



SAN JUAN COLLEGE

Dual Credit Program

Accuplacer Checklist for SJC Group Dual Credit Testers

SAN JUAN COLLEGE Advising and Counseling Center, (505)566-3404

School/Student Preparation

- Local Educational Agency (LEA) should contact Susan Grimes, grimess@sanjuancollege.edu (505)566-3791 to arrange a testing session.
- Students should preview the Accuplacer practice test for familiarity with test question format, and follow-up with study review where indicated.
<http://sanjuancollege.edu/accuplacer>
- Students should be informed of the Accuplacer retest policy (subject to change):
 - First test session = no charge
 - First challenge test session after 2 week wait period = no charge
 - First challenge test session before 2 week wait period = \$15 paid in advance
 - Second and subsequent challenge test sessions = \$15 paid in advance
- LEA is to provide a list of all students to be tested, minimum 3 business days in advance, preferably one week prior to testing, using the provided template. This list will be used to check for active SJC student accounts and previous Accuplacer scores and to prepare testing materials for each student.

Student list must include:

- Full Name
- Date of Birth
- Course Name(s)

- All new students must turn in a SJC Application for Admission to the SJC Admissions Office, received a minimum of 2 business days before testing, and 5-7 business days during peak times, to allow creation of student accounts. Students will be required to pay the admission application fee (\$5 online or \$10 in person) when applying for admission. A student account must be active in order for Accuplacer scores to download into SJC system and provide course placement.
- All students will be required to know and use their Social Security numbers to take the Accuplacer. The student's Social Security number must match the number used on SJC application for admission and Dual Enrollment forms.

11/18/10

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- ❑ Student must arrive to ACC with the completed and signed Dual Enrollment Form and a current picture ID.
- ❑ LEA must schedule enough time for all student testers to complete the Accuplacer and meet with an advisor to receive their scores. This time will be estimated by the ACC upon receipt of the student list. The minimum recommended time is 2 hours.
- ❑ If a student has met the Accuplacer requirements to register for the requested Dual Credit course(s), the student may proceed to Admissions & Records

SJC Accuplacer Group Dual Credit Testing Preparation

- ❑ Meeting rooms may accommodate up to 30 students.
- ❑ Reserve the testing lab and identify the number of walk-in testers who may be accommodated during the scheduled testing block.
- ❑ Review student list for prior test sessions. The list is to be provided by the school.
- ❑ Schedule minimum 3 staff to set up lab, provide students instructions for taking the assessment, and begin the administration of the Accuplacer.
- ❑ Schedule advisors to go over the results with students immediately following the test.
- ❑ Prepare student intake forms with required test sessions according to LEA list of students and courses.

Test profiles:

- Math Only (Arithmetic, Algebra) = 2 units
 - Reading Only = 1 unit
 - English Only = 1 unit
 - Reading English = 1 unit
 - Complete Battery (Reading, English, Arithmetic, Algebra) = 4 units
- ❑ Following testing:
 - 1) Scores will be printed and downloaded into the student Datatel account.
 - 2) Each student will meet with an advisor to discuss score results.
 - 3) Final group testing spreadsheet report distributed to SJC Dual Credit partners.