

## **ASSESSMENT POLICY**

The following policies and procedures pertain to students, and/or potential students who are enrolled in or seeking enrollment in a full-time training program at Southwest Technology Center.

### Assessment of Students

1. All students applying for admission to full-time programs will be assessed.
2. Students who score below the eighth (8) grade level as measured by the TABE or other acceptable assessment instruments will be:
  - A. Referred to the Education Enhancement Center at SWTC for remediation. The students will be required to spend part of their technical training time in the EEC for remedial purposes.
  - B. Referred back to their home high school for remediation. Program entry may be denied if a student refuses to enter into a prescribed remedial program based upon valid testing measures.
  - C. Adults may be referred to other agencies for remediation, tutoring, or GED preparation.
3. Students with an IEP desiring enrollment at SWTC must contact SWTC's school counselor prior to making application for enrollment. An IEP meeting must be held on behalf of the student to insure placement into the most appropriate educational program. A representative of SWTC must participate in the IEP meeting. The meeting must take place prior to enrollment. A copy of the student's IEP will be requested and kept on file at SWTC.
4. Any post-secondary individual who has participated in another agency's testing program or who has tested at another educational institution may substitute those results for the TABE when it is deemed appropriate by SWTC's guidance personnel.

### Program Assessment (Instructional)

Each program instructor or director will meet the following guidelines in regard to instructional testing in the instructor's or director's program.

### Occupational Competency Exams

1. Each program will identify all occupational areas that the program covers.
2. Each program will identify a competency exam that correlates to the occupational areas associated with each program.
3. Each program that has an occupational competency exam developed by the ODCTE will be required to administer at least one (1) occupational area exam to every student completing training.

**ASSESSMENT POLICY (Cont.)**

4. Each program must have on file a definition of "Program Completer".
5. SWTC will maintain a file on a student's competency exams for no less than five (5) years.

**Adopted:** January 1994 as policy S-111  
**Revised:** November 1995