

METROPOLITAN COMMUNITY COLLEGE

DISTRICT PROCEDURE

6.25020 DP

TESTING AND PLACEMENT OF STUDENTS

6.25020 DP

College- level writing, reading and mathematics skills are necessary for success in credit college coursework. Non-credit programs may have different requirements.

The college Chief Academic Officer will be responsible for the testing and placement program.

I. Test Instruments and Cut-Off Score

- A. Uniform basic competency tests and cut-off scores or ranges will be used by all campuses.
- B. Examinations will be chosen which identify students who need remediation in English, reading, mathematics, and other areas as deemed necessary.

II. Population to be Tested

- A. Incoming degree and certificate seeking students not test in the last three (3) years will be tested.
- B. The highest test score available will be used from the past three (3) years. New placement test scores do not override refund and drop policies.
- C. Students who are not graduates of an accredited secondary school or do not have a high school equivalency certificate will be tested.
- D. Students not transferring English, Math or Reading credit (with a C or higher in that subject area) will need to be tested in that discipline.
- E. Alternate testing will be available to students for whom English is not the native language.
- F. Upon request accommodations will be made for persons with documents disabilities.

III. Placement of Students in Need of Remediation

- A. Based on the interpretation of test results, students in need of remediation in basic skills will be enrolled in developmental courses until competencies required for successful work in college-level courses are attained. Entrance level competencies will be determined by the members of the disciplines of English, reading, and mathematics.
- B. Students enrolling in any credit program will be enrolled in developmental courses in those areas, required by the student's degree plan, indicated by placement tests. Students enrolled in programs that do not require English or mathematics coursework may be exempt from developmental coursework in those areas.
- C. Developmental courses in reading are required if determined by placement tests.
- D. If placed in developmental courses, students will take these courses at the beginning of his or her program.
- E. Students may retest subject to retesting guidelines.

IV. Appeal Process

Students will be informed of an appeal process if they are dissatisfied with placement in English, reading, or mathematics. Exceptions to placement may be granted by the appropriate division chair or designee.

V. Review of Test Instruments and Cut-Off Scores

- A. The college Chief Academic Officer will appoint annually, upon recommendation from members of the disciplines, the counselors, and the instructional deans, an assessment review committee. The committee will be composed of one member from the English discipline, one member from the reading discipline, one member from the mathematics discipline, one advisor, one dean of instructional services, and one dean of student development. The director of institutional research and assessment will chair the committee. Additional members may be added to serve as resource members. The college Chief Academic Officer will ensure that each campus is represented on this committee.
- B. The test instrument will be reviewed biennially by the assessment review committee to determine if the test battery should be adopted, modified, continued, or replaced. The recommendation from the committee will be forwarded to the college Chief Academic Officer.
- C. Each year the assessment review committee will set cut-off scores or ranges. Local and national data obtained from the testing program will be included in the review. The committee will forward its recommendations to the college Chief Academic Officer.

Approved: Chancellor
Revised: April 12, 1988
Revised: December 13, 1994
Revised: May 21, 2002
(Editorial Corrections 6/20/06)
Revised: June 15, 2015