



## **Rowan College of South Jersey**

Administrative Procedure: 8105

### **PLACEMENT TESTING, FOUNDATION COURSES, AND TESTING EXEMPTIONS**

#### **Placement Testing**

The College provides a welcoming environment and secure testing services for its students as well as the surrounding community.

After students receive notification of acceptance to the College, they are required to take the College's placement test, the Accuplacer, or provide proof of exemption. The placement test is administered in the Testing Center on the Cumberland and Gloucester campuses and can also be issued remotely. Testing schedules can be found on each of the Testing Center websites. The exam can be scheduled online, in-person, or by telephone. Tests are given in compliance with the National College Testing Association (NCTA) Professional Standards and Guidelines. A photo ID is required for all tests. Cell phones and any other electronic devices are not permitted while taking tests.

College students whose placement scores fall below college level in one or more skill area(s) (English, reading, or mathematics), are eligible to retake each skill test only **one** time, with an administrative fee per section, before enrolling in a corresponding educational foundation/brush up course. However, once the student has attended a class in a specific educational foundation/brush up course (English, reading, or mathematics), the student forfeits the opportunity to retake an exam in that specific skill area.

Students with documented learning or physical disabilities that prevent them from taking the placement test under standard conditions may request special accommodation and administration of the test to meet their needs. Please contact the Department of Special Services on the Cumberland campus at 856-691-8600 ext. 1282 or on the Gloucester campus at 856-415-2265.

Students will be provided a copy of the score report and information on course placement prior to leaving the respective Testing Center. Academic Advisors will use the course placement when advising students on course selection.

## Educational Foundation Courses (Basic Skills)

Educational foundations courses exist in the areas of English, reading, and mathematics. Students must complete the required foundation courses prior to enrolling in college-level courses. On the Cumberland campus, students are required to pass MA091, or the MA091 Brush up, before they may attempt to take the MA094 Brush up.

## Exemptions from Testing

In order to be exempt from testing, a student must meet one of the following criteria:

- A transfer student who has successfully completed both college-level English and college-level mathematics with a grade of “C” or better;
- A student who provided the Test Center the placement test scores administered at another institution to comply with the College’s admission and placement requirements. If the student completed any developmental courses as a result of the test, he/she must submit a copy of the transcript showing a grade of “C” or better from the other institution to the Office of Admissions. The student who requires remediation, but did not complete the remediation, will be placed according to the results of the placement test or the student may choose to retest at RCSJ;
- A student with an Associate Degree or higher from an accredited institution who submitted an official transcript to the Office of Admissions. If college-level writing and mathematics are omitted from the transcript, the exemption will be considered on a case-by-case basis;
- A student age sixty or older who submits verification of age to the appropriate department (Enrollment Services on the Cumberland campus or the Office of Admissions on the Gloucester Campus). The student must meet all required course prerequisites for course enrollment. **Please note: this exemption is not applicable to Selective Admissions applicants.**
- A student who completed basic training in any branch of the military and provides the Office of Admissions with a DD-214 showing an honorable discharge;
- A visiting student (non-matriculated, attending a two- or four-year institution on a full-time basis) who completed the required course prerequisites; or
- A student who exceeded a predetermined score on acceptable standardized tests (i.e. ACT, PARCC/NJSLA, PSAT, SAT). The student must provide official proof of the test scores to the appropriate department (the Testing Center on the Cumberland campus or the Office of Admissions on the Gloucester campus). Test scores may be provided on the official high school transcript, official test scores report, received electronically directly from high school guidance office, or directly from the standardized test publisher(s).

Note: Exemptions are determined based on the evaluation of official college documents; i.e., transcripts or grade report and letter of verification from a college official. Exemption validation will permit the student to register for college-level courses. Exceptions will be handled on a case-by-case basis.

For more information, please contact the appropriate Testing Center:

- **Cumberland Campus**

Web: [www.rcsj.edu/testing/Cumberland](http://www.rcsj.edu/testing/Cumberland)  
Email: [testing@cc.rcsj.edu](mailto:testing@cc.rcsj.edu)  
Phone: 856-691-8600, ext. 1300  
Location: Enrollment & Student Services Center

- **Gloucester Campus**

Web: [www.rcsj.edu/testing/Gloucester](http://www.rcsj.edu/testing/Gloucester)  
Email: [SSC@rcsj.edu](mailto:SSC@rcsj.edu)  
Phone: 856-415-2268  
Location: Student Services building, 2<sup>nd</sup> floor

Area: Student Services  
Approved: 07/01/19  
Revised: 06/08/21

President's Authorization: \_\_\_\_\_



References:

Rowan College of South Jersey Board of Trustees Policy Manual, *8105 Placement Testing, Foundation Courses, and Testing Exemptions*; and *8107 Testing Services*