MEMORANDUM

TO: Academic Leadership Council and Student Deans Council

FROM: Silvio Rodriguez

SUBJECT: CHANGES TO THE PLACEMENT CRITERIA DOCUMENT FOR 2015-2016

Through this memorandum, I would like to alert you to the most important changes that were made in the document for the 2015-2016 academic year that are effective on Tuesday, June 23, 2015. Please share this information and the attached selected “Points to Remember” with your faculty and/or staff.

Introduction Section

• References seven sections – added Appendix G (Adult Education CASAS Post-Testing Chart)

Section I. PLACEMENT CRITERIA FOR DEGREE AND COLLEGE CREDIT CERTIFICATE PROGRAMS

• High school and middle school testing is exempted from the total number of attempts after the student graduated from high school.
• 12th grade students admitted to MDC for the Summer or Fall Terms may begin placement testing at MDC on or after January 15.
• Retesting in the appropriate subtest area will be required for graduating non-exempt high school students who were administered the PERT prior to January 15, and did not achieve the college ready level.
• EXEMPTION USING COURSE GRADE CHART and COURSE PLACEMENT GUIDE – CPT and PERT.
  ▪ ENC 0027 in skill area Reading
  ▪ ENC 0027 is a combined upper level reading and writing course that satisfies the DevEd requirement for both areas
  ▪ Students must place into the upper levels of REA0017 AND ENC0025 to take ENC0027

• COURSE PLACEMENT GUIDE – FCAT, ACT, and SAT
  ▪ SAT Test dates on or after 03/2016
  ▪ Evidence-Based Reading and Writing
  ▪ Redesigned SAT effective March, 2016. The first SAT scores will be available in May, 2016. The College Board is planning to provide a concordance table that will show how to relate the scores on the current SAT to the scores on the redesigned SAT

• REQUIRED TO TEST FOR DEGREE PROGRAMS
  3. Students in grades 6 through 12 seeking early college (dual) enrollment.
Section II. CRITERIA FOR DEGREE AND COLLEGE CREDIT CERTIFICATE-SEEKING WITH LIMITED ENGLISH PROFICIENCY

- EAP EXEMPTION USING TOEFL, IELTS, and PTE
  - *Effective June 18, 2014. Students who tested prior to this date may benefit from the lower scores in effect; if their scores are in the new passing range.

- REQUIRED TO TAKE AN ENGLISH PROFICIENCY PLACEMENT TEST
  1. All students required to test for degree and college credit certificate programs in Section I who:
     - took ESOL during their twelfth grade at any English speaking high school.
     *(prior included eleventh or twelfth grade)*

Section III. PROCEDURES FOR TESTING AND PLACEMENT CRITERIA FOR POSTSECONDARY CAREER AND TECHNICAL EDUCATION PROGRAMS

- Depending on the program, MDC administers the TABE Complete Battery or Survey, Forms 9 and 10. The College follows the Florida Department of Education, Division of Career and Adult Education recommendation of using TABE Level ‘A’ if the program completion levels are above ninth grade and TABE Level ‘D’ if the program completion is ninth grade or lower. Level D may also be used for the higher grade levels on an as needed basis for post-testing purposes. Completion of a prescribed remediation program consisting of at least 60 hours of instruction is required prior to retesting with a minimum 30-day period between retests.

- Minimum basic skills levels as grade equivalents in mathematics, language, and reading are defined in each career certificate program. The Basic Skills and Licensure Exemption List that is used for meeting these requirements is available via State Rule 6A-10.040. Refer to this document list for minimum required basic skills grade levels to earn a certificate by program

- EXEMPTED FROM TESTING FOR CAREER AND TECHNICAL EDUCATION PROGRAMS
  9. Students who present official scores on the 2014 GED® Tests: Reasoning through Language Arts and Mathematical Reasoning where a minimum score of 150 has been attained on each test. Any skill area which has not been met will require the student to be tested on the appropriate TABE subtest(s). Note: The Reasoning through Language Arts subtest is used for TABE Reading and Language. *(pending SBOE approval of revised State Rule 6A-10.040)*

Section IV. PROCEDURES FOR TESTING AND PLACEMENT CRITERIA FOR ADULT GENERAL EDUCATION PROGRAMS

- Placement Guide for Adult Basic Education and Placement Guide for ESOL Program
  - Removed the following statement: Placement and level completion is determined when the student’s scale score is at the highest end of an Educational Functioning Level (EFL).
  - Initial placement and advancement is based on the lower of the two (reading and listening) valid scores. The Adult Education CASAS Post-Testing Chart is used for ESOL promotion assessment purposes. Refer to (Appendix G).

Section V. PROCEDURES FOR TESTING AND PLACEMENT CRITERIA FOR EARLY COLLEGE (DUAL) ENROLLMENT STUDENTS

- Early college (dual) enrollment students in grades 6 through 12 must pass the appropriate sections of the FCAT 2.0 (Grade 10), CPT/PERT, ACT, or SAT, to enroll in college credit courses requiring competency in the associated placement area. Refer to Section I.
APPENDIX D: General Placement Recommendations for Advisement and for DevEd Advisement

- Updated the mathematics charts
- Table 6 (new writing and reading chart)

APPENDIX G:

- Adult Education CASAS Post-Testing Chart

Please ensure that all testing information communicated to students from your respective areas reflect the changes that are effective on Tuesday, June 23, 2015. For additional Placement Testing Information and for downloading copies of the 2015-2016 Placement Criteria Document please go to the Testing website at http://www.mdc.edu/testing (click on Placement Criteria in the Quick Links section). In addition, if your area maintains a website, please include appropriate links for testing information from your site to the college-wide testing website. If you have any questions about the Placement Criteria please contact your campus Testing Director or me.

Thank you in advance for your attention to this matter.

Attachment

c: Archie Cubarrubia, Associate Vice Provost for Institutional Effectiveness
   CASSC Research & Testing Committee
ATTACHMENT TO PLACEMENT CRITERIA MEMORANDUM FOR 2015-2016

POINTS TO REMEMBER

1. All students must have active MDC student numbers, e-mail addresses, and present proper form of valid identification prior to taking any placement examination.

2. With the exception of students who meet the criteria for an exemption from common placement testing and developmental education instruction:
   - All Degree-Seeking first-time-in-college (FTIC) students and all College Credit Certificate-Seeking students in Health Sciences programs are required to test.
   - All College Credit Certificate-Seeking students taking any course outside of their program must test.
   - All students, except college-credit certificate-seeking, who took a placement examination more than two years ago and whose scores were not used for placement decisions are required to test (Section I). Placement scores will not expire as long as there was any letter grade associated with the placement decision. Notes: Students with expired scores who initiated enrollment and received any course grade value (e.g., ‘D’, ‘F’, ‘W’, ‘U’, or ‘P’) are NOT required to retest even if Retest Required is displayed in the Testing Analysis section of their degree audit and an 1157 edit stops them from registering for the same course they previously did not satisfy. Students with expired scores who passed lower level college preparatory courses are NOT required to retest and should be advised to register for the next course in their respective sequence. Students who started developmental education instruction in a subject area may only be referred for retesting on a case-by-case basis by faculty through the appropriate Chairperson.

3. Testing is recommended for:
   - All students who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and/or earned a standard diploma from a Florida public high school, and do not have placement scores for ENC 1101 and/or MAT 1033 or higher.
   - All students who are serving as active duty members of any branch of the United States Armed Forces, and do not have placement scores for ENC 1101 and/or MAT 1033 or higher.
   - Students who are recommended to test are not required to enroll in developmental education but may opt to do so. MDC provides assessment and instruction upon the student’s request.

4. Boot Camp (Shark Academy) is mandatory for non-exempted students who place at the lowest levels of reading, writing, and/or mathematics. It is optional and strongly recommended for all new students, especially those with non-college ready placement scores. Review the posted information via http://www.mdc.edu/ce/shark_academy.aspx.

5. If a student satisfied ENC 1101 after initially passing Reading by FCAT, CPT/PERT, ACT, or SAT; the student is not required to re-take Reading even if the student's degree audit has Expired Scores and Retest Required is displayed in the Testing Analysis section of their degree audit and an 1157 edit stops them from registering for the appropriate course. As needed, please refer the student numbers of these students to your campus Testing Director so the Reading placement status can be manually updated in Odyssey to ‘Met through Permission’.

6. If a student has attempted, but not yet satisfied ENC 1101, the student is NOT required to re-take the CPT/PERT Reading section and pass prior to registering in ENC 1101. However, these students should be advised to take a diagnostic writing assessment and improve their writing skills prior to and while re-taking ENC 1101. As needed, these students should be referred to the campus English Department Chairperson for advisement purposes.
7. Students with foreign degrees and passing IELTS, PTE, or TOEFL scores that were effective June 16, 2014 are exempt from testing.

8. Transient students (those who attend another college or university) who provide appropriate documentation, and who are not seeking a degree at MDC are exempt from basic skills testing.

9. Students who have earned the required course grade are exempted from testing in a specific skill area (Section I). Note: Preparation courses should not be overridden for students who have not yet satisfied the placement area related to the course (e.g. ENC 1112, REA 1125, MAC 1118L). Successful completion of these courses will trigger the ‘Met through Credit Course’ placement status.

10. Students with passing ACT (19-20) or SAT (440-490) mathematics scores are placed into MAT 1033. These students may request to take the College-Level Mathematics (CLM) subtest of the CPT or PERT Mathematics, which will determine placement into mathematics courses higher than MAT 1033 (Section 1). Note: The CLM is also available upon request for students scoring 72-86 on the Algebra subtest of the CPT.

11. Students who have already registered in a mathematics course (and are past the 100% refund deadline) are not eligible to take the CLM without permission from the chairperson of the Mathematics Department.

12. A CPT algebra score in the range of 87-120 without a college-level mathematics subtest score of 40 or higher places a student in MAT 1033.

13. Students with a CLM score of 63 or higher, or with an ACT mathematics score of 27 or higher, or with an SAT mathematics score of 600 or higher should be referred to the Mathematics Department for advisement purposes. Odyssey displays “MATHDEPT” for this score range.

14. Students who have not yet satisfied DevEd reading and writing requirements may not enroll in any Gordon Rule course, except mathematics. Students may select from a list of courses maintained by the Academic Advisement office and approved by the pertinent academic department, for co-enrollment with DevEd courses.

15. Students who placed into DevEd instruction must maintain continuous enrollment in DevEd coursework until the requirements are completed.

16. EAP students who have satisfied the 0200 level or above, either by EAP course completion or COMPASS/ESL placement, may take the mathematics subtest of the MDC Placement Test. Continuing EAP students in the 0400 level and above shall take the reading and writing subtests of the MDC Placement Test after the last withdrawal date of the term for placement in EAP 1500 or 1600 levels, or ENC 1101 in the following term. New incoming students who place into the EAP 1500 and 1600 levels on the COMPASS/ESL shall take the MDC Placement Test prior to registering in EAP courses.

17. All students whose TABE scores are more than two years old and who have had a break in their enrollment of more than one year are required to be retested.

18. Students who attempted the TABE at least two times and pass a related State, national or industry licensure exam related to the program of study and identified by the Department of Education, Division of Career and Adult Education are exempt from meeting the basic skills exit score requirement in the related program. The identified credentialing examination has to be specific to the career and must be necessary in order to work in that field. Documentation supporting the successful completion of the credentialing examination is required. Minimum basic skills levels as grade equivalents in mathematics, language, and reading are defined in each career certificate program. The Basic Skills and Licensure Exemption List that is used for meeting these requirements is available via State Rule 6A-10.040. Refer to this document list for minimum required basic skills grade levels to earn a certificate by program. Also note that the academic department associated
with the exemption is responsible for approving the valid examination credential presented by students. An authorized copy must be received by the Student Records section of the Registrar’s Office for archiving purposes and for updating the Maintain Licensure/Certification Credentials screen (AD CR LC). Upon successful completion of the required processing, the Maintain Student TABE Exemption (SR TS SP TE) Odyssey screen will correctly display the exemption information related to a license. A comment should also be entered in this screen which explains the credential that was used for the exemption.

19. Students enrolled in a State approved apprenticeship program are exempt from the requirement of taking the TABE test.

20. The list of eligible dual enrollment courses, which includes the respective reading, writing, and mathematics placement testing level requirements are available at www.mdc.edu/asa/dual_enrollment.asp#courses. All courses on the approved list, except for SLS 1401, SLS 1505, and SLS 1510 require college-ready placement status in reading and writing.

21. The Appendix section of the Placement Criteria Document includes direct links to resources.

22. The Florida College System maintains a DevEd website which includes DevEd approved plans, News, Technical Assistance documents, resources for faculty and advisors, and more. Review the posted information via https://sites.google.com/site/fcsdevelopmentaleducation/home

23. The Shark Start Employee Toolkit website has essential resources, files, FAQs and information about MDC’s mandatory orientation program and more. Review the posted information via https://sites.google.com/site/sharkstarttoolkit/.

24. The Advisors Check List must be used when advising FTIC Direct Entry students. Review a direct entry student’s recommendations and requirements via https://wape.mdc.edu/advisorsstudentlist/adv_student_checklist.aspx.

25. Students who took ESOL during the eleventh grade and progressed to non-ESOL in twelfth grade at any English speaking high school are NOT required to take COMPASS/ESL.

26. Students who completed EAP based upon successful completion of courses or are Exempt from EAP by passing scores in COMPASS/ESL, TOEFL, IELTS, or PTE should not take DevEd courses in reading or writing based upon PERT score(s) placing them below college-ready. These students should be advised by EAP chairpersons for ENC 1101 and supplemental instruction.

27. The first administration of the Redesigned SAT will be in March, 2016 and the scores will be available in May, 2016. The College Board is planning to provide a concordance table that will show how to relate the scores on the current SAT to the scores on the redesigned SAT. For additional information on the Redesigned SAT, please visit deliveringopportunity.org