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SELKIRK COLLEGE POLICY: 8600 OldB3003.3
REFERENCE: PRE-ADMISSION BASIC SKILLS ASSESSMENT
ADMINISTRATIVE RESPONSIBILITY: DEAN, OF STUDENT DEVELOPMENT/REGISTRAR
POLICY:

Applicants to all Selkirk College programs will be required to complete designated tests of basic skills in reading, writing, and mathematics prior to admission as part of the application process. This process will enable the College to provide advisory information about applicants' demonstrated level of preparedness to meet the academic skill demands of the program to which they are applying.

Normally, applicants whose skills are demonstrated to be below the success level(s) determined for a given program will be advised to upgrade or otherwise work to develop the skills needed. Scores on these tests will not affect his/her eligibility for admission to that program.

Notwithstanding the above, some programs, subject to approval by the Registrar, may elect to use test results to determine the applicants' eligibility for admissions to that program. In such instances minimum scores will be clearly publicized.

PURPOSES:

The purposes of this policy are to: promote student success; identify those who may be at-risk for failure; and reduce student attrition. This will be accomplished by ensuring that applicants are prepared for the level of academic skills demanded in the program to which they are applying. This process is intended to provide information to assist prospective students in making appropriate, informed decisions about their education plans.

PROCEDURES:

Following receipt of their application, applicants to all programs will be informed that they are required to complete tests designated by the College either in an on-site session or by completing a mail-out test package. Applicants will be directed to register for an on-site session, or to provide the name and address of an appropriate test supervisor to whom the test package can be mailed.

1. The tests should be taken as early as is feasible so that the applicant has time to make a decision regarding the information provided by his/her test results.

While applicants should wait to take the tests until pre-requisite high school (or equivalent) courses are completed, they do not need to wait until grades are received.

2. Tests to be designated for the purpose of assessing applicants' basic skills will be selected to provide the fairest, most reliable measures of basic skills possible in a group-administered standardized test format. Where possible, the test to be used will be normed on populations which include Canadian post-secondary in a large norming sample of entry level students of all ages and educational backgrounds. In keeping with best practices in assessment, tests which provide the least restrictive conditions in terms of time limits will be selected.
3. Tests may be re-taken if circumstances indicate the need, e.g., due to the applicant's illness at the time of the first tests, or other circumstances.
4. Appropriate accommodations in test-taking will be provided, whenever possible, upon advance request and provision of documentation.

5. Applicants will be provided results of their test scores, including interpretation and recommendations, as soon as possible after their testing is completed.
6. Applicants=test results will be released within the College to the following recipients:
 - a. Admissions Officer will receive confirmation of completion only;
 - b. Students who fall below the 30th percentile in reading comprehension, sentence skills, or basic arithmetic will be advised that they are at risk.
 - c. The relevant program school chair, admissions officer, and appropriate Student Access and Support staff will be forwarded a confidential photocopy of the test results as a heads up to let them know of the risk potential for the student.
 - d. Learning Assistance Instructors, to enable them to address the applicants=instructional needs should they seek service after admission;
 - e. Other service providers, to enable them to collaborate in planning appropriate programs or services for applicants who demonstrate special needs.
7. The confidentiality of applicants=test results will be protected according to the relevant Freedom of Information/Protection of Privacy guidelines. No test results will be released to any person, ministry, or agency outside the College without the written release of the applicant or student.

EXEMPTIONS

It is recognized that some students have demonstrated proficiency in basic skills by recent course completion. One or more of the following exemptions may apply to students who are requesting admission to Selkirk College:

Individuals who have achieved a letter grade of A^B or higher in BC Principles of Math 11 (or equivalent) or a letter grade of A^B or higher in BC Principles of Math 12 (or equivalent) where required are exempt from completing the math component of the Pre-Admission Basic Skills Assessment provided the course was completed within the last two years.

Individuals who have achieved a letter grade of A^B or higher in BC English 12 or equivalent (i.e., upgrading courses such as English 51) are exempt from completing the English component of the Pre-Admission Basic Skills Assessment (i.e., Reading Comprehension and Sentence Skills) provided the course was completed within the last two years.

A minimum B grade in a higher level course, such as a university transfer course in the same subject may be used in lieu of each course above.

Exemption to the English component of the Pre-Admission Basic Skills Assessment is granted to individuals who have achieved a Level V essay score on the Language Proficiency Index Test provided such results were achieved within the last two years.

INTERNAL CIRCULATION:	2005-05-25
PRC RECOMMENDATION:	2005-08-29
EDOCO:	2005-09-13
POLICY CIRCULATION:	2005-09-22