

HARPER COLLEGE

2003/04 Assessment Procedures Fact Sheet

Assessment and Placement Goal Statement

Harper College welcomes all who can benefit from courses and programs offered. *The goals are:*

1. To inform students about their competency levels in English, Reading and Math.
2. To place students in the initial level English and Math courses in which they have the best opportunity for success.
3. To help underprepared students whose reading assessment scores are substantially below college level by requiring them to enroll in developmental reading courses prior to or along with their English courses.

Assessment Procedures:

1. All new full-time students are required to take the Writing, Reading and Math assessment test battery in order to register as full-time students (12 hours or more) except for students who meet one of the requirements noted in the Exceptions below.

EXCEPTIONS: Students who meet the following criteria do not have to assess to fulfill the full-time student assessment requirement. However, they may have to assess in order to place into a particular English or Math course.

- * **a)** Transfer-in students who can provide appropriate documentation and have taken the equivalent of *ENG 101* or higher with a grade of "C" or better do not need to take the Reading or Writing test. Those who have taken the equivalent of *MTH 101/103/104* (a college credit level) or higher in college and earned a "C" or better and can provide appropriate documentation, do not need to take the Math assessment test. Documentation is defined as a transcript evaluation from the Registrar's Office, a grade report, or transcript from a College or University. Transfer students who do not have this documentation must take the appropriate test(s).
- * **b)** Students who have taken the ACT test (Oct. 1998 or later) and have received the following scores do not have to assess and are placed as follows:

| ACT Subject Area | ACT Score | Additional Requirements | Placement |
|--|-------------------------------------|---|--|
| • English <u>and</u> Reading (both scores needed) | 19 or higher and 20 or higher | None | ENG 101, or ENG 130 (no reading course needed) |
| • Mathematics | 23 or higher | None | MTH 101 or MTH 103 or MTH 104 or MTH 120 or MTH 130, MTH 165, or MGT 223 |
| | 28 or higher | None | MTH 134 or MTH 124, or MTH 220 |
| | 28 or higher | A trigonometry course or equiv. with a "C" or better (high school or college) | MTH 200 |

- c) Students who have completed the following courses with a grade of "B" or better: ESL 073 and one of the following: ESL 074 , ESL 086 and who have received written permission from an ESL advisor to enroll in English 101 may do so without taking an English/Reading assessment.
 - d) Students previously or currently enrolled in ESL courses who have never taken Compass tests may test and retest in English and Reading only with written permission from an ESL advisor
 - e) Students who can provide documentation of earning a bachelor's degree from an accredited U.S. college or university do not have to take the assessment battery to fulfill the full-time student assessment requirement.
- *2. Any *part time* student who intends to take English or Math for the first time is required to take the appropriate assessment test for that course prior to registration for Math and/or English, except for students who meet the requirements noted in Exceptions a, b, c, or d above.

Assessment Procedures Continued:

3. All full-time students who place below the reading cut-off score are required to take the appropriate developmental reading or ESL reading course prior to or concurrently with enrollment in English or ESL writing courses during the first semester of their full-time enrollment. Once Reading or ESL Reading has started, full-time students or students who are enrolled in English must continue to enroll in Reading classes until the reading requirement has been completed.
- *4. All *part time* students who place below the reading cut-off score are required to take the appropriate developmental reading course prior to or concurrently with enrollment in English. A student desiring to drop a Reading class during the semester will also be required to drop the English class in which he is currently enrolled.
5. Students who have taken and passed a developmental reading class at another college or have completed ESL coursework at another college must take the COMPASS Reading and Writing tests in order to demonstrate reading competency.
6. Full-time students who test below the reading cut-off score are restricted to 13 hours of coursework during the semester(s) of enrollment in Reading. Student Development counselors may override to 15 when appropriate, only for students in RDG 090 and 099. (ESL advisors may override beyond the 12-hour limit for ESL students.)
7. Full-time or part-time students who place at the level of RDG 090, 097 or 099 and/or ENG 098 or ENG 100 and whose first language is not English will be referred to the English as a Second Language Department for further testing and possible placement in ESL courses.
8. Deaf and Hard-of-Hearing students who place at the level of RDG 090, 097 or 099 and/or ENG 098 or ENG 100 *must* be referred to the Center for Access and Disability Services for appropriate referral and placement.
9. Assessment tests other than COMPASS taken at other colleges cannot be used at Harper College. COMPASS scores from other institutions will be re-evaluated in line with our cut-off scores.
10. Personal calculators, dictionaries and other aids may not be used when taking the COMPASS assessment test battery. Students found using these aids or engaging in any type of academic dishonesty will be subject to possible disciplinary action according to the Student Code of Conduct. Calculators supplied by the Assessment Center or the pull-down calculator program will be allowed.

Retesting Procedures:

1. Students are allowed only one retest in each subject assessment test. A retest cannot occur within 24 hours of the first test.
2. Currently enrolled students may not retest once they are enrolled in a Harper Math, English, Reading or ESL course except prior to or during the first week of their first Harper course. Exception: *The geometry subject area only may be retested after taking a math course.* Students who have earned a grade in a math course which is two or more years old, when correct placement cannot be determined without a retest, *can retest again with approval by the Chair of the Department of Mathematical Sciences.*
- * 3. COMPASS Math assessment scores are only valid for three consecutive semesters including summer term. The student's scores must be valid at the time of registration *as math placements may change from the time of assessment to the time of registration.*
- * 4. COMPASS Writing and Reading scores are valid for five years from the last assessment date. The student's scores must be valid at the time of registration *as English and Reading placements may change from the time of assessment to the time of registration.*
5. Any student who has not successfully completed a class (i.e. those receiving grades of D, F, or W) with expired scores may choose to begin the testing process, or repeat the class.

Counselor / Advisor Overrides For Existing Assessment Placements:

1. Students who place into RDG 090 or 099 and have official documentation showing that they are in the top 1/3 of their high school graduating class are not required to take reading.
2. Students who have a 2.5 cumulative grade point average in **15** or more semester hours of non-developmental college credit, which includes reading and writing as an integral part of its content, are not required to take reading.
3. Students with ACT math scores of 22 or lower may use their ACT math scores to override assessment test scores. Students should see a counselor for the specific math ACT scores and the corresponding math placements.

Course placement is dependent on the assessment procedures in effect at the time of course enrollment.

**Changed for 03/04. Changes are in italics*

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