**Policy Statement:**
To facilitate student success in coursework, the college establishes and follows procedures to assess students for placement into appropriate courses that match the student’s proficiency in reading, writing and mathematics with academic requirements of the curriculum.

**Procedure:**
In accordance with the North Carolina State Board of Community Colleges Testing Policy, Durham Technical Community College uses the North Carolina Diagnostic Assessment and Placement (NCDAP) test to assess students’ college readiness in reading, writing and mathematics.

Determination of readiness for NCDAP will be based on a series of questions. With the exception of high school students testing to enroll in Career and College Promise, all students are expected to answer these questions:

1. Is US English your first language?
2. Did you graduate from a US high school? If not,
   - Are you currently enrolled in a US high school?
   - Did you receive your High School Equivalency in the US?
   - Did you receive your diploma from or are you currently enrolled in the Adult High School program at Durham Tech?

If the student answers “Yes” to the questions 1 and 2 above, they will take the NCDAP test. If the student answers “No” to questions 1 and/or 2 above, they will take the ACCUPLACER ESL test.

Students requesting access to special test formats must follow the [Steps for Students Requesting Disability Services](http://www.durhamtech.edu/policiesprocedures/placementtesting.htm) to determine and secure appropriate testing accommodations.

**NCDAP Test**
Students take the NCDAP placement test. A student may retest if their previous placement test scores are over five years old. Within the five-year limit, students may take the NCDAP if they previously tested with a different testing instrument. A student may retest once on the NCDAP-Math if they earn a score of 6 on a module. A student may retest once on the NCDAP-Reading/English within a 12-month period; however, priority is given to first-time testers.

Students who have been approved for accommodations through disability services may access special formats of the NCDAP exam including braille, large font, audio CD and paper and pencil.

Prior to initial NCDAP testing, students must sign a waiver acknowledging their understanding of the NCDAP retest policy. The waiver will outline test preparation resources and students will attest that they are aware that they should study prior to taking the exam.
If a student who scores within the retest range wishes to retest, testing center staff will verify the student’s number of test attempts and score(s) prior to administering the test.

**ACCUPLACER ESL Test**

Those students taking the ACCUPLACER ESL test in the areas of listening, reading skills, language use and sentence meaning must meet with the Director of Academic EFL (or designee) who will evaluate their placement test scores and conduct personal interviews.

Students cannot re-test in any area of the ACCUPLACER ESL placement test unless they have met with and received permission from the Director of Academic EFL (or designee).

During the interview to assess the placement test scores, the director (or designee) may request a writing sample in order to accurately determine skill level.

Students will be placed into the appropriate Academic EFL reading and writing course (with the possibility of an additional listening/speaking class based on their listening score).

Students who place in Levels 3 and 4 will be directed to take the NCDAP test in mathematics. Students in Levels 1 and 2 of EFL courses in reading and writing should not take the NCDAP test in mathematics unless they have received permission from the Director of Academic EFL (or designee).

Those students whose ACCUPLACER ESL placement test scores and interview results indicate that they meet the skill level criteria in language will be directed to take the NCDAP tests in reading, writing and mathematics.

- If students score a composite of 151 or above on the NCDAP test as it relates to reading/writing prerequisites, then they will place into ENG 111.
- If students earn a composite score of 150 or below on the NCDAP test in reading/writing, then they will be placed into the appropriate EFL course(s) based on the interview and the test scores on NCDAP.

**Background/Purpose/Definitions:**

Beginning March 15, 2014, Durham Tech began offering the NCDAP exam for math course placement, as required by system office guidelines. Beginning April 1, 2015, Durham Tech implemented the NCDAP exam for English and reading placement.

Delivering NCDAP will demand additional financial, human and physical resources in the testing center, specifically:

- NCDAP will cost more per student than the COMPASS exam ($5.32 and $5.01, respectively)
- Over the past two years, 1,868 students have retested on the COMPASS exam (771 math, 515 reading, 582 writing), which cost the center approximately $3000. This cost will increase due to higher cost per test unit.
- NCDAP will take students significantly longer to complete (average test time of 4-5 hours, as compared to 1.75 hours with the COMPASS). Longer test times limit the number of students the center can accommodate at any given time.

The proposed testing policies and procedures will ensure that students are directed to prepare for placement ahead of time and restrict retesting to ensure the testing center can meet the testing capacity demands and function within the limits of its annual budget. Ultimately, the purpose of the placement testing and retest policies serves to ensure that all new students have access to placement testing in a timely, cost-efficient manner.
Beginning in the Spring 2015 semester, Durham Tech began offering the complete program of Academic EFL classes in order to facilitate subsequent language speakers' success at Durham Tech. In order to properly place these students, the ACCUPLACER ESL test has to be given to all of these students for consistency and accuracy of placement.

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<td>College Council or Committee</td>
<td>NA</td>
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