Flowchart for Counselors
SACRAMENTO CITY COLLEGE
ESL PLACEMENT TEST
RETESTING AND RECENCY

Student who took the ESL placement test (Compass *+ Essay*) <u>on or after 7/18/11 (GROUP A)</u>

Students took ESL placement test (Accuplacer *+ Essay*) <u>before 7/18/11 (GROUP B)</u>

Students NOT YET enrolled in ESL classes must wait 2 years for retest.
They should begin coursework according to their placement as soon as possible.

If students have begun to take classes in one skill area—grammar, listening/speaking, reading, or writing—within the last two years (as reflected in their transcripts), they do not need to retest to enter other skill areas. We will accept their placement in other skill areas even if it is older than two years.
If they wish to retest after beginning classes, they must fill out a challenge form, which is available at the Language and Literature Division office (RHS 226). If a student needs help filling out the form, **he/she can get help from a counselor, but must then take the form to the ESL Dept. Chair for approval.**

If students wish to retest sooner and have one of the RARE EXCEPTIONS listed below, they must fill out a challenge form, which is available in the Language and Literature Division office (RHS 226). If students need help filling out the form, **they can get help from a counselor, but must then take the form to the ESL Dept. Chair for approval.**
Exceptions:

- Students fell ill during the test and provide a note/certificate from their physician or campus nurse.
- Students have been working or studying in an English-speaking environment (not enrolled in ESL here) since their previous test. They must provide a written description of how the job/class(es) and responsibilities have improved their English.
- Other (as listed in the challenge form).

Students may take the new placement test (COMPASS) once and then they may not retest again for 2 years.

Once the students test, they must follow the policy for <u>Group A</u>.

NOTE: The ESL Department accepts ESL placement results from other LRCCD colleges as follows. Please remember that the two-year recency policy applies to these placement results too:

ARC = 2 years
CRC = since January 2011
FLC = since May 2011

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