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STANDARD OPERATING PROCEDURE

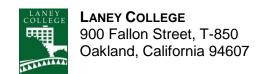
DEPARTMENT:	Assessment Center	TITLE:	New Student Assessment and Orientation
PURPOSE:			
Math and English Matriculation	Student Assessment/Orientation	Process fo	or the Laney College
PROCEDURE:			

English and Math Assessment

- 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:** Students is introduced to the testing expectations and requirements, followed by a 30 minute video orientation (Outdate produced in 2000).
- **Step 5**: Students are provided placement scores and referred to the Counseling Department.

ESL and Math

- **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.

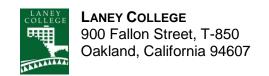


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Step 4: ESL Orientation is approximately one hour and conducted by a general counselor. Results within 24 hours are ready and released to students

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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STANDARD OPERATING PROCEDURE

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