



Broward
Community
College

Procedure Manual

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College Degree and Technical Certificate Programs

Placement Testing. For admission to the College and prior to completion of registration for the initial term, all first-time-in-college applicants to degree programs and to college-level certificate programs which require communication and computational skill courses shall be assessed for reading, writing, and mathematics proficiency. The College primarily uses assessment results from the SAT, ACT or CPT for course placement. Students shall meet with an academic advisor/counselor for course placement based on placement test results. Similarly, transfer and returning students whose competency in such courses has not been certified by test scores or satisfactory completion of appropriate courses will also be assessed. Academic coursework and test scores from other institutions shall be considered.

The primary college preparatory placement test shall be the College Placement Test (CPT). Students may present scores from the other tests listed in *Florida State Board of Education Administrative Rules*, Chapter 6A-10.0315. The College may require students to be assessed with the CPT unless the competencies have already been certified as proficient. The highest sub-scores may be selected from multiple test score reports. Normally, a student cannot retake the same test within a 2-year period. In exceptional cases, other tests or a different version of the same test may be used.

Retesting. A student having an initial College Placement Test (CPT), American College Test (ACT) or Scholastic Aptitude Test SAT score that indicates college preparatory placement and provides written documentation of remediation from an adult community school or private provider will be re-tested with the CPT for placement. (CPT retesting will occur for all levels of college preparatory placement.) Students with written documentation of remediation from an adult community school or private provider will not be required to take and pass the collegewide discipline exit exam. A student may be retested with CPT every 90 days. Written documentation of remediation from an adult community school or private provider must be provided prior to each retesting. A fee will be charged for each sub-test retesting.

A student having an initial CPT, ACT or SAT score that indicates college prep placement and who has begun his/her prep course work at BCC may retest with the CPT for placement every 90 days. A fee will be charged for each re-test with the CPT. Retesting is prohibited if the student is currently enrolled in the discipline for which he/she wishes to retest. Exceptions may be made by the appropriate academic administrator.

Recommending Officer's Signature	Date 01/22/03	President's Signature 	Date 01/22/03
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Placement in College Preparatory Courses. Students shall be placed in college preparatory communication and computational courses if their test scores are below the minimum scores listed in *Florida State Board of Education Administrative Rules*, Chapter 6A-10.0315. Credits earned in these college preparatory courses shall not count toward fulfillment of degree requirements.

Full-time degree-seeking or college-level certificate students who do not meet state-mandated minimum scores in reading, writing, and mathematics must begin instruction in appropriate college preparatory courses during their initial term of enrollment. Part-time degree-seeking students shall be tested when first admitted and must enroll in college preparatory courses prior to completing 12 credit hours. Such students may not register for college level reading, English, and/or mathematics courses or for other courses that require college-level skills until after certified as academically proficient in the discipline(s).

A student who has scored above the state minimum on a placement test may be placed in college preparatory instruction if the College determines that such enrollment would enhance the student's opportunity for future academic success. In such cases, the advisor/counselor shall discuss the test results and other predictors of academic performance (grades, courses taken, other diagnostic tests, and/or performance on psychological instruments) with the student. If the student objects to placement at the college preparatory level, he/she may appeal to the Dean of Student Affairs on the campus where enrolled. The Dean of Students shall consult with the appropriate Department Head before rendering a decision. Conversely, a student who has scored below the state minimum but has a strong academic record may be placed in college-level instruction upon recommendation of the Department Head of the affected discipline.

Test scores shall be posted to each student's academic record and the student database as soon as they are available. The computerized student record system shall block registration in courses for which a student is not academically eligible.

College Preparatory Restrictions. Tested students shall meet with an academic advisor/counselor to discuss any college preparatory courses for which they must enroll. The academic advisor/counselor shall include instructions to the student pertaining to the following limitations and requirements:



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- A maximum of three attempts for each college preparatory course.
- Time limitations relating to withdrawal from courses.
- Required enrollment in at least one required college preparatory subject each major term (not Summer Terms) in which enrolled at the College, provided that spaces are available in the necessary courses.
- Completion of the courses in proper sequence.
- Mandatory repetition of courses until successfully completed during each subsequent major term of enrollment or three attempt maximum is reached.
- A student may NOT register or change his/her registration status to audit in college preparatory courses.

Placement for EAP Students. Students who are non-native speakers of English must take the English multiple choice placement test, LOEP, regardless of their TOEFL score and write a short essay before entering the College. Based on their test scores and writing sample, these students will be placed in the appropriate EAP courses. Any student who successfully completes EAP0320 must take the reading section of the CPT before entering college preparatory reading (REA0004C or REA0006C). Students who successfully complete the EAP sequence must take the CPT before entering college-level courses.

Placement for Non-Degree Students. Prior to the completion of 12 credits at the College, non-degree students shall be counseled by an academic advisor/counselor 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 preparatory 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.

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.



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- (1) 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 within the first six weeks after admission into the program.
- (2) 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.”
- (3) 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.
- (4) 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 required in (2) above.
- (5) 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.
- (6) If a student has achieved the minimum basic skills grades 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.
- (7) Students who possess an associate of arts degree, or higher, who have completed the college-level communication and computation skills examination (CLAST) pursuant to Section 240.107, *Florida Statutes*, or who have met the minimum cut scores on any test listed in *Florida State Board of Education Administrative Rules*, Chapter 6a-



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(8) 10.0315, may be exempted from the provision of (1) above. The designated program administrator must receive an official copy of the degree, transcript, or test score.

A 'sitting fee' will be charged to retake the basic skills examination, commencing with the second retake.

Placement for Institute of Public Safety Students. All students who enroll in vocational programs at the Institute of Public Safety must complete TABE testing 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.

[Link to Policy 6Hx2-5.14](#)