



## Coastline Community College Assessment Center

### **Math and English Placement Policies and Procedures**

- Students **must remain in the testing room** during the exam.
- Students must leave their cell phones in the car or check them in at the Assessment Center front desk.
- We will check your record to verify if you are able to test here today.
- Pencil & Paper are allowed with the math placement exam and will be collected at the end of the exam. An on-screen calculator will appear for certain math problems during the computerized Accuplacer math placement exam, however **HAND-HELD CALCULATORS ARE NOT ALLOWED.**
- Aids (i.e. paper/pencil, electronic devices, etc.) are not permitted with the English Placement exam.
- You are not allowed to open any internet browsers during exams. If you are caught doing so, you will be asked to stop your testing. A report will be submitted to the Disciplinary Administrator.
- If you are feeling ill, unprepared, or have other extenuating circumstances that may cause you to place at a lower level than expected you are advised to reschedule your test for another time. You will not be allowed to retake the test within a 7-day period. **No exceptions will be made.**
- **Food and drinks are not allowed** in the testing area with the exception of bottled water.
- Students are not allowed to communicate with others during the exam with the exception of the Assessment Center staff.
- Backpacks and purses, as well as all other electronic devices and unauthorized study aids must be stored in lockers.
- The testing area is monitored by remote cameras. All activities in the testing area are recorded.
- Due to shortage of resources and periods of heavy traffic, “time warnings” such as 5 or 10 minutes warnings will not be provided.

### **Coastline Placement Test Re-take Policy**

Students are allowed a second (2<sup>nd</sup>) attempt on the English and Math Placement Tests after a minimum of one week (7 days) from the first attempt.

A third (3<sup>rd</sup>) attempt may occur three (3) months after the date of the second attempt along with proof of participating in an appropriate intervention (e.g. tutoring, assessment academy, etc.) as determined by the Assessment Center in conjunction with the Student Success Coordinator.

All test results are valid for two (2) years from the original test date.