

Ivy Tech Community College of Indiana

POLICY NAME

WebCAPE Course Placement

POLICY NUMBER

ASOM 1.5.2

PRIMARY RESPONSIBILITY

Academic Affairs and Student Affairs

CREATION / REVISION / EFFECTIVE DATES

Created January 2015/ Effective immediately

PURPOSE

The purpose of this policy is to define the role and procedures of WebCAPE foreign language placement testing to place students in appropriate courses based on their skill levels and to provide information for general advisement.

ORGANIZATIONAL SCOPE OR AUDIENCE

All incoming students, academic advisors

DEFINITIONS

WebCAPE: A computer-based placement testing program for foreign language

POLICY

Students may request foreign language testing at any point, prior to enrolling in a foreign language course

Evaluation Instruments to be Used

WebCAPE is a computer-based placement test to evaluate skills in a foreign language

Initial Placement Testing for WebCAPE

The administration of WebCAPE will allow for regional implementation – i.e., testing individually, by group, or on-demand, so long as standardization of administration and quality control are maintained.

The administration will follow the instructions outlined in the document “Instructions for the foreign language WebCAPE Exam

WebCAPE requires a state/system administrative model. Campuses will identify individuals who are responsible for initial course placement supervision.

Students with disabilities who request testing accommodations will be referred to the campus Disability Support Services Coordinator. Documentation is required for accommodations. For purposes of initial course placement, English as a Second or Other Language (ESOL) is not a disability and thus no special accommodations will be made.

How course placement results are to be used

- Uniform statewide WebCAPE placement scores are to be used for placement into appropriate foreign language courses
- Initial placement scores are not to be used to determine entry into programs with selective admissions requirements.
- While not required to re-assess, students who have initial placement scores older than two years are strongly encouraged to have their skills re-assessed.
- Students who do not meet the minimum required scores should be placed in the introductory level foreign language course
- There will be no in class testing for possible re-placement. The College has chosen WebCAPE and will depend on WebCAPE's reliability and validity.

Student-Initiated Retesting

- New, re-admitted, or dual enrollment students may retake the placement assessment. Retakes are limited to one per student, per language. The dates available for retesting may be limited in some locations.
- Once the student's foreign language course meets, he/she may not retest to advance to a higher course placement.
- When multiple scores are present, the course placement most advantageous to the student will be used.
- When factors other than the examinee's ability are believed to have influenced the previous testing, such as testing center environment or computer failure, a retest shall be administered regardless of the student's limit. In such situations, any retest fees may also be waived at the discretion of regional staff or administrators.

REFERENCES

ASOM 1.5 – Initial course placement

RESOURCE PERSON

Vice Chancellor for Academic Affairs
Vice Chancellor for Student Affairs