



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

EI-1 El Paso County Community College District Testing Services **APPROVED:** September 14, 1979 **REVISED:** March 9, 2007
Year of last review: 2021
AUTHORIZING BOARD POLICY: EI

Classification: Administrative
Vice President or Associate Vice President: Vice President of Student and Enrollment Services
Designated contact: Director of College Readiness and Assessment

OBJECTIVE: To outline the variety of testing services provided by the El Paso County Community College District (EPCCCD) Testing Services. These services include General Educational Development (GED) testing, assessment testing for new and returning students, ability to benefit (ATB) testing for financial aid purposes, make up and retesting for credit courses, instructional television course testing, Proficiency Examination testing, national standardized testing, and contractual testing. Operational procedures for all testing related services are maintained in the appropriate area office providing the services.

PROCEDURE: Testing Services operates testing centers at the Valle Verde, Rio Grande, Transmountain, Mission del Paso and Northwest Campuses. The Valle Verde component is a full-service center that offers all testing services listed above. The other testing centers provide primarily new student assessment/placement testing, make-up and retests for on-campus courses, instructional television/distance education course testing, and limited proficiency challenge examinations.

I. GED Testing

- A. Testing Services operates an official GED testing center. The testing center provides comprehensive GED testing services for all eligible adult Texas residents who wish to obtain a Texas Certificate of High School Equivalency.
- B. The testing center will be operated in accordance with the rules and requirements established by the GED Testing Service (GEDTS), Washington, D.C. and the Texas Education Agency (TEA), Austin, Texas. These procedural manuals/guidelines are available for information and review at the GED testing center or online from GEDTS and TEA.
- C. Testing is available on a scheduled basis. Test fees charged will be reasonable and designed to cover the administrative cost of providing these services.
- D. The testing center maintains GED testing records for:
 - 1. All GED testing conducted by EPCCCD since the GED testing center was established in 1974.
 - 2. The University of Texas at El Paso GED testing center (1971 - 1989).
 - 3. The Fort Bliss GED testing center (1977 - 1989).
- E. Since June 1, 1994 the EPCCCD GED Testing Center has utilized the centralized scoring services provided by the University of Texas at Austin Scoring Center (per GEDTS and TEA mandates). The Scoring Center reports test scores to TEA. TEA issues all official Texas Certificates of High School Equivalency upon receipt of passing scores. Once GED test scores are reported to TEA, that office becomes the official record agency for GED tests administered by EPCCCD.

II. Assessment/Placement Testing for New and Returning Students

- A. Testing Services administers academic assessment/placement tests to determine the college readiness skills of students. Test results are used by the student and academic counselors/advisors to determine the most appropriate level of course(s) for the student to begin college studies.

***Note: The word “faculty” denotes instructors, counselors and librarians.**

1. All new students who have no previous college credit must complete assessment testing in reading, writing and math, using standardized test instruments as approved by federal/state/EPCCCD requirements.
 2. Students enrolling in English as a Second Language (ESOL) courses will take an assessment test to determine appropriate placement into ESOL credit courses.
 3. Transfer students who plan to enroll in an EPCCCD reading, writing, math, or Spanish courses must provide documented proof (i.e. transcript or grade slip showing passing grades) that they meet the prerequisites for the courses. Those who cannot provide this information will be required to take the appropriate EPCCCD assessment test(s).
 4. Testing Services may administer other placement tests when determined to be needed and appropriate by EPCCCD academic disciplines or required by federal or state mandates.
- B. Assessment/placement testing is available at all EPCCCD campuses. New students will receive information about what tests are needed during the normal admissions process. Returning students may request testing referrals through the counseling or admissions offices at each campus.
1. Testing fees may apply for specified assessment/placement tests. When a test fee is charged, the fee must be paid prior to receiving a test appointment. Cancellations and rescheduling will be permitted if the student cancels/reschedules prior to the original test date. Test fees are valid for four months from the payment date. Requests for fee refunds for tests not taken within the four months period will be accepted provided the request is made within the four month time period. In the event an individual does not arrive for a scheduled test appointment, the test fee will be forfeited and no refunds will be made.
 2. By receiving a testing appointment, students agree to comply with current testing procedures and policies in effect at the time they come in for testing. Tests will not be administered to any person who does not provide appropriate photo identification prior to testing.
- C. Retests for placement purposes are permitted according to current EPCCCD policy established based upon test publisher requirements, federal/state mandates and/or local EPCCCD guidelines. Information regarding retest policies and procedures will be made readily available to students.
- D. Assessment/placement test scores are valid for two years from test date (unless course pre-requisite scores change). Individuals who do not enroll in, and successfully complete, college courses (at EPCC or another institution) in reading, writing, and math areas within two years of their initial college assessment test will be required to retest using the current EPCCCD college assessment test to ensure an accurate course placement and student success. Older scores should not be used as they may not provide an accurate assessment of the individual's current academic skills.

III. Ability to Benefit (ATB) Testing

- A. Students who wish to apply for Federal Title IV Student Financial Aid, and who do not have a high school diploma, GED or a two year associate degree may take a Department of Education (DOE) approved "ability to benefit" test to facilitate their application for financial aid.
- B. ATB test instruments, passing test scores and actual test administration procedures will be according to federal DOE mandates and test publisher requirements. Retesting policies will be set according to DOE requirements and test publisher guidelines.
- C. ATB testing will be provided only to prospective EPCCCD students. Requests from other educational or service agencies for ATB testing support will be declined due to contractual agreements with test publishers.

IV. Make-up and Re-testing for Credit Courses Meeting On Campus

- A. The Instructor's Testing component of Testing Services provides make-up and retesting on a walk-in basis for on-campus credit courses. Regularly scheduled classroom exams and final exams for entire classes will not be administered in the testing centers. Instructors who are not able to be present for regularly scheduled class/final exams must make arrangements through their Instructional Dean for an alternate instructor to administer the tests to their class during regularly scheduled class time.

- B. Instructors and students using this service agree to comply with current departmental operational procedures in effect District wide. Testing centers do not collect homework, class projects, or issue and receive take-home tests.
- C. Only tests requiring written responses will be administered in the testing centers. No facilities are available for computerized or hands-on testing. Only tests answered on forms that can be machine scored will be scored by testing staff if the instructor provides an answer key. Testing center staff (at the request of the instructor) may score make up and retests and provide the grade to the student if time allows. Testing staff are under no obligation to provide test grade reports to students when doing so would delay service to other students waiting to test during peak times.
- D. Scanning machines are available at the testing center and other designated areas at each campus for instructors' use to scan/grade their course tests. Testing centers do not provide grade scoring services for tests administered in the classroom by the instructor. A variety of scannable answer forms are available for issue to instructors for classroom testing purposes. Answer forms issued to instructors are to be used only for EPCCCD courses (not other institutions).
- E. All testing is on a first-come, first-served basis during published operational hours. No tests will be administered to students who do not present a valid photo identification. To ensure adequate seating for all students who need to take a test, no more than five (5) students per class will be permitted inside the test room at any one time and a single student may not take more than three (3) tests in any one day.
- F. Students should not bring excess personal belongings to the testing center. Cell phones and other communication devices are not permitted in testing rooms. Other personal items brought into the testing center are subject to inspection by testing staff to ensure a secure test environment. A student's refusal of inspection of personal belongings, when requested by testing staff, will result in denial of testing services, and a report made to the instructor of action taken.
- G. Individuals suspected of cheating, using unauthorized materials, or causing a disruption in the testing center will be asked to leave the center, and a report will be made to the instructor and to the EPCCCD Police Department, if appropriate.

V. Alternative Delivery Course Testing

- A. All testing centers provide testing for instructional television and distance education courses. Testing is on a walk-in, first-come, first-served basis during published operational hours at each campus testing center.
- B. Requirements for faculty* and student use are the same as described above for make-up and retesting.

VI. Proficiency Examination Testing

- A. Only Proficiency Examinations requiring written responses can be administered at the testing centers.
- B. Exams are administered on an appointment basis when the student presents an approved application form, photo identification, and proof of payment of the Proficiency Examination fee.

VII. State and National Testing

- A. EPCCCD Testing Services is an approved testing center for a variety of national standardized tests and state/national certification exams. Registration information, test dates, and fee information can be obtained by contacting any testing center.
- B. All national/state certification tests are conducted at the Valle Verde Campus.

VIII. Contracted Testing Services

Testing Services may provide specialized testing support on a contract basis to agencies with specific testing needs. All contracts for specialized testing will comply with current EPCCCD Board policies and College procedures and any state/federal requirements.