

PIEDMONT VIRGINIA COMMUNITY COLLEGE

I – ACADEMIC AFFAIRS POLICIES

I – 100.0 PLACEMENT TESTING POLICY

Policy #:	I – 100.0
Effective:	2006
Revised:	March 2010
Responsible Dept.:	VPISS

Purpose

To promote student success, placement tests are given to match students with appropriate courses for their skill levels.

Policy

1. Any student entering PVCC without a high school diploma or GED will take placement tests.
2. Students entering PVCC, with a high school diploma or GED, will take placement tests with the following exceptions:
 - a. Students taking noncredit courses or credit courses with no math or English prerequisites.
 - b. Students who meet the prerequisites of the course demonstrated by:
 - 1) Appropriate SAT , ACT, or AP test score
 - 2) College transcript of a satisfactory grade (“C” or better) in a college-level English course (for English prerequisites) and/or in a college-level math course (for math prerequisites)
 - 3) Completion of a 4-year or advanced college degree which includes at least one English and Math course

Students who have not had a math course within the last three years are strongly encouraged to “brush up” on math skills in the Math Center and take the math placement test before enrolling in math courses or courses with math prerequisites.

3. Students who have taken a COMPASS placement test in the VCCS system may use those test scores for placement in PVCC courses.

The PVCC placement table will be used to determine course placement. Students who have taken a COMPASS placement test in the VCCS system may retest under the following circumstances:

- a. A minimum of four months has elapsed since the last test was taken;

OR

- b. The physical conditions of the testing environment or health of the student during the test may have affected the student's score. Learning Center staff may authorize retesting due to environmental or health issues. In the high schools, the authorized testing proctor may make retesting recommendations to the Dual Enrollment Director, who will make the final decision.

OR

- c. A student has done significant work in the subject since the last test. Eligibility will be determined by the Math or Writing Center Coordinator (depending on the test) or appropriate division dean. High school students must present retest requests to the Dual Enrollment Director.

Procedure

1. After completing the online college application, students with a high school diploma or GED who do not present one of the waiver documents listed above will be directed to the testing center to take placement tests in reading, writing and/or math only when required as a course prerequisite.
2. After completing the online college application and depending upon the program of study, students without a high school diploma or GED will be directed to the Testing Center to take placement tests in reading, writing and/or math.
3. Students needing to take the math placement test should be **STRONGLY** encouraged to review developmental math content prior to taking the test. Students should consult with the Math Center Coordinator for review resources.
4. Placement tests are not timed. However, students should be **STRONGLY** encouraged to allow sufficient time to complete them. Students should be encouraged not to take all three placement tests in one sitting.
5. While it may take up to 24 hours to post test scores, printed results are available to students immediately.
6. The testing specialist is generally available to interpret the scores and direct the student in "next steps." In the testing specialist's absence, the student should be directed to the Welcome Center for this information.