December 6, 2005

MEMORANDUM

TO:       District Board of Trustees
FROM:    William D. Law, Jr., President
RE:  College Placement Test (CPT) Retake Procedure

Current TCC procedure allows a student to take the CPT one time and then allows a retake only after the student provides proof of remediation either from a private educational source or from completion of a preparatory course.

The proposed retake procedure would allow students to retake the placement test one time for each subsection without special circumstances. The student may not retake the test on the same day as the original test date. Proof of remediation will be required for any subsequent retakes.

The four sections of the placement test currently cost the College $3.60 to administer per student. Students are not charged a fee for the initial administration of the CPT. Annually, we spend $12,000 to $14,000 to purchase the tests. Additional tests will need to be purchased to support the retake procedure.

Staff Resource: Sharon P. Jefferson

Recommended Action: Approve the retest fee of $4.00 effective spring term 2006 to support the CPT retake procedure.