

# Procedure Manual



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**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

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

### Who Must Test?

- Students who do not meet one or more of 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 a C or better in approved college-level credit mathematics and English courses.
  - Active duty members of any branch of the U.S. Armed Services
  - Students that achieved the appropriate college level cut scores on ACT and SAT within two years of the original test date.

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

### Why Must Students Test?

- Florida State Statute 1008.30 and Florida Administrative Code Rule 6A-10.0315 require any non-exempt students to take a common placement test. This applies to any student taking college credit courses regardless of the location or modality of instruction.
- Common placement tests are used to determine a students' readiness for college-level coursework in English and mathematics, and any course that requires college-level reading and/or writing skills.
- Common 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 mathematics and English?

- Present test scores on a common placement test in accordance with Florida Administrative Code Rule 6A-10.0315 which meet or exceed defined minimums.
- 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 official documentation showing successful completion of an accepted Prior Learning Assessment, Credit-by-Exam, or other approved college course equivalency method in accordance with College policy or

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procedure, Florida Administrative Code Rule 6A-10.024, or Florida Articulation Coordinating Committee Credit-by-Examination Equivalencies.

## What Common Placement Tests and Subtests are Accepted?

Florida Administrative Code Rule 6A-10.0315 defines acceptable common placement tests as one of the following:

- PERT (Postsecondary Education Readiness Test)
  - PERT Math, PERT Reading, and PERT Writing
- ACCUPLACER
  - Classic (Through January 31, 2020):
    - Elementary Algebra, Sentence Skills, and Reading Comprehension
  - Next Generation (On or after October 1, 2017):
    - Next-Generation Quantitative Reasoning, Algebra, and Statistics, Next-Generation Reading, and Next-Generation Writing
- ACT
  - Reading, English, and Mathematics
- SAT
  - Reading Test, Writing and Language Test, and Math Test

Test scores must be received officially by the College to be used. This means scores must be sent by the following:

- PERT and ACCUPLACER
  - Sent by the originating testing center or institution
  - As recorded on the Florida public high school transcript
- ACT and SAT
  - Sent by the company through official means
  - As recorded on the Florida public high school transcript

Test scores must be less than 2 years old to be used for placement at Broward College.

Students testing outside of a Broward College Testing Center on a remote basis are responsible for all fees applicable to test proctoring charged by the testing facility as well as any Broward College testing fees. Broward College students must seek approval prior to testing at another approved testing location. Remote Testing Option 1 requests must be submitted online at [www.broward.edu/Remote1](http://www.broward.edu/Remote1).

Students attending Broward College virtually and living outside of the South Florida area who need common placement testing must submit a remote proctoring request form found at [www.broward.edu/remotel](http://www.broward.edu/remotel) for details and form link.

Students testing at a Broward College Testing Center, approved remote testing location, or international center/affiliate location must adhere to all college policies and procedures as well as testing requirements and guidelines found at [www.broward.edu/testinggeneral](http://www.broward.edu/testinggeneral).

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## Where Can Students Take the Placement Test?

Common placement tests are administered on all Broward College campuses and most centers in the Testing Center. The primary common placement test delivered at Broward College is the PERT. The ACT and SAT exams are offered at most high schools and some post-secondary Florida public institutions. The PERT and ACCUPLACER are administered at most postsecondary Florida public institutions. Broward College students must seek approval prior to testing at another approved testing location. Remote Testing Option 1 requests must be submitted online at [www.broward.edu/Remote1](http://www.broward.edu/Remote1).

## Where Can Students Find Information about Common Placement Tests

- Students can visit the appropriate test webpage at [www.broward.edu/tests](http://www.broward.edu/tests) for test information and test preparation resources

## Can Students Retake a Common Placement Test?

Yes. All common placement tests allow for retesting. A student may re-take a common placement test in accordance with the retesting policy for the specific test. A fee will be charged for all retests attempts.

- PERT and ACCUPLACER
  - Students may retest according to the following timeline:
    - First retest attempt may be taken after 24 hours.
    - Second and higher attempts may be taken every 30 days.
  - Remediation is strongly recommended between test attempts.
- ACT and SAT
  - Refer to the specific company policies on retesting guidelines.
    - [www.act.org](http://www.act.org)
    - [www.sat.org](http://www.sat.org)

## Course Registration After Testing

- Students may register for classes based on their placement levels in reading, writing, and mathematics. 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 a common placement test.

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

Per Florida Administrative Code Rule 6A-10.0315, degree-seeking non-native English-speaking students must show proof of English proficiency. Students who provide official documentation of English proficiency at the minimum cut scores on an approved International English Language Learner test according to the table located at [www.broward.edu/ELL](http://www.broward.edu/ELL) may take a common placement for initial placement; however, if the student does not score college ready, the LOEP (Levels of English Placement) will be required. Students without acceptable ACT or SAT scores that place them into college-ready courses are required to take an alternative common placement

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test to determine placement in English and mathematics courses; however, if the student does not score college ready, the LOEP will be required.

## Who Must Take LOEP?

- Degree-seeking students who do not meet criteria for exemption from common placement testing described at the beginning of the previous section
- 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 or in a American high school abroad accredited in the United States.
- Students who earned a GED in Spanish.
- Students who took the LOEP test more than one year ago and whose scores were not used for placement decisions.
- Students who took the LOEP test more than one year ago, whose scores were used for placement decisions, but who have not registered for classes for one year or more.
- Students with expired International English Language Learner test scores according to the table located at [www.broward.edu/ELL](http://www.broward.edu/ELL) .
- Students who show proof of English proficiency based on the approved International English Language Learner tests but do not score college ready on a common placement test.

## Why Must Students with Limited English Proficiency Take the LOEP or an approved International English Language Learner Test?

- Florida Administrative Code Rule 6A-10.0315 supports the need for degree-seeking non-native English-speaking students not meeting any of the exemptions in the previous section to prove English proficiency. This applies to any student taking college credit courses regardless of the location or modality of instruction.
- The LOEP and required placement 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 as defined in the EAP Advising Manual and the EAP Placement Flowchart. Students who meet the thresholds will take the a common placement test for placement into appropriate courses ;however, if the student does not score college ready on a common placement test, the LOEP scores will determine course placement.

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

- Completing their EAP coursework through level 4 (EAP 04XX) and scoring college ready on the reading and writing subtests of a common placement test.
- Completing EAP coursework through the highest level.

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- Presenting official International English Language Learner test scores according to the table located at [www.broward.edu/ELL](http://www.broward.edu/ELL) that meet minimum thresholds and scoring college ready on the reading and writing subtests of a common placement test.
- Providing official documentation of earned GED in English and scoring college ready on the reading and writing subtests of a common placement test.
- Providing official documentation of earned college-level course work at a C level or better that demonstrates English proficiency.
- Presenting official documentation of college ready scores in reading and writing on an approved common placement test.

### Where Can Students Take the LOEP?

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

### Can Students Retake the LOEP?

- Students may retest once during a 12-month period. The retest may be taken after 24 hours.
- Students may be eligible for additional retests within a 12-month period with a recommendation from the appropriate Associate Dean supervising the for EAP program.

### Registration After LOEP Testing

- Students may register for EAP classes based on their placement levels in Grammar/Writing, Listening/Speaking, 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 the Florida Administrative Code Rule 6A-10.0315, students must take a common placement test before entering degree programs. The primary common placement test delivered at Broward College is the PERT.
  - Students will take the reading subtest of a common placement while enrolled in EAP 0420C (ESL Reading IV) and the writing subtest in EAP 0485C (ESL Grammar/Writing IV).
    - If a student does not place as college-ready on the subtests below
      - Reading subtest, then they must continue in the course sequence through EAP1520C.
      - Writing subtest, then they must continue in the course sequence through EAP1640C.
      - Students must adhere to the common placement test retesting policy described in the previous section.

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- If there are extenuating circumstances, students can contact the associate dean, coordinator, or other staff member responsible for EAP at their location to discuss retesting.
- If the student scores college-ready on the writing and reading sections of a common placement test, they are eligible to register for ENC1101.
- When Can Students Take the Mathematics Section of a Common Placement Test?
  - EAP students are eligible to take the mathematics section of a common placement test during or after EAP0420C.
- If a newly entering student places into EAP1520C for reading or EAP 1540C or 1640C for writing on the LOEP, then that student should be directed to return to the testing center to complete the a common placement test in the appropriate reading and/or writing subtest(s) before registering for credit bearing courses; however, if the student does not score college ready, the LOEP scores will determine course placement.
  - Students must adhere to the common placement test retesting policy described in the previous section.
  - If there are extenuating circumstances, students can contact the associate dean, coordinator, or other staff member responsible for EAP at their location to discuss retesting.
- Additional information and test preparation resources about the LOEP test can be found at [www.broward.edu/LOEP](http://www.broward.edu/LOEP).

## BASIC SKILLS TESTING FOR VOCATIONAL CERTIFICATE AND APPLIED TECHNOLOGY DIPLOMA STUDENTS

Placement for Postsecondary Adult Vocational and Applied Technology Diploma Students per Florida Administrative Code Rule 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 as determined by Florida Administrative Code Rule 6A-10.040..

### Why Must Students Test?

- Minimum basic skills grade levels in mathematics, language, and reading are defined for each career and technical education curriculum framework adopted under Florida Administrative Code Rule 6A-6.0571 and published annually by the Commissioner in the document entitled, "Basic Skills List – 20XX-20XX" found at <http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml>.

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- 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 listed in Florida Administrative Code Rule 6A-10.040, these scores shall be acceptable for a period of two years. Applicable grade levels are located in the most recent Basic Skills List as referenced in the previous subsection. 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. Official scores not administered at Broward College must be sent to the College Registrar's Office, Transcript Department for verification and entry into CID/Workday.
- 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 Administrative Code Rule 6A-10.0315; satisfactory completion of the developmental education sequence; or successful completion of a state, national, or industry certification or licensure examination that is identified in the most recent list "20XX-20XX Basic Skills Licensure Exemption List" found at <http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml>.

## Where Can Students Take the TABE?

Students can take the TABE on any Broward College Campus and at most centers in the Testing Center.

## Can Students Retake the TABE?

- The TABE may be retaken according to the following retesting procedure per the CTE Assessment Technical Assistance Paper located at <http://www.fldoe.org/academics/career-adult-edu/career-adult-edu-technical-assistance-.stml>
  - First Retest Attempt must wait 30 days and take the alternate test form from the initial attempt
  - Second Retest Attempt must wait 90 days and take the alternate form from the first retest attempt
  - Third and Higher Retest Attempt must wait 30 days and take the alternate form from the previous attempt
  - Test form given on initial attempt is random.
  - Remediation in the ASC (Academic Success Center) between each attempt is strongly recommended
  - Official proof of remediation from the ASC may reduce the waiting period between retest attempts
- Additional information and test preparation materials for the TABE can be found at [www.broward.edu/TABE](http://www.broward.edu/TABE)
- A fee will be charged to retake the basic skills examination, commencing with the first retest attempt.

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## 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 career and technical education certificate until the student achieves the minimum level of basic skills required for that program. However, an adult with a disability as defined in section 1004.02(6), F.S., may be exempted from meeting the career basic skills grade levels required for completion of the career and technical education program. Also, students meeting one of the exemptions listed in Florida Administrative Code Rule 6A-10.040 will be exempt from meeting the basic skills grade level requirement for completion of a career and technical education program.

## PLACEMENT TESTING FOR INSTITUTE OF PUBLIC SAFETY STUDENTS

All students who enroll in vocational programs at the Institute of Public Safety must complete the Florida Basic Abilities Test (BAT) through the Criminal Justice Testing Center (CJTC). *CJTC is a regional assessment center, established under the provisions of section 943.256, Florida Statutes, 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 a common placement test 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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