SVCC Placement Guide

UNDERSTANDING PLACEMENT

Placement Strategy

Students must consult with an Admissions Representative to determine whether placement testing is required or recommended. Placement requirements vary based on prior high school or college coursework, individual course grades, and records on file at SVCC. All available valid placement measures will be reviewed, and the highest qualifying placement will be used.

Students planning to use ACT, SAT, or GED scores, or high school or college transcripts to meet SVCC placement requirements must provide official documentation. Official records must be sent directly to Admissions & Records. Students with earned college credit are also required to complete a *Transcript Evaluation Form*, available through Admissions & Records.

Course Enrollment and Progression

When enrolling in an initial Math or English/Language Arts course, or in any course with a required Math or English/Language Arts proficiency level, students may register for the course indicated by their highest valid placement measure. To advance to the next course level, students must earn a grade of "C" or higher.

Please note that some courses recommended or required based on placement results may be developmental in nature and do not carry academic credit.

MULTIPLE PLACEMENT MEASURES

Sauk Valley Community College is committed to placing students in courses that align with their academic preparation in order to support success in both current coursework and future studies. To achieve this goal, the College uses a multiple-measures placement process that provides students with several ways to demonstrate college readiness.

Student placement is determined by reviewing all valid measures on file, with each measure considered independently. Placement options include:

- **ACT scores:** Individual English and/or Mathematics scores

- **SAT scores:** Evidence-Based Reading and Writing and/or Math scores

- **College credit:** Coursework previously completed at Sauk Valley Community College or any accredited college or university

- **High school transcripts:** Individual course grades and/or state-approved transitional courses

- **GED scores:** Reasoning Through Language Arts and/or Mathematical Reasoning

SVCC Placement Tests
ACCUPLACER Math and ACCUPLACER Reading and WritePlacer (when required) are used when none of the measures listed above are available or when they are no longer valid. Students who have valid placement measures and wish to improve their placement may choose to take one or more SVCC placement tests. In all cases, the highest qualifying course level will be used for placement.

TEST SCORE VALIDITY TIMEFRAME

Test scores expire at various rates. See the table below to determine how long particular scores are valid.

Test Score Validity Timeframe	
High School Unweighted Final GPA	3 Years
High School Course Completion	3 Years*
College Course Completion	No Expiration
ACT	3 Years
SAT	3 Years
Accuplacer (English)	3 Years
Accuplacer (Math)	3 Years
GED Scores	3 Years
Transitional Math	18 Months**
Transitional ELA	3 years**

*High school coursework (including unweighted CGPA) may be used to fulfill prerequisites in mathematics if no more than three years have passed between high school graduation and college registration; if more than 3 years have passed, it is expected that students will retest.
**From high school graduation to enrollment.

GETTING STARTED WITH ACCUPLACER

1. **COMPLETE AN SVCC STUDENT INFORMATION FORM**
   Complete an SVCC Student Information Form and obtain your SVCC Student ID Number. Forms are available at the College website at svcc.edu/apply [Apply Now].

2. **DETERMINE PLACEMENT**

    Meet with an Admissions Specialist to discuss placement testing requirements. Course placement for English and math is determined through multiple valid measures, including: ACT scores, SAT scores, GED Scores, High School transcripts, and/or college transcripts; send official transcripts to Admissions & Records. Accuplacer placement test scores are used if the above are not available, valid, or the student is attempting to improve placement options.

3. **PREPARE**

    Create an account at **https://practice.accuplacer.org/register** to access FREE practice tests and sample math, reading comprehension questions, and English writing prompts. Additional Study **Resources** can be accessed at **PREPARE**.

    ACCUPLACER MATH

    The ACCUPLACER Math placement consists of 20 computer-adaptive, multiple-choice questions. Question difficulty adjusts based on each response, so careful selection is important. There are three exams, increasing in difficulty:
    1. Arithmetic
    2. Quantitative Reasoning, Algebra, and Statistics (QAS)
    3. Advanced Algebra and Functions (AAF)

    Students with at least one year of Algebra begin with the QAS exam; others begin with Arithmetic. Based on performance, students may advance to the next exam.

    ACCUPLACER READING/WRITEPLACER

    The ACCUPLACER Reading test consists of 20 computer-adaptive, multiple-choice questions that assess comprehension of prose texts and understanding of words and phrases in context. Students who score 237 or higher are required to take the WritePlacer test for course placement.

    The ACCUPLACER WritePlacer test requires a 300-600-word essay in response to an opinion-based prompt. Essays are scored on organization, development and support of ideas, clarity of expression, and grammatical accuracy.

    Sample Writing Prompt:

    Are we free to make our own decisions or are we limited in the choices we can make?

    Students are strongly encouraged to review practice materials prior to their appointment. Visit the **ACCUPLACER Practice Portal** to access free sample questions for Math and Reading, as well as WritePlacer writing prompts.

    ## ACCOMMODATIONS

    Students will need to provide qualifying documentation to be considered for

accommodated testing. Each case will be evaluated on an individual basis. Students should make an appointment with the Director of Disability Support Services (DSS) at (815) 835-6220 prior to scheduling placement testing and/or enrollment.

4. **SCHEDULE YOUR APPOINTMENT**

Access to the test scheduling system is provided following a consultation with an Admissions Representative or Academic Advisor. For inquiries or assistance with scheduling, students are encouraged to contact the Testing Center by calling **(815) 835-6530** or emailing **testing@svcc.edu**.

5. **TAKE THE PLACEMENT EXAM/S**

A valid photo ID must be presented before taking a test. There are no time limit restrictions when taking Placement tests. A calculator is embedded in the Math Placement Test. No other calculators or electronic devices are allowed during testing. Score reports are generated immediately upon completion. The 1st attempt is free. One retake is allowed per annual year up to the 3 valid score maximum. If eligible, a $25 retake fee must be paid in the Testing Center or Business Services prior to 3rd attempt.

College Board/Accuplacer Identification Requirements
Acceptable forms of photo identification include:

A current military ID	A college ID
A current driver's license	A tribal ID card
A state-approved ID	A current state or federal ID card
A current passport	Middle or high school ID
A naturalization card or certificate of citizenship, or a completed **Student ID Form**.	

College Board Policy: Photocopies of IDs are not allowed.

Note: If a high school student does not have a physical high school ID, they may log in to their official school account to display their student profile, which must include a photo and their legal name. This may be accepted only if the student does not have one of the approved physical forms of identification listed above.

ACCUPLACER Retake Policy
Students are permitted to retake the ACCUPLACER exam once per calendar year. A retake limit is established when a student has three active placement scores on file for a specific test.
- **First Retake:** Provided at no cost.

- **Second Retake:** Subject to a $25 fee, payable at the Testing Center or Business Office.

- **Fee Waiver:** The retake fee is waived only if three years have passed since the student's last test date and the original scores are no longer valid.

6. **ACCESS YOUR ACCUPLACER SCORE REPORT**
   Retrieve your official score reports from the **ACCUPLACER Student Portal** ACCUPLACER Student Portal. When prompted to enter your Student ID, you must include the "@" symbol (e.g., @123456) for the system to recognize your account.

WHAT TO DO AFTER YOU TAKE YOUR PLACEMENT EXAMS

1. **Access Your Score Report**
   Use the Accuplacer student portal to view and print your score report.

2. **Apply for Financial Assistance**
   Students are encouraged to apply for financial aid, scholarships and /or veterans benefits as early as possible. Contact Financial Assistance at (815)835-6339 or visit **svcc.edu/finaid**.

3. **Schedule a Meeting with an Academic Advisor**
   Students meet with an academic advisor to discuss career plans, review their placement options, and select classes for the upcoming semester. To schedule an appointment, call (815)835-6354 or visit **svcc.edu/appointments**.

4. **Register for Classes**
   Contact the Admissions & Records Office at (815)835-6297 for enrollment assistance. Students should review the "New Student Checklist at **svcc.edu/future/get-started**.

5. **Pay Tuition & Fees**
   Students may pay Tuition and Fees through the Business Office by check, credit card, or other payment options online at **https://www.svcc.edu/students/business-office/payment-options.html**.

   *Students granted financial aid should contact Financial Assistance at 815-835-6339 before making payments.

6. **Attend New Student Orientation**
   You will register for a new student orientation session when meeting with your Academic Advisor to register for classes.

7. **Access Books and Supplies**
   Learn about the Sauk Ready textbook program at Sauk Ready and visit **svcc.edu/bookstore** to view items available through the SVCC bookstore.

Privacy

Sauk Valley Community College complies with the Family Educational Rights and Privacy Act (FERPA). This federal law protects the privacy of student education records, grants students the right to inspect and review their records, and establishes procedures for correcting inaccurate or misleading information through formal and informal processes. For questions about FERPA or to request a copy of the Act, contact the Registrar in the Student Services Center at 815.835.6378.

Nondiscrimination Statement

Sauk Valley Community College is committed to providing equal opportunity and affirmative action in education and employment for qualified individuals. The College does not discriminate on the basis of race, color, religion, national origin, ancestry, age, gender, marital status, disability, military status, or unfavorable discharge from military service.

Questions or complaints regarding this policy or concerns related to discrimination may be directed to the Director of Human Resources, Sauk Valley Community College, 173 IL Route 2, Dixon, IL 61021, 815.835.6291.