



# Placement Testing Policies & Procedures 2016-2017

## I. PCC PLACEMENT TESTS

---

Math and English Placement:

PCC administers the NC Diagnostic Assessment and Placement (NC-DAP) test, which is used by North Carolina's community colleges to identify student readiness for college-level courses. The NC DAP assesses students' general understanding of general English and math skills and determines which English and math courses students should be placed into as they begin their college education.

Computer Skills Placement:

PCC offers the PCC Computer Skills Placement Test for students. This test is used to determine the beginning computer class in which the student will be the most successful. Students must take this test through PCC, either at the Testing Office or as a proctored exam for distance education students.

Continuing Education:

Certain Continuing Education programs require testing to meet state and/or admission requirements. For more information regarding Continuing Education testing please visit the Placement Testing portion of the PCC webpage.

## II. PLACEMENT TESTING REQUIREMENTS

---

All students will be required to take placement tests. Exceptions are noted in Section III.

Applicants should complete an application for admission to the college **before** taking the placement test. Admissions Counselors will refer students with completed applications to the Testing Center for placement testing.

NC-DAP placement testing is offered on by appointment only. Students may visit the Placement Testing portion of the PCC website to schedule their appointment utilizing the PCC Placement Testing online scheduler/

Students should be encouraged to study materials prior to testing. Students can study resources by visiting the PCC Placement Testing webpage. When students schedule appointments they will receive a confirmation email. Confirmation emails contain links to study resources.

Students must present a valid photo I.D. to a member of the Testing Center staff before any of the placement tests can be administered. Acceptable identification is a document with both a photo and a name, such as a driver's license, state-issued identification card, or school I.D.

Students requesting specific testing accommodations must have their requests approved by the Disability Services Director before accommodations can be given. (See section IV.)

### III. WAIVING PLACEMENT TESTS

---

A student may be waived from the English or math placement testing under the following conditions:

1. Students may be waived from placement testing if they meet Multiple Measure Policy requirements. Students should visit the PCC website to view the Multiple Measure Policy requirements.
2. The student provides the admissions counselor with a post-secondary transcript from another college that documents transferable credit for a college-level English course. University transfer students must provide the admissions counselor with a post-secondary transcript from another college that documents they have completed the equivalent of PCC's Math 171 or higher. Other math courses will be evaluated on an individual basis. Transfer credit will only be awarded for English and math courses if the student received a grade of "C" or higher.
3. The student has completed developmental courses at a North Carolina community college, including Pitt Community College, which is part of the Common Course Library. The student provides the counselor with a post-secondary transcript from the college that documents the developmental courses were completed in English and/or Reading (grade of "C" or higher). **If this coursework is more than 3 years old, retesting is recommended.**
4. The student provides the testing coordinator with NC-DAP test scores from another North Carolina community college **if testing occurred within the last five years.**
5. The student provides the testing coordinator with ASSET, COMPASS, or ACCUPLACER placement test scores from another college **if testing occurred within the last three years.**
6. Students who have successfully completed BIO 155, BIO 163, or BIO 168 and/or CHM 131/131A or CHM 151 (where developmental math and English are prerequisites) within five years of the date of enrolling in a Health Sciences program will not be required to re-take the placement test if developmental course grades are more than 3 years old and placement test scores are expired
7. The student who scores a 3 or higher on the Advanced Placement (AP) English exam in high school will be exempt from the English placement test. The student who scores a 3 or higher on the Advanced Placement (AP) math exam in high school will be exempt from the math placement test.
8. If a student has completed ENG 101 and ENG 102 at PCC with a grade of "C" or higher prior to the conversion to the Common Course Library and the semester system, the student will receive a waiver for the Reading and Writing placement tests.
9. Students who score in the 30<sup>th</sup> percentile or higher on the Verbal section of the GRE will be waived from the English portion of the placement test if testing occurred in the last five years and the student submits their test scores to the testing coordinator.
10. Students who score in the 30<sup>th</sup> percentile or higher on the Quantitative section of the GRE will be waived from the math and computer skills portions of the placement test if testing occurred in the last five years and the student submits their test scores to the testing coordinator.

**\*In order to be waived from placement tests, a student must provide documentation that he/she has met one of the above conditions.** If the student has transfer credit or Advanced Placement (AP) exam scores of 3 or higher in math or English, a transcript must be submitted to the Registrar's Office. If the student has placement test scores, SAT /ACT, GRE scores that waive him/her from placement tests, the scores must be submitted to the Placement Testing office.

A student may be waived from the Computer Skills Placement test under the following conditions:

1. If a student has a CLEP Information Systems and Computer Applications score of 50 or higher and proper documentation is on file.
2. If a student has completed IC3 Certification and proper documentation is on file.
3. If a student has successfully completed Computer Applications 1 and 2 in high school and proper documentation is on file.
4. If student meets requirements for Multiple Measures and proper documentation is on file.
5. If a student has a post-secondary degree from a properly accredited institution with proper documentation on file.
6. If a student has transfer credit for CIS 070, CIS 110, CIS 111, or Web 110 and proper documentation is on file.
7. If a student has A GRE score in the 30th percentile or higher on the Quantitative section, testing was completed within the past five years and proper documentation is on file.

#### **IV. TESTING ACCOMMODATIONS**

---

If an applicant has a condition that may warrant special testing accommodations (in other words, extended time, large print, reader, or interpreter) that include but are not limited to visual, hearing, physical impairments, and learning disabilities, he/she must contact the Office of Disability Services at 493-7557. Accommodations for a disability require documentation of the disability.

##### **Procedure for Accessing Placement Test Accommodations**

1. Students will be referred to the Office of Disability Services. The student must present documentation verifying the disability. PCC Disability Services Staff will meet with the student and review the documentation to determine appropriate accommodations.
2. Disability Services will provide testing accommodations.

#### **V. RETESTING**

---

NC-DAP scores are valid for five years. However, a student may elect to retake the placement test one time if the student believes that the results are not indicative of his/her current skill level. Procedures for retesting are outlined below.

Students may take the placement test two times. There is a minimum wait of ten days between the first and second administration of the test, *except during Priority Registration and Walk-in Registration. During these times the ten-day waiting period is waived and students may choose to retest by only waiting a minimum of one day. A student is encouraged to complete a test review before being allowed to retest. If a student has taken the NC-DAP at another community college and they have the scores sent to PCC, this test counts as one of the two allowed times.*

In addition, the student should be able to demonstrate that he/she has a background which suggests that he/she should have been placed differently. For example, a student may have successfully completed a higher level math in high school than is indicated by the results of the math placement test or the student has taken a college course or completed some self-study. In other words, the student should have a strong reason to believe that the test scores are an inappropriate measure of that student's skill level, and the student must offer proof to the Admissions Counselor or Testing Coordinator.

If a student took the NC-DAP *more than five years ago*, the student may take the placement test as a "new" student.

High school students who test as a sophomore, junior, or first semester senior may take the placement test a total of three (3) times in a 5-year period if they desire. This allows students to complete additional coursework in high school to further develop their math and English skills. The student must identify himself/herself as a high school student when taking the test for the first time.

GED and Adult High School students who have not completed their certification may take the placement test a total of three (3) times in a 5-year period if they desire. This allows students to complete additional coursework in towards their GED and Adult High School to further develop their math and English skills. The student must identify himself/herself as a GED/Adult High School student when taking the test for the first time.

Students currently enrolled in PCC ESL classes may take the placement test a total of three (3) times in a 5-year period if they desire. This allows students to complete additional ESL coursework to further develop their math and English skills. The student must identify himself/herself as a ESL student when taking the test for the first time.

### **Procedure for Retesting**

1. The student is encouraged to complete a test review in the subject area he or she wishes to retest in. Students can find the test review by visiting Placement Testing portion of the PCC website. When scheduling an appointment students will receive a confirmation email. Confirmation emails contain links to study resources.
2. The student should schedule their retesting appointment online via the PCC Testing online scheduler. Students who tested
3. Students who exceed the retesting limit will be denied testing when they arrive for their scheduled testing appointment. If a student is unsure if they are eligible to retest they should contact PCC Placement Testing.
4. Students are encouraged to avoid retesting during the week prior to and the week of any registration period. New students will be given priority during those periods.

### **VI. TRANSFERRING TEST SCORES TO/FROM OTHER COLLEGES**

---

PCC accepts NC-DAP placement test scores from other colleges *if testing occurred within the last five years* PCC accepts ASSET, COMPASS, and ACCUPLACER placement test scores from other colleges *if testing occurred within the last three years*. Because schools administer different parts of the tests, some additional testing may be required for placement. PCC's cut scores will determine the student's placement regardless of the placement recommended by the school where the test was taken. Score reports from other schools can be mailed, faxed, or hand delivered to the Testing Coordinator. NC-DAP scores reports must include the English Composite score to determine English placement.

### **Procedure for Releasing Test Scores from PCC**

Students who have taken the NC-DAP, ASSET, or ACCUPLACER at PCC may request that their scores be sent to another college. Due to FEARPA laws a signature is required before test scores can be released by PCC. All students are required to complete a Score Request Form before test scores can be released. Students may request test scores by:

1. Visiting the PCC Placement Testing Office during business hours to complete the Score Request Form. Students should present a valid picture I.D. (driver's license, passport, school I.D., etc.).
2. The Score Request form is available on the PCC Placement Testing portion of the PCC website. Students may print, complete and return this form by mail, fax or in person to request their test scores.

It can take up to 48 hours to process a score request form. Once it is processed, the scores from all of the placement tests and/or HOBET tests that you took at Pitt Community College will be sent to the college or school that you indicated on the request form. If you tested at another college or school, you must contact them to request that they send those scores. PCC can only send test scores that originate with us. Test scores remain on file at PCC for five years. (Note: HOBET test is no longer required for Health Sciences admission process as of 10/15/09.)

## **VII. PLACEMENT IN FOREIGN LANGUAGE TEST POLICY**

**\*\*\*THIS IS AN OPTIONAL TEST FOR STUDENTS WHO MEET THE ELIGIBILITY REQUIREMENTS\*\*\*  
(SPANISH AND FRENCH ONLY)**

The Foreign Language Placement Test/Challenge Test/Credit by Exam Test is available for current PCC students.

- Students must review the information on these tests located at [http://www.pittcc.edu/academics/programs/arts-and-sciences/foreign-languages/Placement\\_Testing.html](http://www.pittcc.edu/academics/programs/arts-and-sciences/foreign-languages/Placement_Testing.html) and follow all proper procedures prior to contacting the placement testing office for an appointment.
- Please feel free to contact **Maximiliano Cuevas (493-7688)** or **Dr. Chris DeVille (493-7599)** with any questions.

## **VIII. COLLEGE LEVEL MATHEMATICS PLACEMENT TEST (CLM)**

### **PLACING OUT OF COLLEGE ALGEBRA**

**\*\*\*THIS IS AN OPTIONAL TEST FOR STUDENTS WHO MEET THE ELIGIBILITY REQUIREMENTS\*\***

Students who place out of developmental coursework in math may self-select to take the ACCUPLACER College Level Math test (CLM). Only students in the highest percentile should be encouraged to attempt this test. Students who score 86 or higher on the CLM will be referred to the Chair of the Math and Physics Department for course placement and advising.

Eligibility:

- Student must place out of all developmental math classes.
- Students who have had higher level math classes in high school or students who are well versed in higher level math as indicated by their placement score should be encouraged to take the CLM.
- Students referred by the Math and Physics Department.
- Students may take this test a total of two times.
- Scores are good for 3 years.

## **IX. COLLEGE LEVEL EXAM PROGRAM (CLEP)**

CLEP exams allow people who have acquired comprehensive subject knowledge through independent or prior study, on-the-job training or cultural pursuits to show that they have mastered college-level material. CLEP credit is issued as transcript credit. There are 34 CLEP exams available; students are responsible to verify that the exam that they are taking will apply to their program of study.

CLEP exams are offered through the Placement Testing Office. An appointment is needed to take the CLEP test. **There is a fee to take the CLEP test.** Please contact Placement Testing at 252-493-7561 for fee information.

CLEP policy at PCC:

- Only credits from courses approved by PCC will be granted.
- Official CLEP score reports should be sent to Pitt Community College as part of the admissions application process. “Official” score reports (sent directly from The College Board to PCC) can be requested by visiting The College Board website at [www.collegeboard.com](http://www.collegeboard.com).
- CLEP Credit may not be counted as part of the class load for financial aid purposes, athletic or extracurricular eligibility.
- While there is no limit to the number of credits that may be earned by passing CLEP exams, students must successfully complete a minimum of 25% of the credit hours required for the degree, diploma, or certificate through PCC (see graduation requirements in the PCC Catalog).
- Credit for CLEP exams are posted as transfer credit and will be treated as transfer credit in respect to eligibility to be awarded as credit.
- PCC has a list of CLEP exams that it accepts for credit and the score requirement for each exam. It is the student’s responsibility to verify that the exam they take will apply to their program.
- Students are encouraged to talk with their advisor before attempting a CLEP test.
- Students who are transferring to another institution should be familiar with that institution’s CLEP policy. Please note that each institution establishes its own requirements, minimum scores, and credit awarded.
- Credits initially earned by passing a CLEP exam will be deducted from cumulative credit earned if a student subsequently enrolls in and completes a college-level course that is similar in content to the subject matter covered by the CLEP exam.
- PCC officials reserve the right to revise this policy without notice. Credits awarded for CLEP exams are done so according to the policy in effect at the time of the CLEP transcript evaluation.
- CLEP exams may be repeated no sooner than six months after the date of the last test.
- CLEP tests are administered on campus by appointment only. All appointments and other questions should be directed to Placement Testing (252) 493-7561.
- Two (2) forms of identification must be presented to test. A primary form of identification includes both the test taker’s name and photo. Examples of primary identification include driver’s license and state-issued photo ID. Secondary forms of identification will have the test taker’s photo and/or name listed. Examples of secondary forms of identification include social security cards, credit cards, and school IDs.