



STANDARD OPERATING PROCEDURE

DEPARTMENT:	Assessment Center	TITLE:	New Student Assessment and Orientation
PURPOSE:	Math and English Student Assessment/Orientation Process for the Laney College Matriculation		
PROCEDURE:	<p><u>English and Math Assessment</u></p> <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: Students is introduced to the testing expectations and requirements, followed by a 30 minute video orientation (Outdate – produced in 2000).</p> <p>Step 5: Students are provided placement scores and referred to the Counseling Department.</p> <p><u>ESL and Math</u></p> <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>		



Step 4: ESL Orientation is approximately one hour and conducted by a general counselor. Results within 24 hours are ready and released to students

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).

Step 6: Students are provided placement scores and referred to the Counseling Department.



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DEPARTMENT: Assessment Center	TITLE: New Student Assessment and Orientation
KEY WORDS	
DEFINITIONS AND ABBREVIATIONS	
RESOURCES	
Last Edits:	
Responsible:	Approved by:
Date for Review:	File Ref:
Previous Titles:	