



STANDARD OPERATING PROCEDURE

DEPARTMENT:	Assessment Center	TITLE:	ESL Assessment and Orientation
PURPOSE:	ESL and ESL Math Student Assessment/Orientation Process for the Laney College Matriculation		
PROCEDURE:	<p>Step 1: Student must complete CCCApply Online Application</p> <p>Step 2: Students must Schedule Assessment and Orientation appointment. Upon scheduling an Assessment appointment, an online study guide (www.act.org/compass/sample), as well as paper copy is provided to students.</p> <p>Step 3: Student will need to return and is strongly encouraged to be present 15-20 minutes before their scheduled test time. It is also imperative that the student present a valid identification.</p> <p>Step 4: ESL Orientation is approximately one hour and conducted by a general counselor. Results within 24 hours are ready and released to students</p> <p>Step 5: The ESL Testing is in a paper and pencil format. After the completion of the test, an ESL Reader from the ESL Department scores writing sample).</p> <p>Step 6: Students are provided placement scores and referred to the Counseling Department.</p>		



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KEY WORDS

DEFINITIONS AND ABBREVIATIONS

RESOURCES

Last Edits:

Responsible:

Approved by:

Date for Review:

File Ref:

Previous Titles: