

Chapter: Educational Program

Modification No. 0045

Subject: **Assessment Testing, ~~and Appropriate~~ Course Placement, and Credit for Prior Learning**

- 1 I. Student success for all students is the primary goal of Montgomery College. ~~and the~~
2 ~~driving force behind everything related to the College. We further acknowledge that~~
3 ~~among the ways to facilitate student success and allow them to progress through their~~
4 ~~chosen pathway is through the a~~Assessment of student academic skills and the
5 placement of students in appropriate courses is an important mechanism by which the
6 College supports student success.
7
8 II. ~~Program quality, student completion, and student retention are important outcome~~
9 ~~measures by which the College holds itself accountable.~~The Board of Trustees of
10 Montgomery College endorses a process of assessment and placement so that students
11 are able to enroll in courses for which they demonstrate academic readiness and are
12 awarded credit for prior learning~~which will enable them to move through their program~~
13 ~~pathway.~~
14
15 III. The Board of Trustees authorizes the president ~~is authorized to~~ establish any develop
16 procedures necessary to implement this policy.
17
18

19 Board Approval: July 19, 1982; May 16, 1988; July 18, 1994; May 16, 2016; DATE.

Chapter: Educational Program

Modification No. 014

Subject: **Assessment Testing and Appropriate Course Placement**

I. Multiple Measures of Assessment

At Montgomery College, we strive to place students in courses for which they are prepared to be successful. To that end, Montgomery College offers multiple measures by which students can be assessed for appropriate course placement, including but not limited to, nationally standardized assessment tests as well as additional assessment options available reflecting other indicators of success and equivalency considerations. A list of these multiple measures of assessment for relevant disciplines shall be maintained by the Office of Academic Affairs and posted on the Montgomery College website.

~~I.II. Criteria for Mandatory Assessment and Placement~~

~~A. — Assessment testing in English, reading, and mathematics, or an approved alternative method of assessment, is required for the following students.~~

~~1. — All first-time college students seeking a degree/certificate or planning to transfer to another institution;~~

~~2. — All students planning to enroll in any course with an English, reading or mathematics assessment level or prerequisite who have not previously been assessed or who have not successfully completed developmental or credit courses which satisfy the assessment level(s) or prerequisite(s).~~

~~3. — Students who have not been assessed in the past or who were previously assessed but chose not to follow the placement recommendations and whose academic record has placed them on academic restriction, alert, or suspension must be assessed and placed. For such students, mandatory assessment and placement is a condition for future enrollment.~~

~~B. — Students will be placed into reading, English and mathematics based on the results of required assessment tests or approved alternative assessment processes and metrics.~~

~~C. — Students will receive the results of their assessment test and their corresponding course placement options from a counselor or designee.~~

A. Students planning to enroll in any course at Montgomery College with an English, ESL, or mathematics assessment level and/or prerequisite, who cannot demonstrate they have successfully met the assessment level and/or prerequisites via prior developmental, ESL, or credit courses, are required to be assessed for placement in one of the following ways:

1. through the relevant assessment(s) offered by Montgomery College;

2. through other approved measures of assessment, a list of which shall be maintained by the Office of Academic Affairs and posted on the Montgomery College website.

68
69 ~~D.B.~~ Student assessment and placement information will be recorded in the student
70 information system so that ~~it is~~ ~~it~~-available for academic advising ~~and~~
71 ~~registration~~ purposes.

72
73 ~~E.C.~~ ~~Students may take assessment tests on any campus. Course placements will be~~
74 ~~accepted at all campuses. Assessment processes will be consistent and accepted~~
75 ~~at all locations and by all divisions.~~

76
77 ~~D.~~ Students ~~needing disability support services during the assessment process~~
78 ~~may obtain accommodations with disabilities will follow the College's~~
79 ~~assessment and placement procedures. Assessment test accommodations~~
80 ~~will be individualized determined to be as~~-appropriate by a counselor in
81 Disability Support Services ~~(DSS)~~.

82 83 III. Course Placement

84
85 ~~A.~~ ~~Students may enroll in any courses for which they have the entry level skill~~
86 ~~requirements, assessment levels, and prerequisite courses. A list of college~~
87 ~~ready scores on designated exams and other forms of assessment used for~~
88 ~~placement will be maintained by the Office of Academic Affairs and posted on~~
89 ~~the Montgomery College website.~~

90
91 ~~B.~~ ~~Students will be placed into English, ESL, and mathematics based on the~~
92 ~~results of required assessments or on alternative assessment processes~~
93 ~~and metrics approved by Montgomery College.~~

94
95 ~~C.~~ ~~Students who require reading, developmental courses in~~ English and/or
96 ~~mathematics developmental courses~~-must enroll in the appropriate
97 developmental course(s) and follow the developmental sequence. Once students
98 enroll in a developmental course they are expected to enroll in the next course in
99 the sequence in the following semester until they complete their first college level
100 course(s) in English and mathematics. ~~Degree-seeking S~~students are required to
101 ~~successfully~~ complete their first college level course in English and mathematics
102 prior to completing 24 credits at the College.

103
104 ~~D.~~ ~~Students who require ESL courses must enroll in the appropriate ESL course(s)~~
105 ~~in Workforce Development and Continuing Education (WDCE) or in the English~~
106 ~~Language for Academic Purposes (ELAP) program and follow the course~~
107 ~~sequence. Once students successfully complete a course, they are expected to~~
108 ~~enroll in the next course in the sequence in the following semester until they~~
109 ~~complete their first college-level course(s) in English and mathematics. Students~~
110 ~~are required to successfully complete their first college-level course in English~~
111 ~~and mathematics prior to completing 24 credits at the college.~~

112
113 ~~F.~~ ~~Students who place into developmental reading must enroll in the appropriate~~
114 ~~developmental reading or integrated reading and writing course during their first~~

~~semester of enrollment.~~
E. Students who place into developmental or ESL courses must enroll in one or more of those courses during their first semester of enrollment.

~~G.A. Students may enroll in any courses for which they have the entry level skill requirements, assessment levels, and prerequisite courses.~~

~~H. A list of college ready scores on designated exams used for assessment will be maintained in the office of the Senior Vice President of Academic Affairs.~~

IV. Exemptions from Taking Assessment Test(s)

A. Students already having a verified an associate degree or higher from a regionally accredited US institution who are fully proficient in the English language are exempt from assessment and are initially placed at the minimum college-ready level (ENGL 101 and MATH 117 or 120) until their transcripts have been evaluated for potential transfer credit. Having a verified associate degree or higher does not automatically are exempt students from other course requirements taking the assessment test but and students must meet the any additional higher assessment levels or prerequisite requirements listed for courses they wish to take.

B. Visiting students from other regionally accredited US postsecondary institutions who are fully proficient in the English language Students bringing a "letter of permission" from their home institution are exempt from assessment but must meet the prerequisite requirements for courses they wish to take.

C. Personal interest students, students who are fully proficient in the English language are have been out of high school for a minimum of three years and who are not enrolled in a degree or certificate program, may be typically exempt from assessment testing for all courses with the exception of English and mathematics courses. depending on the courses that they wish to take. Personal interest students may enroll in any course for which they have the entry level skill requirements, assessment levels, and However, students must meet specific course prerequisites courses and meet any other applicable requirements regulations.

D. The expectations for readiness are the same for all students. Any student who is classified as exempt from assessment testing must be prepared to demonstrate that they meet the applicable credit class prerequisite requirements and to demonstrate proficiency in the English language.

IV. Reassessment Retests and Review of Placement

~~A. Accuplacer English and reading scores are valid for two years; Accuplacer math scores are valid for one year. Some assessments may only be valid for a limited period of time. A list of assessments, together with any relevant expiration or lifecycle policies, will be maintained by the Office of Academic Affairs and posted on the Montgomery College website.~~

~~A. _____~~

B. Students who believe that results for assessment taken through Montgomery College an Accuplacer English, reading or math score does not provide an appropriate placement may appeal their results. should meet with a counselor or

170 advisor to learn about the procedure for taking a retest including information
171 about resources for review and the waiting period (a minimum of 48 hours from
172 when the counselor signs the form) before a retest may be taken. [The](#)
173 [procedures for such appeal processes will be maintained by the Office of](#)
174 [Academic Affairs and posted on the Montgomery College website.](#)
175

176
177 B. ~~There are normally no third attempts at Accuplacer within the placement validity~~
178 ~~of the test. However, when there has been appropriate instructional intervention~~
179 ~~(such as short courses or tutoring), an additional attempt may be approved by a~~
180 ~~Dean of Student Affairs or designee. Deans of Student Affairs or their designees~~
181 ~~may also approve a 3rd attempt within the placement validity of the test at their~~
182 ~~discretion for extraordinary situations.~~
183

184 C. ~~Students who have retaken Accuplacer and believe that their Accuplacer English,~~
185 ~~reading or math placement is not consistent with their skill level may request a~~
186 ~~Review of Placement from the appropriate English and Reading or Math~~
187 ~~department chair or designee who will review the student's academic background~~
188 ~~and advise the student of appropriate course options.~~
189

190 D. ~~Students who take the Accuplacer ESL test and place into the American English~~
191 ~~Language Program (AELP) courses may not retake the test during the current~~
192 ~~semester. They must complete the AELP program sequence as prescribed.~~
193 ~~Students who take the Accuplacer ESL test, but do not enroll for the current~~
194 ~~semester, may retake the test once.~~
195

196 E. ~~Students who test via Accuplacer into the WD & CE Bridge to Academic and~~
197 ~~Career Success Program should retake the Accuplacer to determine whether or~~
198 ~~not this is an appropriate placement.~~
199

200 F. ~~When appropriate instructional intervention, outside of Montgomery College, has~~
201 ~~taken place, students will be permitted to retake an assessment test.~~
202

203 Exemptions from Taking Assessment Test(s)

204 G. ~~Students, including those whose first language is not English, with designated~~
205 ~~scores on nationally standardized tests may be exempt from mandatory~~
206 ~~assessment testing. A list of nationally standardized tests and designated scores~~
207 ~~that may be used to exempt students from additional assessment is maintained~~
208 ~~in the office of the Senior Vice President of Academic Affairs.~~
209

210 1. ~~(Minimum) test scores of 500 in critical reading and 500 in math on the~~
211 ~~College Board's (CEEB's) Scholastic Aptitude Test (SAT). Students who wish to~~
212 ~~take a math course other than a foundation course may need to be assessed.~~
213

214 2. ~~Minimum test scores of 21 in English and 21 in math on the American~~
215 ~~College Test (ACT). Students who wish to take a math course other than a~~
216 ~~foundation course may need to be assessed.~~
217

218 3. ~~A score of 3 or better on the College Board Advanced Placement (AP)~~
219 ~~Tests in English Language, Calculus AB or BC, or Statistics or a score of 500 or~~
220 ~~better on the appropriate SAT Subject Test.~~
221

222 4. ~~Students who earn an IB Diploma may earn credit for a mathematics~~
223 ~~foundation course. Students who wish to take other mathematics courses should~~
224 ~~contact the Department of Mathematics for guidance.~~

225
226 5. ~~College Board College Level Examination Program (CLEP) scores in~~
227 ~~English Composition with Essay, College Mathematics, Precalculus, and Calculus~~
228 ~~may provide credit for a designated English or mathematics course. In some cases~~
229 ~~further placement can be made. Montgomery College typically accepts the~~
230 ~~recommended score for credit. Score reports must be received by the Office of~~
231 ~~Enrollment Services directly from Educational Testing Services ETS. Students who~~
232 ~~wish to take additional courses should contact the English Department or the~~
233 ~~Department of Mathematics.~~

234
235 6. ~~Accuplacer exam results taken at another college or university and sent~~
236 ~~directly from the institution to the office of Enrollment Services may be used for~~
237 ~~placement at Montgomery College.~~

238
239 ~~Students who have passed a college level English course equivalent to a General~~
240 ~~Education English Foundation course (ENGL 101, ENGL 102, or ENGL 103) at an~~
241 ~~accredited U.S. college or university with a grade of C or better are exempt from the~~
242 ~~English and reading placement tests. Students who have passed with a grade of C~~
243 ~~or better a college level mathematics course that will transfer as a mathematics~~
244 ~~Foundation course are exempt from the mathematics placement test. Students~~
245 ~~wishing to enroll in English or mathematics courses at Montgomery College must~~
246 ~~meet the prerequisite or assessment level requirements for those courses.~~

247
248 ~~H.A. Students already having an associate degree or higher are exempt from taking~~
249 ~~the assessment test but must meet the assessment levels or prerequisite~~
250 ~~requirements for courses they wish to take.~~

251
252 ~~I.A. Students bringing a "letter of permission" from their home institution are exempt~~
253 ~~from assessment but must meet the prerequisite requirements for courses they~~
254 ~~wish to take.~~

255
256 ~~J.A. Personal interest students, students who have been out of high school for a~~
257 ~~minimum of three years and who are not enrolled in a degree or certificate~~
258 ~~program, may be exempt from assessment testing depending on the courses that~~
259 ~~they wish to take. Personal interest students may enroll in any course for which~~
260 ~~they have the entry level skill requirements, assessment levels, and prerequisite~~
261 ~~courses and meet any other applicable regulations.~~

262
263 VI. Students Whose First Language is not English

264 ~~All students whose first language is not English must be assessed unless they meet one~~
265 ~~of the criteria below:~~

266
267 A. ~~Applicants who submit a minimum test score of 575 on the written test, 231 on~~
268 ~~the computerized version, 90 on the iBT version of the Test Of English as a~~
269 ~~Foreign Language (TOEFL), 6.5 on the IELTS or 61 on the PTE (Pearson Test of~~
270 ~~English).~~

271
272 B. ~~Applicants who have completed ENGL 101 or a transferable equivalent or~~
273 ~~applicants who have completed an (undergraduate and/or graduate) degree at~~
274 ~~an accredited college or university in the United States and show proof to the~~
275 ~~Office of Enrollment Services will not be required to take an English or reading~~
276 ~~assessment test.~~

277
278 C. ~~Students whose first language is not English who are taking courses for personal~~
279 ~~enrichment are normally required to take an assessment test. Personal interest~~

~~students may enroll in any course for which they have the entry level skill requirements, assessment levels, and prerequisite courses and meet any other applicable regulations~~

VII.V. Dual Enrollment Students

~~Dual Enrollment students (including those who are home-schooled) or not graduates of high school must be required to be assessed for English proficiency or have an approved alternative method of assessment, and must also meet the prerequisite requirement(s) and assessment level(s) for each credit-bearing course they enroll in. Dual Enrollment students may not enroll in developmental courses or courses that combine developmental and college level work, except in rare and unusual circumstances and with approval of the associate director of academic initiatives.~~

VIII.VI. Credit for Prior Learning Award of Advanced Standing

A. ~~Montgomery College recognizes the many ways an individual learns and may demonstrate such learning and has established policies and procedures for accepting and awarding college credit for prior learning and subsequent which recognize assessment of the level of learning for the~~ award of advanced standing. This includes, but is not limited to, credit by standardized exam and credit for experience. ~~In keeping with the policies set forth in the State Board of Higher Education's "Code of Maryland Regulations" and the College's policies as approved by the Board of Trustees of Montgomery College, as amended, in addition to the acceptance of transfer credit from accredited institutions of higher learning, the following methods have been approved for the award of advanced standing:~~

A.B. ~~National testing service examinations~~ Credit is awarded for qualifying scores on standardized exams, including:

- ~~1. Advanced Placement Tests (AP), with a minimum score of 3 of the College Board — the complete list of AP exams and MC equivalents of scores is available at <http://www.montgomerycollege.edu/admissions/Others/advstanding.html> or at the Office of Enrollment Services. The Advanced Placement examinations are administered to high school students with official results submitted to the colleges listed by the students. Official results must be received by the campus registrar directly from the College Board.~~
2. College-Level Examination Program (CLEP), with a minimum score of 50. - examinations — the complete list of AP CLEP exams and MC equivalents of scores is available at <http://www.montgomerycollege.edu/admissions/Others/advstanding.html> or at the Office of Enrollment Services. CLEP examination score reports must be received by the Office of Enrollment Services directly from the College Board.
3. International Baccalaureate (IB), with a minimum score of 5 on higher-level exams or a minimum score of 5 on standard-level exams combined with the IB diploma.
4. Cambridge Advanced International Certificate of Education Diploma examination (Cambridge).

335 ~~2. A minimum test score of 600 in critical reading and 600 in writing on the~~
336 ~~College Board's SAT places students into ENGL 102 or ENGL 103. A~~
337 ~~minimum test score of 600 in math on the SAT places students into~~
338 ~~MATH 165.~~

339
340 ~~3. A minimum test score of 27 in English on the ACT places students into~~
341 ~~ENGL 102 or ENGL 103. A minimum test score of 26 in math on the~~
342 ~~ACT places students into MATH 165.~~

343
344 A complete list of standardized exams minimum qualifying scores, Montgomery
345 College equivalencies, any expiration dates, and processes for requesting
346 credit for prior learning shall be maintained by the Office of Academic Affairs
347 and posted on the Montgomery College website

348
349 B.C. Students may earn credit for a subject in which they have acquired real life
350 experience in line with procedures set forth in College Procedure 53001:
351 Academic Regulations and Standards. Student must be able to demonstrate they
352 have gained knowledge that is comparable to that gained in a specified course. A
353 list of courses which offer Credit by Examination ("CE") shall be maintained by the
354 Office of Academic Affairs and posted on the Montgomery College website.
355 ~~Montgomery College's Credit by Examination as indicated in the listing of courses~~
356 ~~in the official catalog. A "CE" following the course title in the official catalog also~~
357 ~~indicates those courses for which "credit by examination" is offered. Procedures~~
358 ~~are available at~~
359 ~~[https://www.montgomerycollege.edu/academics/credit-for-prior-](https://www.montgomerycollege.edu/academics/credit-for-prior-learning/index.html#cust-02-examoptions)~~
360 ~~[learning/index.html#cust-02-examoptions](https://www.montgomerycollege.edu/academics/credit-for-prior-learning/index.html#cust-02-examoptions)~~
361 ~~or in the Office of Enrollment Services.~~

362
363 D. Additional guidance including limits to maximum credit that may be earned in lieu of
364 direct instruction at Montgomery College can be found in 53001: Academic
365 Regulations and Standards.

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369 Administrative Approval: July 19, 1982; December 6, 1982; May 16, 1988; July 18, 1994; July 1,
370 1995; March 4, 1996; August 23, 1999; January 31, 2002; October 8, 2002; August 11, 2003;
371 Administrative Correction February 12, 2008; August 13, 2010; June 24, 2013; June 17, 2016;
372 DATE.