

PALO ALTO COLLEGE
COLLEGE PROCEDURE

Procedure Number: S 7.1
Procedure Title: Assessment & Placement Testing
Relevant Board Policy: [F.2.1 Student Enrollment Requirements](#)
Originating Unit: Assessment/Testing Center
Maintenance Unit: Vice President of Student Success

I. Purpose: To provide fair and accurate educational skills placement assessment and Texas Success Initiative services to all students.

II. Procedure Statement: Student Assessment and Test Center Process

A. [Texas Success Initiative \(TSI\) Assessment](#)

1. The Texas Success Initiative (TSI) Assessment is a state mandated test designed to determine a student's college readiness in the areas of writing, reading, and mathematics.
2. TSI assessment became mandated for all first time in college students in the Fall of 2013. Only those meeting exemptions or Waivers under the [Texas Administrative Code 4.54](#) are not required but recommended to test.
3. [Common Entry Requirements](#) can be found in the catalog.

B. New Students

1. Students inquire of their need to take a placement exam as advised by a Welcome Center staff member.
2. Student signs in Who's Next.
3. Staff determines college readiness via provided transcripts (high school, AP, ACT, SAT, TSI) and has assessment staff verify readiness or need to test.
4. Staff directs students to pay the required site fee in person at the Business Office or online through the Virtual Business Office. After payment is made, student returns to or calls Testing Center and submits a receipt number for an appointment upon confirmation that Alamo Enroll is complete.
5. Staff lifts TSI hold once student has tested in all 3 areas or is deemed exempt and indicates on SPACMNT in Banner that student has met T.S.I compliance.
6. Staff provides post assessment advising which includes N.S.O. (New Student Orientation) and/or Refresher Registration.

C. Returning and transfer students

1. Students inquire of their need to take a portion of their placement exam or need to have coursework or previous scores input to Banner.
2. Student signs in to Who's Next.
3. If transfer student, staff determines college readiness via provided transcripts (college, AP, ACT, SAT, TSI) and has assessment staff verify readiness or need to test. If returning student, staff verifies on Banner that TSI requirements are on file (SOATEST, SZATXSI) and determine placement.
4. If testing is required, staff directs students to pay the required site fee in person at the Business Office, or online through the Virtual Business Office.
5. After payment is made, student returns to or calls Testing Center and submits a receipt number for an appointment upon confirmation that Alamo Enroll is complete.
6. Staff lifts TSI hold once student has tested in all 3 areas or is deemed exempt and indicates on SPACMNT that student has met T.S.I. requirements.
7. Staff provides post assessment advising to include N.S.O. registration.

Issued: February 7, 2011

Approved: Ana M. Guzman
President

Revised: May 26, 2017

Approved: (Signed Dr. Mike Flores)
President