

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

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| Number: | 9.1.6.1 |
| Related Policy: | 9.1.6 |
| Title: | Administration of College Placement Tests (Next Generation ACCUPLACER) |
| Responsibility: | Director of Testing Services |
| Original Approval Date: | 08-01-1994 |
| Last Cabinet Review: | 10-17-2018 |
| Last Revision: | 10-17-2018 |

President

I. Next Generation ACCUPLACER

- A. Next Generation ACCUPLACER placement tests in the areas of Reading Comprehension, Sentence Skills, Arithmetic and Elementary Algebra are administered on all campus locations at designated times. An applicant/student must present a photo ID prior to testing.
1. An applicant/student's first Next Generation ACCUPLACER test is free.
 2. 2nd test (1st retest) is free
 3. 3rd test (2nd retest) applicant/student is referred to the Director of Testing Services or Director of Student Information Services for study prep review and retest fee may be waived.
 4. 4th and final retest applicant/student will be required to pay the retest fee and placement scores will stand.
- B. Next Generation ACCUPLACER tests are administered on personal computers, and testing appointments are necessary. To schedule appointments for any testing service, an applicant/student can process their request online by going to the Testing Center webpage at www.hgtc.edu/testing, or in the College portal under the Testing Center tab. Once students complete the process and pays necessary fees, if applicable, they will receive a confirmation of their appointment, which must be brought to the testing appointment. Testing instructions are presented on the computer monitors. Staff members are available to assist students/applicants in the event of technical difficulties.

- C. The applicants/students are presented a copy of test scores at the conclusion of testing and referred to an enrollment advisor for interpretation of test results, academic advisement, and course placement.
- D. Placement/assessment testing is available in alternate formats upon request for applicants/students with disabilities. An applicant/student who would like to request special accommodations for placement/assessment testing should contact the Disability Services Counselor on the campus where they plan to test.
- E. There is a 3-year time limit on acceptance of placement test scores.

II. ACT/SAT

Applicants to Horry-Georgetown Technical College may submit official scores from the ACT or SAT College Board Examinations for use in course placement. Once these scores have been reviewed, the applicant may also be required to take the Next Generation ACCUPLACER Placement Test to ensure proper course placement. There is a 3-year time limit on acceptance of ACT/SAT scores.