

 Selkirk College Policies and Procedures		Title and number	8600 College Readiness Tool		
		Replaces	B3003.3		
		Effective	2018-08-01	Next review :	2023-04-01
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee	2018-06-13		
VP Student Advancement/Registrar	Associate Registrar	Recommended/Approved by Education Council	2018-06-14		
		Approved by President	2018-06-20		
Linkage to Board of Governors Policies			E 10, 20 & 30		

A. PURPOSES

The purposes of this policy are to:

1. promote student success and retention,
2. clearly identify the uses of the College Readiness Tool (CRT),
3. provide English and math skill level assessment for applicants/students to make informed decisions related to educational planning, and
4. clarify CRT processes for applicants/students.

B. SCOPE/LIMITS

This policy applies to all students and all prospective students who are planning to attend Selkirk College.

C. DEFINITIONS

See Glossary of Education Terms.

D. PRINCIPLES

1. Following receipt of their application, applicants will be informed of CRT-related procedures through the admissions process, based on respective program policies.
2. Program policies will identify:
 - a) whether the program requires that prospective applicants/students write the CRT,
 - b) whether the CRT is used as an admission requirement, for placement, or for advising purposes,
 - c) the minimum score levels, and
 - d) the timelines for completion.
3. CRT results used for admission requirements must be completed prior to being accepted into a program; results used for placement or advising must be completed before course registration.
4. Applicants/students may voluntarily request to complete the CRT for consideration in their personal learning plan. Assessment Services will approve/deny CRT requests based on available resources and benefit to the applicant.
5. The CRT may be re-taken if circumstances indicate the need, as determined by the School Chair in consultation with Assessment Services.
6. Students with documented disabilities will be provided with testing accommodations. Advanced notice must be provided to Assessment Services.

7. Applicants will be provided results of their CRT results, including interpretation and recommendations, as soon as possible after their testing is completed.
8. CRT results will be stored in a secured database and released within the College to the following recipients:
 - a) Enrolment Officers;
 - b) the relevant program School Chair, instructor(s), and appropriate program staff;
 - c) Student Access Services members, to support applicants/students in making informed decisions related to their educational plan.
9. The confidentiality of applicants' test results will be protected according to the relevant Freedom of Information/Protection of Privacy guidelines. No test results will be released to any person, ministry, or agency outside the College without the written release of the applicant or student.

E. EXEMPTIONS

Exemptions to the CRT will be identified within the admissions processes of respective College Program policies.

Other relevant policies:

8100 Instructional Programs

All College Program Policies

Key words:

Admission, Skills Assessment, designated tests, student success