

## Procedure Manual



<b>Title: Placement Testing and Skills Remediation</b>	<b>Number: A6Hx2-5.14</b>
<b>Policy Number: 6Hx2-5.14</b>	<b>Page: 1 of 6</b>

**This procedure outlines placement testing procedures for the following:**

- Degree Seeking Students with English Proficiency
- Degree Seeking Students with Limited English Proficiency
- Vocational Certificate and Applied Technology Diploma Students
- Institute of Public Safety Students
- Non-degree seeking students

### PLACEMENT TESTING PROCEDURES FOR DEGREE SEEKING STUDENTS WITH ENGLISH PROFICIENCY

#### Who Must Test?

- First time in College students who do not meet the following standards:
  - Entered the 9<sup>th</sup> grade in a Florida public or charter high school in 2003-04 and graduated with a standard high school diploma
  - Transfer students who have earned college-level credit in Math and English who have earned a C or better in those courses
  - Active duty members of any branch of the U.S. Armed Services
  - Submit ACT and SAT scores valid within two years and those who achieve the appropriate cut scores on one of these tests.

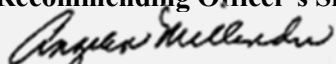
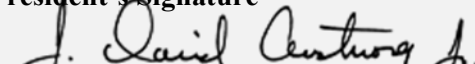
Students who do not meet one of the above qualifications are required to test and possibly enroll in developmental education courses. .

#### Why Must Students Test?

- Placement tests are used to determine first-time-in-college students' readiness for college-level coursework in English and math, and any course that requires college-level reading and/or writing skills.
- Placement tests help colleges place students in courses that are matched to their entry level abilities. Scores below the State of Florida minimum levels will require students to take developmental courses until students can demonstrate readiness for college-level coursework.

#### How Can Students Demonstrate College-Level Competency in Math and English?

- Present satisfactory college level scores on the State of Florida approved Postsecondary Education Readiness Test (PERT) in accordance with Florida State Board of Education Rule 6A-10.0315.
- Present scores on approved alternative college placement tests (EACT, CPT, RSAT, FCAT) that meet minimum thresholds in accordance with Florida State Board of Education Rule 6A-10.0315.
- Provide proof of prior successful completion of the highest level developmental education courses in reading, English, and mathematics taken in a Florida College System institution.
- Present passing scores on CLEP or AP exams in English and math.
- The College may use recent (within 2 years) high school grade point average and high school math and English course grades as evidence of college level competency.

<b>Recommending Officer's Signature</b> 	<b>Date:</b> 12/04/2013	<b>President's Signature</b> 	<b>Date:</b> 12/04/2013
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<b>Title: Placement Testing and Skills Remediation</b>	<b>Number: A6Hx2-5.14</b>
<b>Policy Number: 6Hx2-5.14</b>	<b>Page: 2 of 6</b>

### Where Can Students Take the Placement Test?

College placement tests are administered on all Broward College campuses and most centers. The PERT, ACT and RSAT exams are offered at most high schools and some post-secondary Florida public institutions.

### What Can Students Expect When They Take the PERT?

- Due to the importance of these tests, students should prepare in advance using test preparation resources available at Broward College and other colleges.
- No appointments are needed to take the PERT, but space can be limited especially during peak periods.
- Students must have applied to the College and paid the non-refundable application fee prior to testing.
- Students should allow a minimum of three (3) hours for tests.
- Students must bring a valid government issued identification card.

### How Can Students Prepare for the PERT?

- Sample questions and free resources are available on the College's [website](#).
- [Preparation courses](#) and Start Smart Refresher camps designed to refresh or remediate skills prior to testing are available through the College's Continuing Education (CE) division and Campus Academic Support or Learning Resource Centers. There is a fee for these courses.
- Free, online course, College Foundations, designed to improve skills in reading, writing, and mathematics. Offered through BC Online.

### How are PERT Scores Transmitted to the College?

- The College will accept the PERT scores as recorded on the public high school transcript, or as transmitted by other Florida College System institutions.
- PERT scores are confidential education records

### Can Students Retake the PERT?

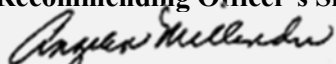
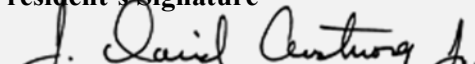
Students may retake the PERT but must pay the applicable fee for each retake.

### Course Registration After Testing

- Students may register for classes based on their placement levels in Reading, Writing and Math. The computerized student record system will block registration in courses for which a student is not academically eligible. Students must meet with an academic advisor/counselor for advisement and educational planning after taking the placement test.

## PLACEMENT TESTING FOR DEGREE SEEKING STUDENTS WITH LIMITED ENGLISH PROFICIENCY

Students who provide official documentation of English proficiency at the minimum cut scores on the TOEFL, ITLS, SAT or ACT as outlined in the College catalog do not have to take the LOEP. Students without ACT or SAT scores at the acceptable placement scores that place them into college-ready courses are required to take the PERT test to determine placement in English and Math courses.

<b>Recommending Officer's Signature</b> 	<b>Date:</b> 12/04/2013	<b>President's Signature</b> 	<b>Date:</b> 12/04/2013
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<b>Title: Placement Testing and Skills Remediation</b>	<b>Number: A6Hx2-5.14</b>
<b>Policy Number: 6Hx2-5.14</b>	<b>Page: 3 of 6</b>

### Who Must Take an English Proficiency Placement Test (Levels of English Proficiency or LOEP)?

- Degree-seeking students who do not meet criteria for exemption from placement testing described above
- Students whose native language is other than English and who did not complete two (2) years of regular high school English in the United States
- Earned a GED in Spanish.
- Took a Broward College approved English Proficiency placement test more than one year ago and whose scores were not used for placement decisions.
- Took a Broward College approved English Proficiency placement test more than one year ago, whose scores were used for placement decisions, but who has not registered for classes for one year or more.
- Expired SAT, ACT, TOEFL or ITLS scores.

### Why Must Students With Limited English Proficiency Take the English Proficiency Placement Test?

- The LOEP and required essay are used to assess students' English language skills for placement into appropriate EAP courses that will prepare them for the English language requirements of college level courses.
- The LOEP and required essay may also be used to exempt students from EAP courses if students demonstrate proficiency by meeting minimum thresholds. Students who meet the thresholds will take the PERT for placement into appropriate courses.

### How Can Students Demonstrate College-Level English Language Proficiency?

- Successfully complete EAP coursework through level 4 and pass the PERT with required essay.
- Successfully complete EAP coursework through level 6.
- Present official TOEFL or IELTS (academic module) scores that meet minimum thresholds and pass the PERT.
- Provide official documentation of earned GED in English and pass the PERT with the same cut scores as non-Limited English Proficiency Students.
- Earned college level course work at a C level or better that demonstrates English proficiency.

### Where Can Students Take the LOEP?

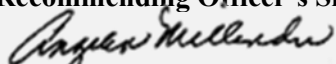
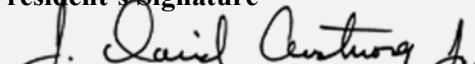
- Students can take the LOEP on any Broward College Campus and at most centers.

### What Can Students Expect When They Take the LOEP?

- No appointments are necessary to take the LOEP.
- Students must have applied to the College and paid the non-refundable application fee prior to testing.
- The test is untimed, but students should plan for 2-1/2 hours to complete testing.
- Students should be tested on the campus on which they plan to enroll.
- Students must bring a valid government issued identification card.

### Can Students Retake the LOEP?

- Students may retest once during a 12 month period.
- Students may be eligible for additional retests within a 12 month period with a recommendation from an Associate Dean for ESL.

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<b>Title: Placement Testing and Skills Remediation</b>	<b>Number: A6Hx2-5.14</b>
<b>Policy Number: 6Hx2-5.14</b>	<b>Page: 4 of 6</b>

### Registration After LOEP Testing

- Students may register for EAP classes based on their placement levels in Grammar/Composition, Phonetics/Communication, and Reading. The computerized student record system will block registration in courses for which a student is not academically eligible. Students must meet with an academic advisor/counselor for registration and educational planning after taking the placement test.
- According to State Rule 6A-10.0315, students must take the designated Florida College Entry-Level Placement before entering degree programs. The PERT (Postsecondary Education Readiness Test) is used for this purpose.
  - Students will take the reading portion of the PERT while enrolled in EAP 0420C (Intermediate IV Reading for ESL) and the writing in EAP 0485C (Combined Skills Grammar and Writing Intermediate IV).
    - If a student does not place as college ready on the PERT, then he or she must continue in the EAP course sequence (EAP 1540C and 1640C, which are counted as elective credits for the AA program).
  - If the student scores college ready on the PERT then he or she should be asked to write an essay to determine if he or she has the necessary writing skills to attempt ENC1101. The ESL Placement Readers will read the essay to determine appropriate placement.
  - If a newly entering student places into EAP 1540C or 1640C, then that student should be directed to return to the testing center to complete the PERT writing section. If the newly entering student places out of EAP reading, then the student should take the PERT reading section.

### PLACEMENT TESTING FOR VOCATIONAL CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA STUDENTS

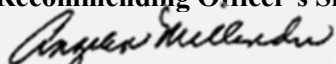
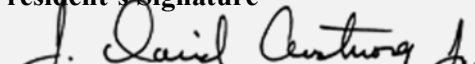
Placement for Postsecondary Adult Vocational and Applied Technology Diploma Students per *Florida State Board of Education Administrative Rules*, Chapter 6A-10.040.

#### Who Must Test?

Students enrolled in a postsecondary adult vocational program of 450 clock hours or more or students pursuing an Applied Technology Diploma, shall complete a basic skills examination (TABE test) within the first six weeks after admission into the program.

#### Why Must Students Test?

- Minimum basic skills grade levels in mathematics, language, and reading are defined in each vocational program description adopted under *Florida State Board of Education Administrative Rules*, Rule 6A-6.0571 and published annually by the Commissioner in the document entitled, "Vocational Education Program Courses Standards."

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<b>Title: Placement Testing and Skills Remediation</b>	<b>Number: A6Hx2-5.14</b>
<b>Policy Number: 6Hx2-5.14</b>	<b>Page: 5 of 6</b>

- Students deemed to lack the required minimal level of basic skills, as measured by one of the designated examinations, shall be provided with instruction specifically designated to correct the deficiencies.
- No student is exempt because of language deficiencies. Limited English Proficient students must achieve the minimum grade level/scale score or higher on one of the designated tests as required by the Department to be awarded a certificate in a vocational program.

### How Can Students Demonstrate Competency?

- Present satisfactory skill grade levels/scale scores on one of the designated state-approved tests, these scores shall be acceptable for a period of two years. The program administrators must receive a copy of the test scores from the institution that administered the test or an official copy of the transcript.
- Present official documentation of an associate degree, or higher; previous satisfactory completion of the college-level communication and computation skills requirement; achievement of the minimum cut scores on any test in Florida State Board of Education Rule 6A-10.0315; satisfactory completion of the developmental education sequence; or state, national, or industry certifications.

### Where Can Students Take the TABE?

Students can take the TABE on any Broward College Campus.

### What Can Students Expect When They Take the TABE?

The Complete TABE Test consists of Math Computation, Applied Math, Reading, and Language skills. The test is administered on the computer and each section of the test has a maximum allowable time of 50 minutes. Total time for the test depends on how many subjects are required, but students should expect to spend about 3 hours to take the full test, however, some students may take less time if they are required to take fewer sections.

### How Can Students Prepare for the TABE?

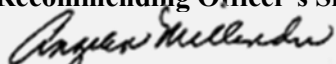
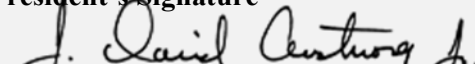
There are online sites with preparation handbooks and materials including the Florida Department of Education ([http://www.fldoe.org/workforce/pdf/TABE\\_book4web.pdf](http://www.fldoe.org/workforce/pdf/TABE_book4web.pdf)), McGraw-Hill ([http://www.glencoe.com/catalog/contemporary/onlinesuite/onlinesuite\\_sampler.html](http://www.glencoe.com/catalog/contemporary/onlinesuite/onlinesuite_sampler.html)) and study guides at local bookstores.

### Can Students Retake the TABE?

- The TABE may be taken only once every six months, unless the person completes remediation.
- A fee will be charged to retake the basic skills examination, commencing with the second retake.

### Registration After Testing

After a student completes the remediation prescribed for the basic skills deficiencies, the student shall be re-tested using an alternate form (if possible) of the same examination that was used for initial testing. No student shall be awarded a vocational certificate until the student achieves the minimum level of basic skills required for that program. However, students with disabilities, as defined in Section 239.105, *Florida Statutes*, may be exempted from meeting the vocational basic skills.

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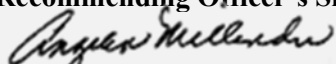
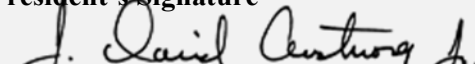
<b>Title: Placement Testing and Skills Remediation</b>	<b>Number: A6Hx2-5.14</b>
<b>Policy Number: 6Hx2-5.14</b>	<b>Page: 6 of 6</b>

### PLACEMENT TESTING FOR INSTITUTE OF PUBLIC SAFETY STUDENTS

All students who enroll in vocational programs at the Institute of Public Safety must complete the Test of Adult Basic Education (TABE) and the Florida Basic Abilities Test (BAT) through the Criminal Justice Testing Center (CJTC). *CJTC is a regional assessment center, established under the provisions of 943.256, F.S. as a department under I.P.S. CJTC policies and procedures address remediation, fees, scheduling and re-examination requirements. The fee schedule is established by the CJTC Advisory Committee, and the center is funded from fee revenues. Students will contact CJTC for placement testing policies/procedures/fees.*

### PLACEMENT FOR NON-DEGREE SEEKING STUDENTS

Prior to the completion of 12 credits at the College, non-degree students shall be advised by an academic advisor in order to determine their academic intent. If they plan to ultimately seek a degree or to enroll in English and/or mathematics courses or in other courses that require English or mathematics courses as prerequisites, they must complete the placement tests prior to further enrollment. If college developmental education instruction is indicated, they must successfully complete the required courses in the same manner as other degree-seeking students. Non-degree students, however, who indicate that they will not later become degree-seeking students, may be authorized to enroll for up to 12 credit hours for purposes of enrichment, life-long learning, professional advancement, or the improvement of their vocational skills. In such cases, non-degree students shall state their intentions in writing to the advisor.

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