Confirm that the student does not have any College Level coursework in Math or English.

*Examples: College Transcripts, CLEP exam credits, AP exam credits, etc.*

NVCC Courses even if not successfully completed: students who begin the course sequence cannot placement test.

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Obtain a HS Transcript if possible. Review HS Transcript and Official GPA for placement.

HS GPA should always be considered if the student graduated from a Traditional US High School.

Any student who has graduated from a HS outside of the US should be referred for testing.

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Review any prior testing scores that the student may have. Test Scores can be found in the SWITEST screen in Banner.

*Examples: SAT, ACT, GED, AP scores, or prior Accuplacer scores.*

Students who have tested previously in Accuplacer should not test again with the exception of ESL Students who have worked to improve their English Proficiency.

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Discuss possible placement(s) with the student and explain what the courses entail as well as potential degree requirements.

*Example: a student may place into Pre-Calculus but their degree requires Statistics; so registering for Pre-Calculus would not be the best option for this student.*

Additionally, the student may not feel ready to jump right into the highest level they are placed into and may choose to self-place in a lower level.

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If needed after reviewing all available measures, refer student for placement testing.

The more information that is available, the less likely testing would be needed. The less information available, the more likely testing would be needed.

Be sure to look for updates from the Testing Center as to whether the student you have referred have tested or not. Try to keep a list of the students you refer for testing.