STANDARD OPERATING PROCEDURE

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<tr>
<th>DEPARTMENT:</th>
<th>Assessment Center</th>
<th>TITLE:</th>
<th>New Student Assessment and Orientation</th>
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**PURPOSE:**

Math and English Student Assessment/Orientation Process for the Laney College Matriculation

**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.
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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## KEY WORDS

## DEFINITIONS AND ABBREVIATIONS

## RESOURCES

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Drafted by: N. Orante and B. Montes de Oca_11.30.10