

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 8303

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**PROCEDURE TITLE:** Placement Testing of Students

**STATUTORY REFERENCE:** FLORIDA STATUTES 1001.64 AND 1008.30

**BASED ON POLICY:** VIII-30 Placement Testing

**EFFECTIVE DATE:** September 15, 1969

**LAST REVISION DATE:** March 27, 2018

**LAST REVIEW DATE:** March 27, 2018


## **I. PURPOSE**

To provide Miami Dade College (MDC) students with the most appropriate placement into courses and programs based on standardized test score results and to ensure that reliable, valid and objective test information is available for use by students, faculty, advisors, and the institution in making significant educational decisions. MDC has established a policy of requiring non-exempt students to take a State approved basic skills assessment.

## **II. PROCEDURE**

A. Students entering MDC will be tested and/or placed into courses and programs commensurate with their skill levels as detailed in the Placement Criteria Manual, <http://www.mdc.edu/main/testing/criteria/pcd.aspx>. With the exception of students who meet the criteria for an exemption from common placement testing and developmental education instruction, the State Board of Education (SBOE) requires entry-level testing for degree seeking students and students who have not met college level competency either through the completion of developmental education requirements in the Florida College System or have not been awarded credit for college level coursework in the area of deficiency. Students whose native language is not English may be required to take another test to measure their English proficiency before entry-level testing is permitted. The SBOE also requires institutions offering Postsecondary Career and Technical Education and Adult Education programs to test students pursuing these programs. MDC may accept official test scores from approved academic institutions and approved regional workforce boards. Parameters for accepting these scores will be established between coordinating agencies.

- B. Under the leadership of the Institutional Test Administrator (ITA), the College Academic and Student Support Council (CASSC) Research and Testing Committee coordinates a review and update of the Placement Criteria Manual annually. The manual is approved by the Student Deans Council, Academic Leadership Council, the Campus and College Academic and Student Support Councils, and the Executive Committee prior to becoming effective each academic year.
- C. The Directors of Testing and Assessment are responsible for the administration of approved college-wide and campus-based testing on each campus.
- D. The Campus Testing and Assessment Departments will provide sufficient opportunities for all students to be tested in a timely manner. Whenever possible, the tests will be available in an online format with a paper-pencil version available as needed. Special test materials and reasonable accommodations are available for students with documented disabilities. Test scores will be posted and available for display in the College's student information system. Students will be given a copy of their score reports and an electronic record will be maintained in the College's record keeping systems for archival purposes.
- E. Research using test data from institutional data files may be conducted and reported as appropriate by the Institutional Test Administrator (ITA) and the Office of Institutional Research. Testing information and data will be provided in aggregate form whenever possible and may be released only to qualified persons for use in accordance with accepted ethical standards with consideration of the confidential nature of the test results.
- F. Additional testing may be conducted by the Campus Testing and Assessment Department for special student populations or by request.
- G. The Placement Criteria Manual is divided into five sections:
- I. Procedures for Degree Programs and College Credit Certificate Programs.
  - II. Procedures for Degree and College Credit Certificate Seeking-Students with Limited English Proficiency.
  - III. Procedures for Testing and Placement Criteria for Postsecondary Career and Technical Education Programs.
  - IV. Procedures for Testing and Placement Criteria for Adult General Education Programs.
  - V. Procedures for Testing and Placement Criteria for Dual Enrollment Students.

	
PRESIDENT	DATE

3/27/2018