



Administrative Procedure

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Subject: ACADEMIC DEPARTMENT PLACEMENT TESTS

1.0. PURPOSE:

To establish the policy and procedure by which the Testing Office will implement local placement examinations created by academic departments of the University as prerequisite to registration into specific courses.

2.0. ORGANIZATIONS AFFECTED:

All academic Departments of the University.

3.0. REFERENCES:

N/A.

4.0. POLICY:

It is the policy of the Testing Office to provide assistance to the University in assessing the proficiency level of students wherever possible.

5.0. DEFINITIONS:

Local Placement Test – A test written by, or selected by, an academic department to demonstrate a student's proficiency in prerequisite skills (in contrast to CSU system-wide imposed placement tests; i.e., the English Placement Test).

6.0. RESPONSIBILITIES:

6.1 Academic Departments will:

6.1.1. Select, validate, periodically review and revise the test.

6.1.2. Maintain any necessary records including the master score report files.

6.1.3. Reserve testing rooms for group tests.

Approved:

Date:

6.2. Testing Office will:

- 6.2.1. Administer, score and report the test.
- 6.2.2. Maintain the security of the test.
- 6.2.3. Provide appropriate in-office testing facilities.
- 6.2.4. Provide supervision and proctoring services for group administrations.
- 6.2.5. Assume all reasonable materials costs.

7.0. PROCEDURES:

7.1 New Programs:

7.1.1 To initiate new programs, academic departments will submit written requests to the Testing Office outlining the needs and suggesting possible means for implementation.

7.1.2. The Testing Office will:

- a. Respond to the request in writing within two weeks of receipt of the request.
- b. Schedule appropriate meetings to draw up guidelines and to clarify responsibilities.

7.2. On-Going Programs:

7.2.1. Individually Administered Tests—If the test is to be administered to individuals during office hours, the Testing Office will set procedures.

7.2.2. Group Administrations—Group administrations, scheduled during office hours and on weekends, may be arranged quarter by quarter with the responsible academic departments. The Testing Office will strive to meet all requested dates where there is no conflict with other established test dates.

- a. Academic departments will contact the Testing Office with the suggested testing dates.
- b. Academic departments will reserve testing rooms (because of their higher scheduling priority).

- c. Academic departments will provide appropriate assistance for group administrations.
- d. The Testing Office will administer, score and report scores of the test to the Department.

8.0 APPENDICES:

N/A.