TESTING AND ASSESSMENT

I. PURPOSE

Identifies types of tests offered at Wharton County Junior College Testing Centers, describes procedures for obtaining credit-by-examination, and establishes the parameters for fees charged for testing.

II. DEFINITION

Placement refers to tests administered to obtain information on students meeting course requirements.

III. POLICY

A. The college shall designate which tests shall be utilized for course placement, credit-by-examination, and admissions to programs.

B. The college shall determine which tests require fees and which tests are provided at no charge.

C. Information on test offerings, fees, and prerequisite scores for courses shall be available in college publications and readily accessible to students.

D. No credit-by-examination shall be granted until the student has earned an equivalent number of hours at Wharton County Junior College.

E. No more than sixteen semester hours may be earned by credit-by-examinations in academic transfer courses and no more than twenty-two semester hours in vocational-technical courses.

F. Credit-by-examination may not be acquired in courses in which the student is or has been enrolled for credit or in an academic discipline in which the student has earned credit in a more advanced course except by special permission of the Senior Vice President of Instruction. Students who are enrolled in a class but drop before the 12th class day are eligible to apply for credit-by-examination in that class after taking the appropriate exam.

(POLICY APPROVAL: 8-20-97, Board of Trustees, amended 1-15-08)

IV. PROCEDURES

A. Placement Tests

1. Tests utilized for placement purposes and the cutoff scores for these assessment instruments are reviewed by the Developmental Studies Advisory Committee, and are forwarded to the Senior Vice President of Instruction for final approval.

2. Applications for admission to WCJC must be on file in the Registrar's Office before students register for local placement tests.
3. Fees, testing dates, and refund policies are posted at the Testing Center at each campus and on the college web page. Fees must be paid before students register for tests.

B. Credit-by-Examination

1. A list of courses approved for credit-by-examination is determined each year in time to be included in the College Catalog. Credit-by-examination may be granted through the College Board’s Advanced Placement Examinations, College Level Subject Examination Program (CLEP), or International Baccalaureate Higher Level tests. A grade of “A” in English 1301 may be granted based upon American College Test (ACT) or Scholastic Aptitude Test (SAT) scores. Review of courses begins with the Department Heads, who determine which courses from their departments are appropriate to be offered for credit-by-examination. The final list is officially prepared and approved by the Curriculum and Instruction Committee and the Senior Vice President of Instruction.

2. A signed Petition for Credit Form must be on file in the Registrar's Office to receive course credit granted through credit-by-examination.

C. Fees

1. Recommendations for fees for testing originate with the Testing Coordinator and must be approved by the Dean of Student Services, Senior Vice President of Instruction, the President, and the Board of Trustees.

2. Fees may be paid at any campus business office.

3. Specific fees and detailed procedures are available on the college web site.

4. No refunds are granted unless the examinee notifies the Testing Center at least two working days before the test date.

MAF/FRV
8-20-97
TP/BAM
1-15-08