

Policy and Procedures Manual



Policy #:	3-07
Name of Institution:	Valemount College
Institution Number:	04328
Name of Policy:	Placement Assessment
Effective Date:	May 2019
Revision Date:	
Approved by:	Policy Committee

PLACEMENT ASSESSMENT

POLICY STATEMENT

Valemount College offers Placement Assessment as an alternative to meeting course prerequisites or program admission requirements.

PURPOSE STATEMENT

The purpose of this policy is to set out the guidelines and procedures for placement assessments.

PRINCIPLES

1. Placement Assessment ensures that students have sufficient skills and knowledge to be successful in their course or program.
2. Placement assessments ensure a streamlined process so students can move from assessment to programs or upgrading in a timely manner.

Definitions:

Educational Testing Summary (ETS) sheet: A document on which is recorded placement test final scores as well as associated placements in VC math and English courses.

Face Validity: Face validity asks the question: Does the assessment measure what it is intended to measure?

Placement Assessment: Skills and knowledge testing used to meet program and course entry requirements. Face Validity and Predictive Validity are the first two criteria against which an assessment is evaluated for adoption.

Predictive Validity: Predictive validity asks the question: Does the assessment predict that the student is prepared for entry into a particular course or program?

Guidelines:

1. Applicants to Valemount College may use placement assessment to meet prerequisite requirements toward admission to a course or program.
2. Developing and monitoring quality assurance and consistency of entry level assessment is the responsibility of Valemount College. Decisions about the selection of assessments and cut-off scores are made by the Program Manager in consultation with program staff.
3. Applicants and students will pay a non-refundable fee for Placement Assessment. The fee schedule is posted on the Valemount College website.
4. Placement Assessments are designed so that applicants who do not meet the admission or prerequisite requirements for a program or course can enroll in appropriate upgrading courses.
5. VC will provide information about placement testing including reference materials and referrals to outside agencies.
6. Assessment preparation appointments will normally be required for all applicants seeking assessment to recommend the appropriate placement assessment tool.
7. Normally administration and invigilation of placement assessments and one-on-one placement testing of individuals requiring literacy/Adult Basic Education or English as a Second Language support will be conducted by an outside agency trained to provide these services.
8. Valemount College will work with other BC post-secondary institutions to establish guidelines for reciprocal acceptance of English and Math Assessments.

Placement Assessment Procedures are listed on Appendix H.

CROSS REFERENCE:

Prior Learning Assessment and Recognition policy #3-06