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| Policy | #4-13 |
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| Approval Date: | April 6, 2001 |
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| Administrator Responsible: | Vice President Learning and Students |

PLACEMENT ASSESSMENT

POLICY STATEMENT

North Island College offers Placement Assessment as an alternative to meeting course prerequisites or program admission requirements.

PURPOSE STATEMENT

The purpose of this policy is to set out the guidelines and procedures for placement assessments.

PRINCIPLES

1. Placement Assessments ensure that students have sufficient skills and knowledge to be successful in their course or program.
2. Placement assessment ensures a streamlined process so students can move from assessment to programs or upgrading in a timely manner.
3. Placement Assessment at North Island College is conducted in accordance with the Code of Professional Responsibilities in Education Measurement and the Code of Fair Testing Practices in Education.

Definitions:

Educational Testing Summary (ETS) sheet: A document on which is recorded placement test final scores as well as associated placements in NIC math and English courses.

Face Validity: Face validity asks the question: Does the assessment measure what it is intended to measure?

Placement Assessment: Skills and knowledge testing used to meet program and course entry requirements. Face Validity and Predictive Validity are the first two criteria against which an assessment is evaluated for adoption.

Predictive Validity: Predictive validity asks the question: Does the assessment predict that the student is prepared for entry into a particular course or program?

Guidelines:

1. Applicants to North Island College may use placement assessment to meet prerequisite requirements toward admission to a course or program. When requested retesting is available on an approved and limited basis.
2. Developing and monitoring quality assurance and consistency of entry level assessment is the responsibility of Assessment Services. Decisions about the selection of assessments and cut-off scores are made by the Coordinator of Assessment Services in consultation with the relevant schools or departments.
3. Applicants and students will pay a non-refundable fee for Placement Assessment. The fee schedule will be posted on the North Island College website.
4. Placement Assessments are designed so that applicants who do not meet the admission or prerequisite requirements for a program or course can be placed in appropriate upgrading courses.
5. NIC will provide information about placement testing and review materials to prepare for placement assessment.
6. Assessment preparation appointments will normally be required for all applicants seeking assessment to recommend the appropriate placement assessment tool.
7. Normally administration and invigilation of placement assessments is conducted by assessment staff trained in test administration; one-on-one placement testing of individuals requiring literacy/Adult Basic Education or English as a Second Language support will be conducted by program faculty.
8. The Department of Accessible Learning Services will provide accommodation support for assessment testing as required.
9. NIC will accept placement tests written off campus in accordance with procedures in Appendix A.
10. North Island College will work with other BC post secondary institutions to establish guidelines for reciprocal acceptance of English and math Assessments.

Procedures:

Placement Testing Procedures are provided in Appendix A and attached to this policy.

Links to Other Related Policies, Documents and Websites:

Code of Professional Responsibilities in Education Measurement, 1995

<http://www.niu.edu/assessment/manual/docs/EthicsCode.pdf>

Code of Fair Testing Practices in Education

<http://www.apa.org/science/programs/testing/fair-testing.pdf>

Cross Reference:

Admission policy #4-17

Prior Learning Assessment and Recognition policy #4-10

Registration policy #4-09

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| Procedures | #4-13 |
| Approved By: | Senior Education Team |
| Revision Date: | February 24, 2016 |
| Administrator Responsible: | Vice President Learning and Students |

APPENDIX A
Placement and Assessment Procedures

1.0 Communication of Placement Results

- 1.1 Final assessment scores will be recorded on the Educational Testing Summary (ETS) sheet and scanned to the student record. Results will normally be communicated to students within a week of the assessment being completed.
- 1.2 Applicants may receive a copy of their ETS, but will not be provided with a copy of their marked Placement Assessment.

2.0 Storage of Placement Assessment Materials and Results

- 2.1 All assessment materials and assessment results will be securely stored.
- 2.2 Hard copies of assessments are stored for three years and then destroyed. Results of the assessment will be included as part of the student’s permanent record.

3.0 Off-Campus Assessment

- 3.1 All assessments will be available for off-campus assessment. Students wishing to complete a NIC assessment off campus will be required to complete the online *Application for Off-Campus Assessment form* (available on the NIC website) and pay the appropriate fees.
- 3.2 All Off-Campus Assessments must be supervised by invigilators approved by the Coordinator of Assessment Services.

4.0 Retesting

- 4.1 English Assessment Placement results are valid for three years. Math and ESL Assessment results are valid for two years. Program specific assessments are normally valid for two years but timeframe for validity can be impacted by significant changes to the content of the assessment.
- 4.2 Retesting can be done on the recommendation of the appropriate faculty or after discussion with an educational advisor. Normally, only one retest per subject area is allowed within a one year timeframe. No further retesting will be permitted without either registration in an upgrading course or documentation of work with a tutor.

5.0 Fees

Assessment fees will be posted on the website.