



Hospital Unit Clerk

Offered in Campbell River

Students applying to this program must meet admission requirements OR write an English placement and/or Math assessment.

View the program outline (<https://www.nic.bc.ca/continuing-education/continuing-education-programs/hospital-unit-clerk-certificate/>)

Online* English Placement (ACCUPLACER)

ACCUPLACER is an online placement, composed of three sections: reading comprehension, sentence structure (Writing Skills), and essay writing (WritePlacer).

The reading and writing skills sections are comprised of 20 multiple-choice questions per section. WritePlacer evaluates your ability to write effective essays, which is a critical component to academic success. All sections are untimed; however, the average time to complete all three sections is 2.5-3 hours. For more details on each subsection, go to: <https://accuplacer.collegeboard.org/student/inside-the-test>

You will receive your results within a week (often sooner) of sitting the ACCUPLACER. If you are taking the ACCUPLACER at the Comox Valley campus, it may be possible to receive your results on the same day. Results will also be inputted into our system and forwarded to the Admissions office.

*There is a paper and pencil option, please check in with Assessment Services or your Advisor

| Area of Study | Minimum Score | Details | Time |
|-----------------------|---------------|--|---------|
| Reading Comprehension | 265+ | Test scores for this subsection are reported on a 100-point scale from 200-300 | Untimed |
| Writing Skills | 265+ | Test scores for this subsection are reported on a 100-point scale from 200-300 | Untimed |
| WritePlacer (essay) | 5 | Reported on a scale from 0-8 with a description for each score. | Untimed |

ACCUPLACER PREPARATION:

For reading: [Accuplacer reading sample questions](#)

For writing: [Accuplacer writing sample questions](#)

- The [ACCUPLACER Study App](#) (free)
- [NG ACCUPLACER test descriptions](#)
- [Sample Writeplacer essays- https://secure-media.collegeboard.org/digitalServices/pdf/accuplacer/accuplacer-tsi-writeplacer-sample-essays.pdf](https://secure-media.collegeboard.org/digitalServices/pdf/accuplacer/accuplacer-tsi-writeplacer-sample-essays.pdf)

Video about Writing Essays

Preparing for the essay: <https://www.youtube.com/watch?v=Ko7-djVhmhI>

Math Assessment (Paper and Pencil)

The following areas will be covered in the in-house Math assessment for the above program:

| Area of Study | Minimum Score | Details | Time |
|---------------|---------------|--|---------|
| Math | 25/35 = 70% | 36 questions on adding, subtracting, dividing, multiplying whole numbers, word problems, decimals, and percent | untimed |

A calculator is NOT permitted.

Resources to help you prepare:

NIC Math Review – Fundamental Level A: <https://www.nic.bc.ca/pdf/math-fundamental-a.pdf>

Khan Academy (free online resource): <https://www.khanacademy.org/math>