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Chapter: Educational Program

Modification No. 004

Subject: **Assessment Testing and Appropriate Course Placement**

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- I. Student success is the primary goal of Montgomery College and the driving force behind everything related to the College. We further acknowledge that among the ways to facilitate student success and allow them to progress through their chosen pathway is through the assessment of student academic skills and the placement of students in appropriate courses.
- II. Program quality, student completion, and student retention are important outcome measures by which the College holds itself accountable. The Board of Trustees of Montgomery College endorses a process of assessment and placement so that students are able to enroll in courses for which they demonstrate academic readiness and which will enable them to move through their program pathway.
- II. The president is authorized to develop procedures to implement this policy.

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Board Approval: July 19, 1982; May 16, 1988; July 18, 1994; May 16, 2016.

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I. Criteria for Mandatory Assessment and Placement

- A. Assessment testing in English, reading, and mathematics, or an approved alternative method of assessment, is required for the following students.
  - 1. All first-time college students seeking a degree/certificate or planning to transfer to another institution,
  - 2. All students planning to enroll in any course with an English, reading or mathematics assessment level or prerequisite who have not previously been assessed or who have not successfully completed developmental or credit courses which satisfy the assessment level(s) or prerequisite(s).
  - 3. Students who have not been assessed in the past or who were previously assessed but chose not to follow the placement recommendations and whose academic record has placed them on academic restriction, alert, or suspension must be assessed and placed. For such students, mandatory assessment and placement is a condition for future enrollment.
- B. Students will be placed into reading, English and mathematics based on the results of required assessment tests or approved alternative assessment processes and metrics.
- C. Students will receive the results of their assessment test and their corresponding course placement options from a counselor or designee.
- D. Student assessment and placement information will be recorded in the student information system so that it is available for academic advising purposes.
- E. Students may take assessment tests on any campus. Course placements will be accepted at all campuses.
- F. Students with disabilities will follow the College's assessment and placement procedures. Assessment test accommodations will be individualized as appropriate by a counselor in Disability Support Services (DSS).
- G. Students who require reading, English and/or mathematics developmental courses must enroll in the appropriate developmental course(s) and follow the developmental sequence. Once students enroll in a developmental course they are expected to enroll in the next course in the sequence in the following semester until they complete their first college level course(s) in English and mathematics. Students are required to complete their first college level course in English and mathematics prior to completing 24 credits at the College.
- H. Students who place into developmental reading must enroll in the appropriate developmental reading or integrated reading and writing course during their first

semester of enrollment.

- I. Students may enroll in any courses for which they have the entry level skill requirements, assessment levels, and prerequisite courses.
- J. A list of college ready scores on designated exams used for assessment will be maintained in the office of the Senior Vice President of Academic Affairs.

## II. Retests and Review of Placement

- A. Accuplacer English and reading scores are valid for two years; Accuplacer math scores are valid for one year.
- B. Students who believe that an Accuplacer English, reading or math score does not provide an appropriate placement should meet with a counselor or advisor to learn about the procedure for taking a retest including information about resources for review and the waiting period (a minimum of 48 hours from when the counselor signs the form) before a retest may be taken.
- C. There are normally no third attempts at Accuplacer within the placement validity of the test. However, when there has been appropriate instructional intervention (such as short courses or tutoring), an additional attempt may be approved by a Dean of Student Affairs or designee. Deans of Student Affairs or their designees may also approve a 3<sup>rd</sup> attempt within the placement validity of the test at their discretion for extraordinary situations.
- D. Students who have retaken Accuplacer and believe that their Accuplacer English, reading or math placement is not consistent with their skill level may request a Review of Placement from the appropriate English and Reading or Math department chair or designee who will review the student's academic background and advise the student of appropriate course options.
- E. Students who take the Accuplacer ESL test and place into the American English Language Program (AELP) courses may not retake the test during the current semester. They must complete the AELP program sequence as prescribed. Students who take the Accuplacer ESL test, but do not enroll for the current semester, may retake the test once.
- F. Students who test via Accuplacer into the WD & CE Bridge to Academic and Career Success Program should retake the Accuplacer to determine whether or not this is an appropriate placement.
- G. When appropriate instructional intervention, outside of Montgomery College, has taken place, students will be permitted to retake an assessment test.

## III. Exemptions from Taking Assessment Test(s)

- A. Students, including those whose first language is not English, with designated scores on nationally standardized tests may be exempt from mandatory assessment testing. A list of nationally standardized tests and designated scores that may be used to exempt students from additional assessment is maintained in the office of the Senior Vice President of Academic Affairs.
  - 1. (Minimum) test scores of 500 in critical reading and 500 in math on the

- College Board's (CEEB's) Scholastic Aptitude Test (SAT). Students who wish to take a math course other than a foundation course may need to be assessed.
2. Minimum test scores of 21 in English and 21 in math on the American College Test (ACT). Students who wish to take a math course other than a foundation course may need to be assessed.
  3. A score of 3 or better on the College Board Advanced Placement (AP) Tests in English Language, Calculus AB or BC, or Statistics or a score of 500 or better on the appropriate SAT Subject Test.
  4. Students who earn an IB Diploma may earn credit for a mathematics foundation course. Students who wish to take other mathematics courses should contact the Department of Mathematics for guidance.
  5. College Board College Level Examination Program (CLEP) scores in English Composition with Essay, College Mathematics, Precalculus, and Calculus may provide credit for a designated English or mathematics course. In some cases further placement can be made. Montgomery College typically accepts the recommended score for credit. Score reports must be received by the Office of Enrollment Services directly from Educational Testing Services ETS. Students who wish to take additional courses should contact the English Department or the Department of Mathematics.
  6. Accuplacer exam results taken at another college or university and sent directly from the institution to the office of Enrollment Services may be used for placement at Montgomery College.
- B. Students who have passed a college-level English course equivalent to a General Education English Foundation course (ENGL 101, ENGL 102, or ENGL 103) at an accredited U.S. college or university with a grade of C or better are exempt from the English and reading placement tests. Students who have passed with a grade of C or better a college-level mathematics course that will transfer as a mathematics Foundation course are exempt from the mathematics placement test. Students wishing to enroll in English or mathematics courses at Montgomery College must meet the prerequisite or assessment level requirements for those courses.
- C. Students already having an associate degree or higher are exempt from taking the assessment test but must meet the assessment levels or prerequisite requirements for courses they wish to take.
- D. Students bringing a "letter of permission" from their home institution are exempt from assessment but must meet the prerequisite requirements for courses they wish to take.
- E. Personal interest students, students who have been out of high school for a minimum of three years and who are not enrolled in a degree or certificate program, may be exempt from assessment testing depending on the courses that they wish to take. Personal interest students may enroll in any course for which they have the entry level skill requirements, assessment levels, and prerequisite courses and meet any other applicable regulations.

IV. Students Whose First Language is not English

All students whose first language is not English must be assessed unless they meet one of the criteria below:

- A. Applicants who submit a minimum test score of 575 on the written test, 231 on the computerized version, 90 on the iBT version of the Test Of English as a Foreign Language (TOEFL), 6.5 on the IELTS or 61 on the PTE (Pearson Test of English).
- B. Applicants who have completed ENGL 101 or a transferable equivalent or applicants who have completed an {undergraduate and/or graduate} degree at an accredited college or university in the United States and show proof to the Office of Enrollment Services will not be required to take an English or reading assessment test.
- C. Students whose first language is not English who are taking courses for personal enrichment are normally required to take an assessment test. Personal interest students may enroll in any course for which they have the entry level skill requirements, assessment levels, and prerequisite courses and meet any other applicable regulations

V. Dual Enrollment Students

Dual Enrollment students (including those who are home-schooled) or not graduates of high school must meet the prerequisite requirement and assessment level(s) for each credit-bearing course they enroll in. Dual Enrollment students may not enroll in developmental courses or courses that combine developmental and college level work, except in rare and unusual circumstances and with approval of the associate director of academic initiatives.

VI. Award of Advanced Standing

Montgomery College recognizes the many ways an individual learns and has established policies and procedures which recognize assessment of the level of learning for the award of advanced standing. In keeping with the policies set forth in the State Board of Higher Education's "Code of Maryland Regulations" and the College's policies as approved by the Board of Trustees of Montgomery College, as amended, in addition to the acceptance of transfer credit from accredited institutions of higher learning, the following methods have been approved for the award of advanced standing:

- A. National testing service examinations
  - 1. Advanced Placement Tests (AP) of the College Board – the complete list of AP exams and MC equivalents of scores is available at <http://www.montgomerycollege.edu/admissions/Others/advstanding.html> or at the Office of Enrollment Services. The Advanced Placement examinations are administered to high school students with official results submitted to the colleges listed by the students. Official results must be received by the campus registrar directly from the College Board.
  - 2. CLEP examinations – the complete list of AP CLEP exams and MC

equivalents of scores is available at <http://www.montgomerycollege.edu/admissions/Others/advstanding.html> or at the Office of Enrollment Services. CLEP examination score reports must be received by the Office of Enrollment Services directly from the College Board.

3. A minimum test score of 600 in critical reading and 600 in writing on the College Board's SAT places students into ENGL 102 or ENGL 103. A minimum test score of 600 in math on the SAT places students into MATH 165.
  4. A minimum test score of 27 in English on the ACT places students into ENGL 102 or ENGL 103. A minimum test score of 26 in math on the ACT places students into MATH 165.
- B. Montgomery College's Credit by Examination as indicated in the listing of courses in the official catalog. A "CE" following the course title indicates those courses for which "credit by examination" is offered. Procedures are available at <http://www.montgomerycollege.edu/Departments/AssessCtr/assessment-CE.html> or in the Office of Enrollment Services.

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