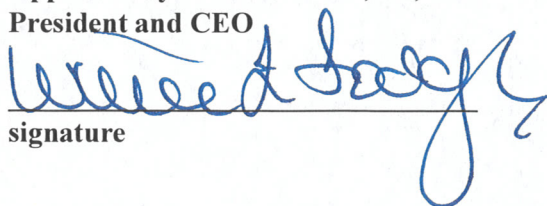




Approved by Willie L. Todd, Jr., Ph.D.  
President and CEO

  
signature

Policy Name: Testing Policy

Policy Number # 03.10.09.02

Date 03.17.2023

Review Date 03.02.2023



## POLICY # 04 (2023) TESTING POLICY

**Policy Title:** Testing Policy

**Policy Type:** Administrative

**Policy Number:** Policy # 03.10.09.02 (2023)

**Legal Authority:** Section 59-53-51 of the 1976 Code of Laws of South Carolina, As Amended

**State Board Policy:**

**Approval Date:**

**Responsible Office:** Academic Affairs

**Responsible Executive:** Vice President of Academic Affairs

**Applies to:** College Community

### POLICY STATEMENT

The intent of this policy is to establish guidelines for prospective students admitted to Denmark Technical College who are required to take the college placement exam. In addition, the policy outlines guidelines on how to evaluate student readiness for college courses utilizing multiple measures.

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## **DEFINITIONS**

*There are no definitions associated with this policy.*

## **CONTACT(S)**

The Vice President of Academic Affairs officially interprets this policy. Additionally, the Vice President of Academic Affairs is responsible for obtaining approval for any revisions as required through the appropriate governance structures. Questions regarding this policy should be directed to the Office of Academic Affairs.

## **STAKEHOLDER(S)**

College community; Academic Champions, Enrollment Management, Dual Enrollment Coordinators

## **POLICY CONTENT**

### **In-person Testing**

In-person testing may only be facilitated at a college instructional site. Testing can only be proctored by college personnel or affiliates who have completed the College Board process for proctors.

Students must consent to and be willing to abide by the following testing guidelines prior to the testing date:

- Register 24 – 48 hours prior to the testing date.
- Arrive on time.
- Prepare to sit for the duration of the test (up to three (3) hours).
- Establish identity through a school ID, driver's license, or passport.
- Ensure a professional environment, behavior, and dress during the testing session.
- Move through your test at a regular pace. Your test will be timed, and you will not be able to go back to previous questions. If time expires, you will be awarded the earned score.
- Do not use a cellular device.
- Alert the proctor immediately if you have any problems during the test.
- Abide by Denmark Technical College's Code of Conduct.

### **Virtual Testing**

Virtual testing will not be facilitated without the use of a virtual monitoring component and a lockdown browser. Kaplan and ATI examinations will use Respondus Monitor's LockDown Browser. ACCUPLACER examination will use College Board's internal lockdown browser.

Students must consent to and be willing to abide by the following testing guidelines prior to the testing date:

- Register 24 - 48 hours prior to the testing date.
- Arrive on time.
- Ensure that the Respondus LockDown Browser application is downloaded to the electronic device.
- Download the Teams application for proctor observation.
- Follow instructions as prompted by the Respondus Monitor set-up sequence
- Prepare to sit for the duration of the test (up to three (3) hours).
- Establish identity through a school ID, driver's license, or passport.
- Select an environment that is well-lit, quiet, and clear of all items, including papers, electronics (including smartwatches), or any items that could be misconstrued to be test aids.
- Ensure the location has a strong internet connection.
- Ensure no other person is present in the testing area.
- Ensure a professional environment, behavior, and dress during the testing session.
- Perform a 360-degree view of the testing environment, including the desktop area
- Keep your face visible on the camera at all times.
- Move through your test at a regular pace. Your test will be timed, and you will not be able to go back to previous questions. If time expires, you will be awarded the earned score.
- Do not use a cellular device.
- Alert the proctor immediately if you have any problems during the test.
- Abide by Denmark Technical College's Code of Conduct.

Failure to abide by the above criteria will render the test void. Virtual testing guidelines are the same as in-person guidelines. Students will only be allowed to test three (3) times within a semester.

### **Multiple Measures**

Applicants admitted to Denmark Technical College may be required to take the college placement exam (College Board ACCUPLACER).

**Multiple Measure One:** Applicants can request that their high school transcript be evaluated in lieu of taking the placement test to establish eligibility for placement into certain courses or to be placed at the proper level of study.

High School transcripts will be evaluated based on the following:



| High School Course   | Grade               | College Course                       |
|--|---------------------|--------------------------------------|
| ENG IV   | Grade: 80 or higher | ENG 101                              |
| Algebra I, II, II or higher mathematics                                | Grade: 80 or higher | MAT 155                              |
| Psychology <b>OR</b><br>Western Civilization <b>OR</b><br>U.S. History | Grade: 80 or higher | PSY 201<br><b>Any history course</b> |

**Multiple Measure Two:** Applicants can provide their SAT or ACT scores to determine college course readiness. If the student meets the minimum score requirements, the scores will be accepted in lieu of the placement exam.

**Multiple Measure Three:** Applicants must meet the minimum requirements on the college placement exam.

Applicants who do not have high school credential or its equivalent must take a Department of Education-approved entrance exam to be considered for Title IV funding through (College Board ACCUPLACER) Ability to Benefit.

#### **TITLE: POLICY CONTENTS PUBLICATION**

The policy will be widely distributed to the College community. To ensure timely publication and distribution thereof, the Vice President of Academic Affairs will make every effort to:

- Communicate the policy in writing, electronically, or otherwise to the College community, including current and prospective students, within fourteen (14) days of approval;
- Submit this policy for inclusion in the Policy Library within fourteen (14) days of approval;
- Post the policy on the College's webpage and all other related web pages, in the student handbook, and the College catalog; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary.

#### **REVIEW SCHEDULE**

- Next Scheduled Review: 02.20.2026
- Approval by, date: Area Commissioners, N/A
- Revision History: None
- Supersedes: Interim Policy 04 (2020) Coronavirus (COVID-19) Virtual Testing

## **RELATED DOCUMENTS**

*There are no related documents associated with this policy.*

## **FORMS**

*There are no forms associated with this policy.*