

# PLACEMENT SCORES

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## REVISION HISTORY

Version	Date	Name	Description
1.0	2/11/16	Bracken	Final

## INTRODUCTION AND PURPOSE

UCR has placement scores for the University Writing Program, Academic Resource Center for Math, Foreign Languages and Chemistry.

## RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

### *Analytical Writing Placement Exam*

636. *University of California Entry Level Writing Requirement (Am 19 Feb 2004; Am Jan 2008)*

- A. University of California Entry Level Writing Requirement is a reading and writing proficiency requirement. Each student must be able to understand and to respond adequately to written material typical of reading assignments in freshman courses. This ability must be demonstrated in student writing that communicates effectively to University faculty. (Am 30 Nov 83; Am 23 May 96; Am 19 Feb 2004)
- B. There are three ways a student may satisfy the University of California Entry Level Writing Requirement prior to enrollment at the University of California: by passing the University of California Analytical Writing Placement Examination, by attaining an acceptable score on another approved test of Writing, or by earning at least 3 semester credits or 4 quarter units of transferable college credit in English composition. (Am 19 Feb 2004; Am 30 Jan 2008)

### *Foreign Language*

R4 *Foreign Language Credit (En 20 Apr 71)*

R4.1 A student continuing studies of a foreign language undertaken in high school may receive credit for University language courses in that language starting at the course level for which he qualifies according to departmental (foreign language) placement procedures. For example, if a student matriculates with three years of high school French, he may take French 1, 2, or 3 for credit subject to the advice given him on the basis of the results of the departmental placement procedures.

R4.2 After a student has received credit for a foreign language or literature course, he may not receive credit for any less advanced lower division language course in that language. For example, no student may receive credit for German 1, 2, or 3 after he has successfully completed German 4. (En 1 Jun 71)

### *Mathematics Advisory Exam (MAE)*

The Mathematics Advisory Exam is used by UCR to assess student readiness for University work and to determine the appropriate course placement in Mathematics. Students must satisfy placement requirements before registering for this subject at UCR. Examination results are used for advising and placement purposes only; unit credit cannot be earned with these exams.

## IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar's Office
2. University Writing Program
3. Academic Resource Center
4. Foreign Language Department
5. Advisors
6. C&C

## BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Banner Training ([bannersbx.ucr.edu](http://bannersbx.ucr.edu)) to follow along.

## FORMS

The forms listed below are covered in this training.

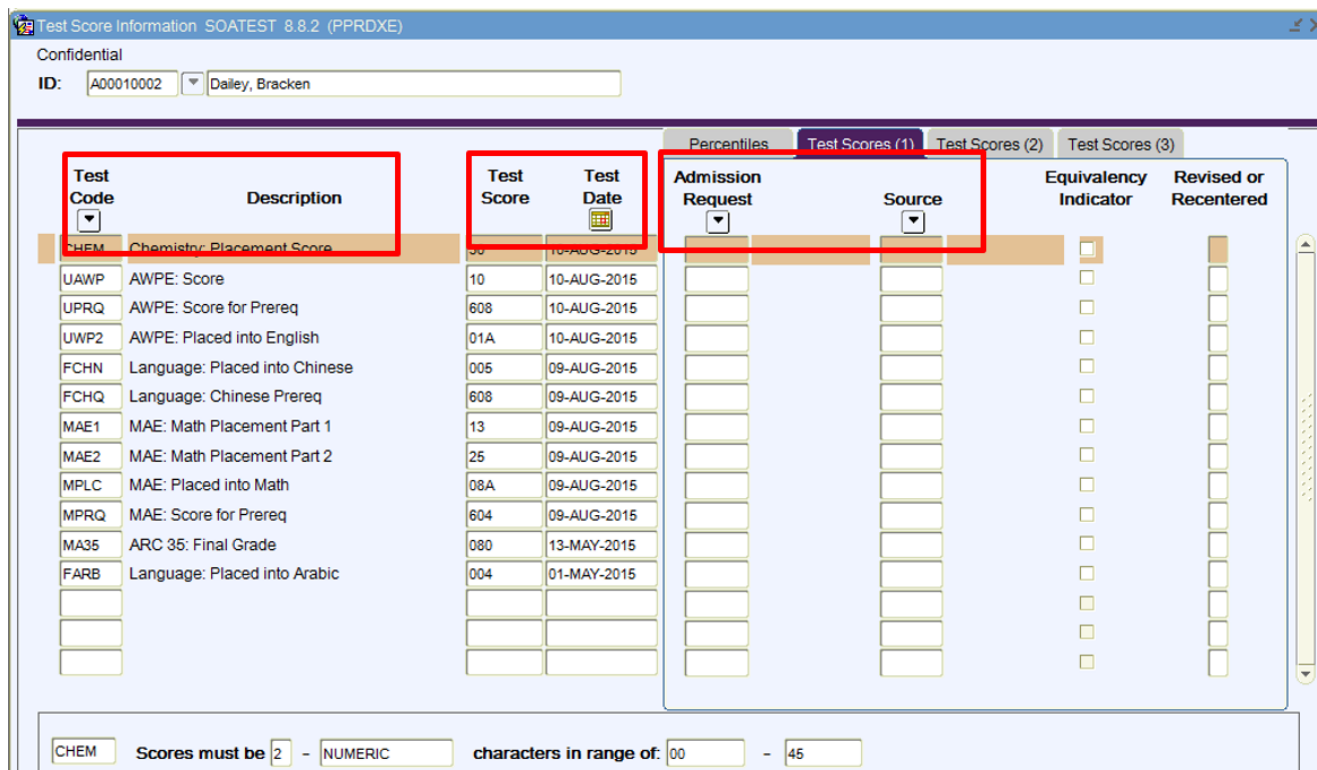
Form	Form Name	Description
<b>SOATEST</b>	Test Score Information	<p>Use this form to create and update test score information for an applicant. Test score information can be added or updated automatically via the tape load process or manually.</p> <p>If a test score is a checklist item on a student's admissions application, the checklist will be automatically updated with the most recent test date information (date taken) from SOATEST.</p>

# PROCEDURES

## ADD A PLACEMENT SCORE MANUALLY

### STEPS

1. Go to **SOATEST**
2. Input **SID** and go to first blank **Test Code**
3. Enter the appropriate **Test Code**.
  - a. If you don't know what the test code is you can click on the arrow to do a search. Filter by the first letter to minimize your results and to more easily find the test score you are looking for.
    - i. Math Advisory Exam starts with M
    - ii. Foreign Language Placements start with F
    - iii. Analytical Writing Placement Exam starts with U
    - iv. Chemistry starts with a C
  - b. For specifics on which Test Codes to include, review the procedures below for each testing area (i.e. [Math Advisory Exam](#), [Foreign Language](#), [Analytical Writing Placement Exam](#) and [Chemistry](#).)
4. For each test code you must include a **Test Score** and **Test Date**.
  - a. The Test Score range will show at the bottom of the screen as a small reminder of what the options are.
  - b. The Test Date should be the actual date the student took the test.
5. Based on the testing area there may be an **Administration Type** and **Purpose**.



6. **Prerequisites** are validating against the **Score for Prereq** value which is a numerical score created specifically for prerequisites, not the raw scores, EXCEPT for ARC 035 in which it is reading the student's final grade in the course.

7. MATH ADVISORY EXAM

- a. A student who took the math placement test should have a minimum of **four Test Codes**
  - i. **MAE1** and **MAE2** are the raw scores from the test. If the student retook the test score there may be more than one set of raw scores (MAE1 and MAE2)
  - ii. **MPLC** is to capture the course the student placed into. There should NEVER be more than one test score for the placed into value (MPLC). If there is an adjustment to what course the student placed into then this value should be overwritten with the new information.
  - iii. **MPRQ** is to equate the course the student placed into with a numerical value used for the prerequisite checking. If there is an adjustment to what course the student placed into then this value should be overwritten with the new information.
  - iv. If a student placed into **ARC 035** and then took ARC 035, the test code **MA35** should be added with the student’s final numerical grade in the course.

Test Code	Description	Min of Range	Max of Range
MAE1	Math Placement Part 1	00	45
MAE2	Math Placement Part 2	00	60

Test Code	Description	Min of Range	Max of Range	Test Code	Test Score	Test Code	Test Score
MARC	Placed into ARC	035	035	MARC	035	MPRQ	600
MPLC	Placed into Math	003	100	MPLC	004	MPRQ	602
MPRQ	MAE: Score for Prereq	600	613	MPLC	08A	MPRQ	604
				MPLC	005	MPRQ	606
				MPLC	08B	MPRQ	608
				MPLC	022	MPRQ	610
				MPLC	09A	MPRQ	612

Test Code	Description	Min of Range	Max of Range
MA35	ARC 35 Final Grade	000	100

- b. For each value **MAE1** and **MAE2** there should be an **Administration Type** and **Purpose** provided.
  - i. Administration type is the location the test was administered

Admissions Test Admin. Type Validation (STVTADM)

Find %

Code	Description	ACTIVITY DATE
LA	LAOC County	08-NOV-2013
LO	Local (UCR)	08-NOV-2013
NA	National	08-NOV-2013
NC	Northern California	18-SEP-2015
SD	San Diego	08-NOV-2013
UC	UC System	08-NOV-2013

- ii. Purpose is if it was the initial test or a retest

Test Purpose Validation (STVTEPR)

Find %

Code	Description	ACTIVITY DATE
IP	Initial Placement	08-NOV-2013
MC	Major Change	18-SEP-2015
RE	Retest Placement	08-NOV-2013

- c. If the **MPLC** value (Placed into score) is being changed due to a major change the **Purpose code** should be **MC** for major change.

8. FOREIGN LANGUAGES

- a. A student who has taken a foreign language placement test should have a minimum of two Test Codes
  - i. The first test code will be based on the language they tested and what course they placed into.
  - ii. The second test score is to equate the course the student placed into with a numerical value used for the prerequisite checking.

Test Code	Description	Min of Range	Max of Range	Test Code	Test Score	Test Code	Test Score	Test Code	Description	Min of Range	Max of Range	Test Code	Test Score	Test Code	Test Score
FARB	Language: Placed into Arabic	001	006	FARB	001	FARQ	600	FJPN	Placed into Japanese	001	006	FJPN	001	FJPQ	600
FARQ	Language: Arabic PreReq	601	612	FARB	002	FARQ	602	FJPQ	Language: Japanese PreReq	600	617	FJPN	002	FJPQ	602
				FARB	003	FARQ	604					FJPN	003	FJPQ	604
				FARB	004	FARQ	606					FJPN	004	FJPQ	606
				FARB	005	FARQ	608					FJPN	005	FJPQ	608
				FARB	006	FARQ	610					FJPN	006	FJPQ	610
FCHN	Placed into Chinese	001	006	FCHN	001	FCHQ	600	FJP1	Placed into Japanese	101A	101C	FJP1	101A	FJPQ	612
FCHQ	Language: Chinese PreReq	600	625	FCHN	002	FCHQ	602					FJP1	101B	FJPQ	614
				FCHN	003	FCHQ	604					FJP1	101C	FJPQ	616
				FCHN	004	FCHQ	606	FKOR	Placed into Korean	001	005	FKOR	001	FKOQ	600
				FCHN	005	FCHQ	608	FKOQ	Language: Korean PreReq	600	615	FKOR	002	FKOQ	602
				FCHN	006	FCHQ	610					FKOR	003	FKOQ	604
FCH1	Placed into Chinese	020A	020B	FCH1	020A	FCHQ	612					FKOR	004	FKOQ	606
				FCH1	020B	FCHQ	614					FKOR	005	FKOQ	608
FCH2	Placed into Chinese	101A	101C	FCH2	101A	FCHQ	616	FKO1	Placed into Korean	020A	020B	FKO1	020A	FKOQ	610
				FCH3	101B	FCHQ	618					FKO1	020B	FKOQ	612
				FCH4	101C	FCHQ	620	FKO2	Placed into Korean	101	101	FKO2	101	FKOQ	614
FCH3	Placed into Chinese	025	102	FCH3	025	FCHQ	622	FLTQ	Placed into Latin	001	004	FLTQ	001		
				FCH3	102	FCHQ	624					FLTQ	002	FLTQ	602
FFLP	Placed into Filipino	001	004	FFLP	001	FFLQ	600					FLTQ	003	FLTQ	604
FFLQ	Language: Filipino PreReq	600	607	FFLP	002	FFLQ	602					FLTQ	004	FLTQ	606
				FFLP	003	FFLQ	604	FLT1	Placed into Latin	101E	101E	FLT1	101E	FLTQ	608
				FFLP	004	FFLQ	606	FRSN	Placed into Russian	001	004	FRSN	001		
FFRN	Placed into French	001	006	FFRN	001	FFRQ	600	FRSQ	Language: Russian PreReq	602	607	FRSN	002	FRSQ	602
FFRQ	Language: French PreReq	600	609	FFRN	002	FFRQ	602					FRSN	003	FRSQ	604
				FFRN	003	FFRQ	604					FRSN	004	FRSQ	606
				FFRN	004	FFRQ	606	FSPN	Placed into Spanish	001	006	FSPN	001	FSPQ	600
FFR1	Placed into French	015A	015A	FFR1	015A	FFRQ	608	FSPQ	Language: Spanish PreReq	600	613	FSPN	002	FSPQ	602
FGER	Placed into German	001	004	FGER	001							FSPN	003	FSPQ	604
FGRQ	Language: German PreReq	602	617	FGER	002	FGRQ	602					FSPN	004	FSPQ	606
				FGER	003	FGRQ	604					FSPN	005	FSPQ	608
				FGER	004	FGRQ	606					FSPN	006	FSPQ	610
FGR1	Place into German	100	104	FGR1	101	FGRQ	608	FSP1	Placed into Spanish	109A	109A	FSP1	109A	FSPQ	612
				FGR1	102	FGRQ	610	FVNM	Placed into Vietnamese	001	005	FVNM	001	FVMQ	600
				FGR1	104	FGRQ	612	FVMQ	Language: Vietnamese PreReq	600	611	FVNM	002	FVMQ	602
FGR2	Place into German	103A	103B	FGR2	103A	FGRQ	614					FVNM	003	FVMQ	604
				FGR2	103B	FGRQ	616					FVNM	004	FVMQ	606
FGRK	Placed into Greek	001	003	FGRK	001							FVNM	005	FVMQ	608
FGKQ	Language: Greek PreReq	602	607	FGRK	002	FGKQ	602	FVN1	Placed into Vietnamese	101	101	FVN1	101	FVMQ	610
				FGRK	003	FGKQ	604								
FGK1	Placed into Greek	101E	101E	FGK1	101E	FGKQ	606								
FITL	Placed into Italian	001	004	FITL	001										
FITQ	Language: Italian PreReq	602	613	FITL	002	FITQ	602								
				FITL	003	FITQ	604								
				FITL	004	FITQ	606								
FIT1	Placed into Italian	101A	101C	FIT1	101A	FITQ	608								
				FIT1	101B	FITQ	610								
				FIT1	101C	FITQ	612								

- iii. If the student took the exam again then overwrite the placed into test score AND the prerequisite score with the new values.
  - 1. For the retake **add a purpose** to record why they were able to test again.

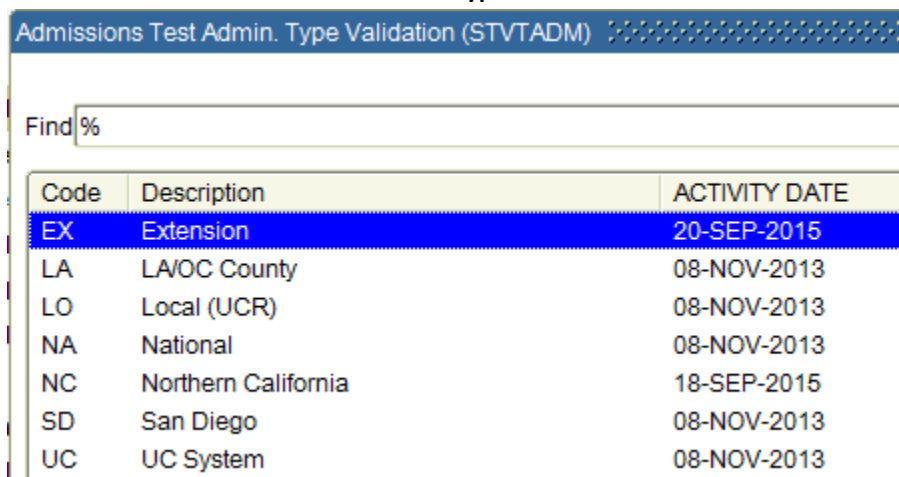
Test Purpose Validation (STVTEPR)		
Code	Description	ACTIVITY DATE
FR	Faculty Request	18-SEP-2015
IP	Initial Placement	08-NOV-2013
MC	Major Change	18-SEP-2015
RE	Retest Placement	08-NOV-2013
SA	Study Abroad	18-SEP-2015
TR	Transfer	18-SEP-2015

9. ANALYTICAL WRITING PLACEMENT EXAM

- a. A student who took the AWPE placement test should have **three Test Codes**
  - i. **UAWP** is the raw score from the test
  - ii. **UWP1, UWP2** or **UWP3** then should be added to capture the course the student placed into. The code choice is based on the course the student placed into.
  - iii. **UPRQ** is to equate the course the student placed into with a numerical value used for the prerequisite checking.

Test Code	Description	Min of Range	Max of Range	Test Code	Test Score	Test Code	Test Score
UAWP	AWPE Score	00	12				
UWP1	Placed into BSWT	001	003	UWP1	001	UPRQ	600
				UWP1	003	UPRQ	602
UWP2	Placed into English	001	020	UWP2	004	UPRQ	604
				UWP2	005	UPRQ	606
				UWP2	01A	UPRQ	608
UWP3	Placed into English	01PA	01PA	UWP3	01PA	UPRQ	610
UPRQ	AWPE: Score for Prereq	600	611				

- b. For the UAWP test score enter an **Administration Type** to record where the student took the exam.



- c. If the student took the exam again or there was a change in the placed into decision, a second placed into test score AND prerequisite score should be added.



## 10. CHEMISTRY

- a. A student who took the chemistry placement test should have one Test Code.
- i. **CHEM** is the raw score from the test

Test Code	Description	Min of Range	Max of Range
CHEM	Chemistry Placement	00	45

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## ADD A PLACEMENT SCORE BY BATCH

### STEPS

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#### 1. Math Advisory Exam

- a. ARC will provide to C&C a row for each test code for each student.
- b. All students in the file should have three rows.
- c. Data provided:
  - i. SID
  - ii. Test Code
  - iii. Test Score
  - iv. Test Date
  - v. Administration Type
  - vi. Purpose
- d. If there is already a MPLC and MPRQ value in SOATEST for the student, C&C with replace that information with the new information provided.

#### 2. Analytical Writing Placement Exam

- a. UCOP will provide C&C with a file of all AWPE results.
- b. C&C will load ALL test scores, but for students who received an 8 – 12 C&C will also load two additional test codes for the placed into and prerequisite values.
  - i. **UAWP** – test code (this is for all students on the file)
    1. **Test Score** – based on file from UCOP
    2. **Test Date** – all should be the same test date provided by UWP
    3. **Administration Type** – UC
  - ii. **UWP2** – test code (this is only for students with a score of 8-12)
    1. **Test Score** – 01A
    2. **Test Date** – all should be the same test date provided by UWP
  - iii. **UPRQ** - test code (this is only for students with a score of 8-12)
    1. **Test Score** – 608
    2. **Test Date** – all should be the same test date provided by UWP
- c. UWP must determine the placement for students who have scored below an 8. Once determined they will provide a file to C&C to batch load.
  - i. There will be one row for each student (placed into), unless the student did a makeup test then there will be two rows for that student (one row for the score and one row for the placed into)
  - ii. Based on the placed into information C&C will also generate the prerequisite test code value during load process.
  - iii. C&C should never overwrite an existing test code record on the student
  - iv. Data provided:
    1. SID
    2. Test Code
    3. Test Score
    4. Test Date

#### 3. Foreign Languages

- a. Foreign language might need a batch load process in the future.