



College Policy 4.02.01

Assessment Testing Procedures

Part 1. Incoming Student Assessment

MCTC shall administer the Accuplacer and/or Accuplacer ESL in accordance with MnSCU policy and procedures.

Part 2. Accommodations

Students with documented disabilities should contact the Disability Services Office to complete testing accommodation arrangements.

Part 3. Appeals Process

Step 1:

Students will be informed at the time of testing and in MCTC publications that they may retest if they believe their test results are not a valid reflection of their skills. Students may retest once per testing term but not more than three times in 12 months, nor may they test again if coursework has begun in the discipline being tested.

There are two testing terms at MCTC. The first begins in February and runs through August. This term is designed for students enrolling in the Summer session or Fall Semester. The second begins in September and runs through mid-January. This term is designed for students enrolling in the Spring Semester.

Step 2:

Students who have retested can appeal their placements by contacting the Academic Dean who oversees the Testing Center.

3. Ability to Benefit- Appeal Procedure:

Native English speakers who do not possess a high school diploma or GED and are applying for federal financial aid are required to meet minimum scores in on the Accuplacer reading comprehension, sentence skills, and arithmetic skills in one sitting. Those who do not meet minimum scores must retest in all three areas. A waiting period of two weeks is highly recommended. Minimum scores are those set by the Federal Government.

Second language students will assess on an instrument recommended by the federal government for second language students is the CELSA paper and pencil test. A two-week waiting period between testing and retesting on the CELSA is required.

Part 4. Testing Exemptions

Exemptions to Placement Testing for College Readiness shall be based on completed Degree, college transcript, or ACT subject area scores.

Subpart A

Students seeking exemption from testing based upon previous college coursework must submit their college transcript (unofficial) to a college counselor or advisor for review. An MCTC counselor or advisor will review the transcript and will complete the MCTC PERMANENT COURSE PLACEMENT REQUEST FORM. A copy of the transcript (with applicable coursework

highlighted) will be attached to the form and will then be sent to the Director of Assessment & Testing for entering into the ISRS record system. Once entered, a copy of the form shall be mailed to the student from the Student Services Center.

Students holding a two year or four year degree from an accredited U.S. institution may be exempt from assessment testing and may be determined to meet the program entrance requirements for a technical program. Students must furnish documentation of degree status as outlined above. The MCTC counselor or advisor will complete the MCTC PERMANENT COURSE PLACEMENT REQUEST FORM and proceed as above.

Students seeking exemption from testing based on ACT subject area scores must submit ACT documentation for review to an MCTC counselor or advisor who will complete the MCTC PERMANENT COURSE PLACEMENT REQUEST FORM and proceed as above. ACT subject area scores must be equivalent to or above the system-endorsed minimum on standardized college admissions tests (ACT) taken within three calendar years, inclusive of the current calendar year, for reading and writing and two calendar years, inclusive of the current calendar year, for mathematics.

The Testing Director will maintain a record of exemptions that have been granted for each testing area exempted as documented on the MCTC PERMANENT COURSE PLACEMENT REQUEST FORM .

Subpart B

Students enrolled in non-credit continuing education or customized training are exempt from testing unless otherwise noted in course descriptions.

Subpart C

Students entering designated one- or two- course programs or programs may be exempt from testing. The student needs to consult with the particular program to determine testing requirements.

Part 5. Establishing Minimum Standards for Access to General Education Courses

The Director of Assessment & Testing will implement common cut scores for college-level coursework in accordance with MnSCU policy and procedures.

The MCTC developmental coordinators will forward to the Director of Assessment & Testing cut score placements for development coursework and for advanced math courses by the end of January each year. These scores will go into effect at the beginning of the Summer/Fall testing term (February) and will remain in effect through the following Spring term testing period (mid-January).

Part 6. Developmental Education

Subpart A

Students shall enroll in the developmental coursework in which they were placed. Subsequent progression will be determined by the instructor. Students are not to retest with the placement tests once coursework has begun in that discipline.

For technical programs, students must meet the requirements to begin program coursework. If developmental coursework is required, developmental coursework should begin during the first semester of enrollment. If developmental coursework is required for the liberal arts student, developmental coursework should begin during the first semester of enrollment in order to meet course prerequisites in following enrollment terms.

Subpart B

Instructors will be notified at the beginning of each term about placements for students enrolled in developmental English, college composition, developmental reading, college level reading, developmental math, and college algebra, college

trigonometry, and college calculus. These reports will be run and distributed by the MCTC College Research Department. The reports shall also include completed coursework affecting the course prerequisites.

Part 7. Annual Report on College Readiness

MCTC shall annually submit to the MnSCU Office of Research data files on placement test results, course placement or advisory standards, and criteria and number of exemptions to testing policy for research and evaluation purposes as requested. Ability to Benefit reporting will also be completed annually through the College Board, owner of the Accuplacer and Accuplacer ESL tests.

Date of Adoption: 7/1/1999

Date of Implementation (if different from from adoption date):

Date of Last Review: 4/30/2008

Date and Subject of Revisions: