I. **POLICY**  
This procedure shall be utilized by Ogeechee Technical College as a guide for student assessment processes.

II. **APPLICABILITY**  
This procedure applies to Ogeechee Technical College.

III. **RELATED AUTHORITY**  
State Board Policy V.B.2. Assessment

IV. **DEFINITIONS**  
None.

V. **ATTACHMENTS**  
None.

VI. **PROCEDURE**  
Upon receipt of a completed application and application fee, the Admissions Office will instruct applicants to schedule their exam at www.ogeecheetech.edu/testing, if necessary.

1. The ability of a student to succeed in an occupational program at Ogeechee Technical College is greatly determined by the math and language (reading and English) skills possessed by that student. Ogeechee Technical College is committed to each student achieving his/her maximum potential. It is the philosophy of Ogeechee Technical College that a student is not helped by admitting him/her to a program in which he/she does not possess the basic educational skills needed to succeed. Therefore, students applying for degree, diploma, and certificate programs may require testing prior to acceptance to a program of study at Ogeechee Technical College.

2. Admission requirements for some programs may require an applicant to take an additional Elementary Algebra exam. Admission requirements for each program are listed in the OTC Catalog and Student Handbook.
3. Ogeechee Technical College will use the Accuplacer or COMPANION Placement Exams published by the College Board to evaluate students for program readiness. They are the Technical College System of Georgia (TCSG) approved assessment instruments for assessing program readiness. **Accuplacer**, a computer-based exam, as used by Ogeechee Technical College, consists of four parts, each of which is untimed. Questions increase or decrease in difficulty depending on student response.

   - Sentence Skills (English) – 20 questions
   - Reading Comprehension – 20 questions
   - Arithmetic – 17 questions
   - Elementary Algebra – 12 questions

Students are not allowed the use of handheld calculators on the Accuplacer math tests. An embedded online calculator is provided and if a test item is configured to allow the use of a calculator, the appropriate calculator will appear on the testing screen.

**COMPANION**, a paper and pencil exam, as used by Ogeechee Technical College, is an untimed test, consisting of four parts, each with 35 questions.

   - Sentence Skills (English)
   - Reading Comprehension
   - Arithmetic
   - Elementary Algebra

Students are not allowed the use of handheld calculators on the COMPANION math tests.

COMPANION “Form F” and “Form H” are used as approved instruments.

4. The first placement exam given for admissions into Ogeechee Tech is free of charge. One retest attempt is allowed for new students. There is a $15 retest fee required prior to testing.

5. For current students who are enrolled in a certificate or diploma program, one retest will be allowed, at no cost, if the student is attempting admission into a degree program.

6. Placement testing is administered through the Assessment Center. Persons administering the placement exam are given in-service training for test administration, monitoring, scoring, and admissions criteria.
7. Applicants that are applying for a program that requires placement scores must undergo placement testing unless he/she can provide documentation of the following:

- For degrees, ACT scores of 17 reading, 16 English, and 19 math, or SAT scores of 450 critical reading and 440 math may be accepted provided they will be no more than 60 months old by semester of enrollment; or

- For diplomas, ACT scores of 13 reading, 12 English, and 17 math, or SAT scores of 430 critical reading and 400 math may be accepted provided they will be no more than 60 months old by semester of enrollment; or

- For degrees, COMPASS scores of 79 reading, 62 writing, 37 Algebra, or ASSET scores of 42 reading, 41 writing, 42 Algebra may be accepted provided they will be no more than 60 months old by semester of enrollment; or

- For diplomas, COMPASS scores of 70 reading, 32 writing, 26 numerical or ASSET scores of 38 reading, 37 writing, 32 numerical may be accepted provided they will be no more than 60 months old by semester of enrollment; or

- For diploma, Accuplacer or COMPANION scores of 55 reading comprehension, 60 sentence skills, 34 arithmetic may be accepted provided they will be no more than 60 months old by semester of enrollment; or

- For degree, Accuplacer or COMPANION scores of 64 reading comprehension, 70 sentence skills, 57 elementary Algebra may be accepted provided they will be no more than 60 months old by semester of enrollment.

- Official transcripts from a regionally-accredited postsecondary institution documenting equivalent program-level English and math coursework successfully completed (with a grade of C or better).

- If placement scores expire while enrolled, and a student has not successfully completed his/her program-level English and/or math class, he/she may be required to retest prior to enrolling for the subsequent semester.

Applicants are informed in advance that they must show a photo ID to gain entrance to their exam session. Students who do not possess a photo ID may notify the Admissions Office in advance of testing and prove identification through a combination of birth certificate, social security card, credit cards, and other forms of identification. An applicant who does not possess photo identification at the time of testing and who has not made prior arrangements will
not be allowed to test. Applicants are also informed in advance of the time and date of testing and are expected to be on time for the testing session. Applicants will not be allowed access to the testing session after the time scheduled for the exam to begin. Walk-ins are accepted on a space available basis when scheduled testing is not in session.

8. Applicants who are required to take the placement test are instructed, by the Admissions Office, to schedule their exams at www.ogeecheetech.edu/testing

Applicants are eligible to schedule for placement testing after the following criteria have been met:

   A. Submission of "Application for Admission"
   B. Payment of the non-refundable application fee

9. Accuplacer and COMPANION test scores are saved in a database file within the test software after the testing session. Scores are also posted in Banner under "SOATEST" as part of the applicant's computerized permanent record. Individual score reports are scanned and indexed into the imaging software.

10. Each student will receive an interpretation of his/her assessment scores prior to beginning his/her educational experience.

11. Applicants with disabilities who need special assistance and consideration must notify the Admissions Office of any special needs prior to the testing session so that specific arrangements can be made. For visually impaired applicants, a large print version of COMPANION is available. For applicants who are blind or learning disabled, an audio version is available. Other assistance may be given, depending on the nature and severity of the disabling condition. Each situation is determined on a case-by-case basis. The applicant must provide the Disability & Student Support Services Coordinator with documentation of a disabling condition prior to the provision of any accommodations. The Disability & Student Support Services Coordinator will coordinate with the Assessment Center concerning the provision of such accommodations.

12. Assessment results will be valid for placement purposes for a period of 60 months and are transferable to any TCSG college.

**Psychological Services Bureau (PSB)**

13. Applicants for the Health Care Assistant and Health Care Science programs will be required to schedule for additional testing administered through the Assessment Center. The PSB-Aptitude test for either Practical Nursing or Health Occupations, published by the Psychological Services Bureau, is required prior to acceptance into a competitive program. Applicants are scheduled for this additional test separately from the placement exam. They are instructed to bring
photo identification for admission to this testing session just as they are for the placement testing sessions. An applicant may attempt the PSB once without a fee assessed. The applicant must wait a minimum of 30 calendar days before being allowed to retest. After the second attempt, an applicant must wait a minimum of six months between each additional attempt with a maximum of four attempts allowed. The applicant will be assessed a $25.00 fee for each additional retest.

VII. RECORD RETENTION
N/A