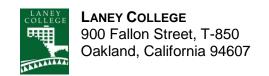


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STANDARD OPERATING PROCEDURE

DEPARTMENT:	Assessment Center	TITLE:	ESL Assessment and Orientation	
PURPOSE:				
ESL and ESL Math Student Assessment/Orientation Process for the Laney College Matriculation				
PROCEDURE:		·	·	

- **Step 1:** Student must complete CCCApply Online Application
- **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.
- **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.
- **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.



SOP Number: Previous SOP: Page 2 of 2

STANDARD OPERATING PROCEDURE

DEPARTMENT:	Assessment Center	TITLE:	ESL Assessment and Orientation	
KEY WORDS				
DEFINITIONS AND ABBREVIATIONS				
RESOURCES				
Last Edits:	T			
Last Edits: Responsible:		Approved by:		
Date for Review:		File Ref:		
Previous Titles:		· - 1		