



# Administrative Procedure

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Effective	8/19/82
Supercedes:	
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**Subject:** ENGLISH PLACEMENT TEST ON-DEMAND ADMINISTRATION

1.0. PURPOSE:

To establish the policy and procedure for scheduling special “on-demand” administrations of the English Placement Test.

2.0. ORGANIZATIONS AFFECTED:

- 2.1. Dean of Undergraduate Studies.
- 2.2. English Department, Chair or Program Coordinator.
- 2.3. Directors, Special Admission Programs.
- 2.4. Testing Office.

3.0. REFERENCES:

Office of the Chancellor Memorandum, EP&R 80-55.

4.0. POLICY:

It is the policy of the Testing Office to supplement the three annual, statewide test administrations with a demand administration scheduled during January or February of each year to meet Spring Quarter enrollment requirements and to assist, where possible, in meeting the needs of special enrollment programs with additional on-demand administrations.

5.0. DEFINITIONS:

- 5.1. English Placement Test (EPT) – Test designed to provide information about individual performance in reading and writing skills. The EPT is required of all lower division students subject to the degree requirements of the 1977-78, and subsequent, General Catalogs.
- 5.2. Educational Testing Service (ETS)—Test publisher and materials distributor.

**Approved:**

**Date:**

6.0. RESPONSIBILITIES:

6.1. Dean of Undergraduate Studies will:

- 6.1.1. Review and approve campus requests for demand administration.
- 6.1.2. Submit formal requests for demand administrations to the Chancellor's Office.
- 6.1.3. Notify students of test dates.
- 6.1.4. Coordinate advertisements for the tests.

6.2. Testing Office will:

- 6.2.1. Suggest testing dates.
- 6.2.2. Coordinate registration procedures.
- 6.2.3. Receive and secure all test materials.
- 6.2.4. Reserve test facilities.
- 6.2.5. Supply personnel to conduct the administration.
- 6.2.6. Arrange for special scoring and reporting services.

6.3. English Department Chair or Program Coordinator will oversee final placement procedures.

6.4. Special Admissions Program Directors will submit written requests for demand administrations to the Testing Office.

7.0. PROCEDURES:

7.1. The Testing Office will determine a possible date for the demand administration and forward a memo to the Dean of Undergraduate Studies stating the reasons for the special administration.

7.2. The Dean of Undergraduate Studies will submit a written request to the Chancellor's Office at least two month's prior to the suggested test administration date. The request will contain the following:

- 7.2.1. Suggested date of the administration.
- 7.2.2. Anticipated enrollment for the test.

7.2.3. Justification for requesting a special local administration.

7.2.4. Means of insuring test security.

7.2.5. Special circumstances, if any.

7.3. The Testing Office will:

7.3.1. Reserve testing rooms for the suggested date through the Scheduling Office.

7.3.2. Inform ETS, Berkeley of the planned test dates.

7.3.3. Prepare the registration forms for printing.

7.4. Upon receipt of Chancellor's Office approval, the Testing Office will prepare the registration packets.

7.5. The Dean of Undergraduate Studies Office will mail the registration forms.

7.6. The Testing Office will:

7.6.1. Receive and collate the returned registrations.

7.6.2. Order the required test materials form ETS THREE WEEKS PRIOR TO THE TEST.

8.0. APPENDICES:

N/A.