### Subpart A: **New Students**

New students who have not demonstrated college readiness through ACT, SAT, or MCA test scores are required to take the Course Placement Tests.

The following course placements based on ACCUPLACER subtest scores indicate that a student is ready for introductory college-level courses. A student who obtains the minimum score or higher shall be placed in the corresponding college-level course(s).

1. Reading
  - a. College-level Reading: A student who scores 78 or higher on the Reading Comprehension test shall be placed in courses that designate college-level reading skills as a prerequisite.
  - b. Developmental Reading: A student who scores below 78 on the Reading Comprehension test shall be placed in developmental courses. Other factors may be considered to change this placement.
2. Writing
  - a. College-level Writing or courses that designate college-level writing skills as a prerequisite: A student who scores 78 or higher on the Reading Comprehension test shall be placed in college-level writing courses.
  - b. Developmental Writing: A student who scores below 78 on the Reading Comprehension test shall be placed in developmental courses. Other factors may be considered to change this placement.
3. Mathematics
  - a. College Algebra: Placement into college algebra shall be based on two test scores. A student must score 76 or higher on the elementary algebra test and also must score 50 or higher on the college level mathematics test. A student attaining the minimum scores shall be placed in college algebra and introductory college-level mathematics courses.
  - b. Developmental Mathematics: A student who scores below the minimum scores shall be placed in developmental courses. Other factors may be considered to change this placement.

### Subpart B: **Students with Previously Earned College Credit**

Students who have completed college credits and/or who have earned an Associate in Arts or Bachelor degree from a regionally accredited institution(s) may not need to complete some parts of the course placement test. Previously earned credit may include college or university courses, advanced placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP).

Students planning to complete a degree/program at Century College are required to submit official or unofficial transcripts and/or score reports for AP, IB, and CLEP, for course placement purposes. Transcripts/score reports must be submitted to the Transfer Student Services/DARS office at Century College. Century College does not retain unofficial documents.

Students may be exempt from parts of the course placement test for the following reasons:

1. Reading course placement testing is not required for students who have completed the following transfer courses with a grade of C or higher:
  - a college composition course equivalent to ENGL1021 Composition I
  - a college reading course equivalent to RDNG1000 Critical Reading and Thinking for College

2. Reading course placement testing is not required for students who have completed a minimum of three (3) reading intensive transfer courses with grades of B or higher. Reading intensive courses may include English literature, philosophy, history, humanities, sciences and the social and behavioral sciences.
3. Mathematics course placement testing is not required for students who have earned transfer credits for a college-level mathematics course equivalent to MATH1025 or higher with a grade of C or higher.
4. Reading and mathematics course placement tests are not required for students who have earned an Associate in Arts or Bachelor degree. However, students are still responsible for meeting any specific course prerequisites. To meet prerequisites for some Mathematics and science courses, students may be required to complete the Mathematics course placement test.
5. Reading and mathematics course placement tests are not required for students who have received a qualifying score in the associated academic skill area for:
  - a. 3 or higher on the AP exam
  - b. 4 or higher for IB course(s)
  - c. 50 or higher on CLEP exam
6. Students who only have international education credentials are required to complete course placement testing.

### Subpart C: **Qualifying Score Reports for Course Placement Test Exemptions**

Students interested in possible exemptions from course placement testing may submit valid ACCUPLACER results from another testing location and/or ACT score report(s) to Century College at the time they apply for admission. Qualifying ACT score information includes:

Reading Course Placement Testing is not required for students who have a sub score of 21 or higher in the reading component of the ACT, a 480 on the SAT verbal component, or a 1047 on the MCA Reading component. In addition, the student has course placement into courses that require college-level reading as a prerequisite. Note: MCA Reading score alone does not satisfy the prerequisite for college composition.

Mathematics Course Placement Testing is not required for students who have a sub score of 22 or higher in the Mathematics component of the ACT, a 530 on the SAT mathematics component, or a 1158 on the MCA mathematics component. In addition, the student has course placement into introductory college-level Mathematics.

Course placement testing is required for students who have ACT scores lower than the required college-level course placement level in any academic areas

### Subpart D: **Non-Degree-Seeking/Visiting Students.**

These students must meet established course prerequisites and may be required to complete course placement testing.

Students planning to take one course or a few courses and who do not intend to complete a degree/program at Century College may provide unofficial or student copies of their transcript(s) from institutions previously attended or score reports for AP, IB, CLEP to determine any course placement exemptions. Century College does not retain unofficial transcripts.

### Part 3: Time Limits on Course Placement Test Score Validity

ESL ACCUPLACER scores are valid for three calendar years, inclusive of the current year (six (6) semesters, following the test date excluding summer session).

Mathematics ACCUPLACER scores and ACT mathematics scores are valid for two calendar years, inclusive of the current calendar year (four (4) semesters, following the test date excluding summer session).

Reading ACCUPLACER scores are valid indefinitely at Century College and ACT reading scores are valid for three calendar years, inclusive of the current calendar year (six (6) semesters, following the test date excluding summer session).

#### Part 4: Retests and Appeals

##### Subpart A: Retests

Students who are dissatisfied with any of their course placement test scores may retest in each section (reading or mathematics) once in a 12-month period, regardless of where the original test was administered (including other Minnesota State colleges and universities). A fee will be charged for retesting if the scores are valid. Students will not be charged to retest if their scores have expired.

1. Students with ABE results after retaking the ACCUPLACER may appeal for a third opportunity to test in a 12-month period by providing documentation that they have received tutoring from a community resource such as ABE or other (i.e., online) interventions.
2. Students who score greater than 110 on the reading section of the ESL version of the test will be branched into the non-ESL version of the reading test. This is considered a continuation of the test and not a retest.

##### Subpart B: **Appeals**

Students may appeal their course placement test results by completing the course placement test appeal process. The course placement test appeal form is available in the Testing Center or Advising, Counseling, and Career Center. The designated faculty for the subject area will determine final course placement.

**References:** Minnesota State Board Procedure 3.3.1

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