



<b>Policy</b>	<b>#4-13</b>
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<b>Administrator Responsible:</b>	<b>Vice President Academic</b>

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## **PLACEMENT ASSESSMENT**

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### **POLICY STATEMENT**

To promote access to education and in recognition of diverse learning backgrounds and experiences, North Island College (NIC) offers Placement Assessments as an equivalent 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 for all NIC community members. Assessment Services staff will strive to provide a sense of community from a student's earliest interaction with NIC and support student success by ensuring academic preparedness.

### **SCOPE AND APPLICATION**

This policy applies to all students who do placement assessments at NIC to meet course prerequisites or program admission requirements.

### **PRINCIPLES**

1. Increase access to post-secondary education by providing an opportunity for students to demonstrate the learning acquired from sources other than traditional educational institutions.
2. Support student success by placing them at the appropriate academic level.
3. Ensure a streamlined process so students can move from assessment to programs or upgrading in a supported and timely manner.
4. Placement Assessments at NIC are 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 record of placement test final scores and 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 whether the assessment predicts that the student is prepared for entry into a particular course or program.

## GUIDELINES

1. Applicants to NIC may normally use placement assessments to meet prerequisite requirements for admission to a course or program.
2. When requested, retesting is available on an approved and limited basis.
3. 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 departments and programs.
4. Applicants and students will pay a non-refundable and non-transferable fee for placement assessment. The fee schedule will be posted on the NIC website.
5. 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 courses, which may include upgrading.
6. NIC will provide information about placement testing and review materials to prepare for placement assessment. This information will be posted on the NIC website.
7. Assessment preparation appointments with advisors will normally be required for all applicants seeking an assessment. Through these appointments, advisors will recommend the appropriate placement assessment environment and provide information on how to prepare for assessments.
8. Administration and invigilation of placement assessments are conducted by assessment staff trained in test administration.
9. The Department of Accessible Learning Services will provide accommodation support for placement assessments as required.
10. NIC will accept placement assessments written off-campus in accordance with procedures in Appendix A.

11. NIC will work with other BC post-secondary institutions to establish guidelines for reciprocal acceptance of English and Math assessments.

## **PROCEDURES**

Placement Assessment Procedures are provided in Appendix A to this policy.

### ***Links to Other Related Policies, Documents and Websites:***

- Code of Professional Responsibilities in Education Measurement, 1995
- <https://www.ncme.org/resources/library-old2/professional-responsibilities>
- [http://www.niu.edu/assessment/manual/\\_docs/EthicsCode.pdf](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:**

NIC Policy #3-17 Instructional Accommodation and Accessible Learning Services  
NIC Policy #4-09 Registration  
NIC Policy #4-17 Admission

## **APPENDIX A**

### **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's record. Results will normally be communicated to students within one week of the assessment being completed.
- 1.2 Students 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.
- 2.3 Results of the assessment will be included as part of the student's permanent record.

#### **3.0 Off-Campus Assessment**

- 3.1 Information on how to complete an off-campus assessment will be available and posted on the NIC website.
- 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.
- 4.2 Math assessment placement results are valid for two years.
- 4.3 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.
- 4.4 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**

- 5.1 Assessment fees will be posted on the NIC website.