

# PROCEDURE:

## 6.2.1p4. Student Assessment

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*Adopted:* May 21, 2008

### I. PURPOSE

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

### II. RELATED AUTHORITY

State Board Policy 6.2.1. Admissions

### III. APPLICABILITY

This procedure applies to Ogeechee Technical College.

### 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](http://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 Quantitative Skills, Algebra, and Statistics exam. Admission requirements for each program are listed in the *OTC Catalog and Student Handbook*.

3. Ogeechee Technical College will use the Next Generation 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.

**Next Generation 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.

Writing (English) – 25 questions  
Reading Comprehension – 20 questions  
Arithmetic – 20 questions  
Quantitative Skills, Algebra, and Statistics – 20 questions

Students are not allowed the use of handheld calculators on the Next Generation 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 40 questions.

Writing (English)  
Reading Comprehension  
Arithmetic  
Quantitative Skills, Algebra, and Statistics

Students are not allowed the use of handheld calculators on the COMPANION math test unless a prescribed accommodation is approved in advance.

COMPANION “Form J” and “Form K” 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. 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.
6. 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 degree, ACT scores of 16 reading, 14 English, and 17 math may be accepted.
- For diploma, ACT scores of 14 reading, 13 English, and 14 math may be accepted or
- For degree, SAT scores of 290 reading, 290 verbal, and 380 math if completed prior to February 2016, or SAT scores of 17 reading, 17 writing and language, and 21 math if completed after February 2016.
- For diploma, SAT scores of 270 reading, 280 verbal, and 310 math if completed prior to February 2016, or SAT scores of 16 reading, 15 writing and language, and 18 math if completed after February 2016 may be accepted; or
- For degree, PSAT scores of 17 reading, 17 writing and language, and 21 math may be accepted if completed after March 2016.
- For diploma, PSAT scores of 16 reading, 15 writing and language, and 18 math may be accepted if completed after March 2016; or
- For degree, COMPASS scores of 79 reading, 62 writing, 37 Algebra, or ASSET scores of 42 reading, 41 writing, 42 Algebra may be accepted.
- For diploma, COMPASS scores of 70 reading, 32 writing, 26 numerical or ASSET scores of 37 reading, 38 writing, 32 numerical may be accepted; or
- For degree, Classic Accuplacer or COMPANION scores of 64 reading comprehension, 70 sentence skills, 57 elementary Algebra may be accepted.
- For diploma, Classic Accuplacer or COMPANION scores of 55 reading comprehension, 60 sentence skills, 34 arithmetic may be accepted t; or
- For degree, Next Generation Accuplacer or COMPANION scores of 236 reading comprehension, 249 sentence skills, 245 quantitative reasoning may be accepted.
- For diploma, Next Generation Accuplacer or COMPANION scores of 224 reading comprehension, 236 sentence skills, 229 arithmetic may be accepted t; or
- For degree, GED score of 145 English and 145 math may be accepted if completed after the year 2014.

- For diploma, GED score of 145 English, and 145 math may be accepted if completed after the year 2014; or
- For degree, GA Milestones score of 525 reading and 525 writing may be accepted; or
- For diploma, GA Milestones score of 525 reading and 525 writing may be accepted; or
- For diploma, English/Language Arts (ELA) score of 235 reading and 235 writing may be accepted as the reading and writing requirement for dual enrolled students.
- For degree, HOPE GPA of 2.6 or higher after completion of the 10<sup>th</sup> grade.
- For diploma, HOPE GPA of 2.6 or higher after completed of the 10<sup>th</sup> grade; or
- For degree, completion of a TCSG diploma or certificate level program in a related field.
- Official transcripts from a regionally-accredited postsecondary institution documenting a completion of an associate's or bachelor's degree.
- 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).
- For entry level certificate programs, verified two years of successful experience in a related field.

Applicants are informed in advance that they must show a valid photo ID to gain entrance to their exam session. An applicant who does not possess photo identification may request a College Board Test Taker ID Form in advance and submit it at the time of testing. 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.

7. Applicants who are required to take the placement test are instructed, by the Admissions Office, to schedule their exams at <http://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
8. Next Generation Accuplacer, Classic 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.
9. Each student will receive an interpretation of his/her assessment scores prior to beginning his/her educational experience.
10. 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 Accessibility and Special Populations Coordinator with documentation of a disabling condition prior to the provision of any accommodations. The Accessibility and Special Populations Coordinator will coordinate with the Assessment Center concerning the provision of such accommodations.

### **Psychological Services Bureau (PSB)**

11. Applicants for the Health Care Science program will be required to schedule for additional testing administered through the Assessment Center. The PSB-Aptitude test for Health Occupations, published by the Psychological Services Bureau, is required prior to acceptance into a competitive program. The ATI TEAS will be required for Practical Nursing beginning with applicants to the fall 2020 cohort. 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 with a discounted fee of \$40.00. 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 \$65.00 fee for each additional retest. PSB scores cannot be renormed after 2 years from the original testing date.

### **Test of Essential Academic Skills (TEAS)**

12. Applicants for the Health Care Science program will be required to schedule additional testing administered through the Assessment Center. The TEAS test

for Practical Nursing, published by ATI, is required prior to acceptance into the nursing 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 TEAS once with a discounted fee of \$40.00. 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 \$65.00 fee for each additional retest. Any TEAS scores transferred to Ogeechee Technical College must be requested through the ATI TEAS company and will be considered a testing attempt on the applicant's record.

**VII. RECORD RETENTION**

N/A