



Assessment Record

Program: Testing and Assessment

Assessment period: 2019-2020

Program or Department Mission:

The primary purpose of the Testing and Assessment Office is to provide comprehensive assessment services for educational, professional, and workforce development clients via both pencil-paper and computer-based testing instruments.

Service Unit Outcomes & Assessment Plan

Intended Outcomes	Means of Assessment	Criteria for Success	Summary & Analysis of Assessment Evidence	Use of Results
The Testing and Assessment Office will schedule an adequate number of placement tests at all campuses to meet the needs of students.	The number of students served. A record of the number of students served is available via reporting measures from the placement testing platform.	All students required to take the placement test are served.	Placement testing is administered Monday-Friday at the Jefferson and Shelby Campus locations on a walk-in basis between the hours of 9:00 a.m. and noon. Placement testing administered a minimum of one time each week at the Pell City and Clanton Campus locations on a walk-in basis between 12:30 and 2:00. Additional offerings, including evening testing, are scheduled at each campus prior to and during advising and registration periods.	Based on student feedback in the form of telephone calls and in-person responses, we believe that ample opportunities are being provided for placement testing. Staff will continue to offer multiple opportunities during the day and evening hours at each campus location.

			Placement tests were administered to all individuals requiring or requesting testing for course placement. This coupled with the fact that there are still available seats at testing sessions, leads us to infer that students that wish to take the placement test are being adequately served.	
The Testing Center will work with individuals, businesses, and organizations to meet assessment needs.	The number and scope of assessments administered. Detailed listings of assessment names are available in Testing and Assessment.	Assessments are offered that are relevant to the certification and/or licensure needs of our stakeholders.	Testing and Assessment administers approximately 150 high-stakes assessments on behalf of entities such as the State of Alabama, Pearson Vue, Castle Worldwide, Kryterion, ACT, ATI, Comira, Prov, and other testing vendors at Jefferson and Shelby Campuses. Depending upon the exam demand, they are offered with either continuous scheduling or on-demand.	Based on student feedback in the form of telephone calls, in-person interaction, and email, the Testing and Assessment Office is meeting the certification needs for a variety of business and industry professionals. Staff will continue to offer certifications at multiple campus locations to deliver high-stakes certification and licensure exams to the community.
The Testing Center will administer the GED examination to members of the community.	The number of individuals served. A record of the individuals served is available via reporting measures from multiple sources including the Alabama Community College System, GED Testing Service, and Pearson Vue.	Individuals desiring to take the GED examination are served.	GED is administered at both the Jefferson and Shelby Campus locations Monday-Thursday and select Saturdays at the Jefferson Campus.	Based on student feedback in the form of telephone calls, in-person interaction, and email, Testing and Assessment is meeting the demand for GED Testing. Testing Staff will continue to offer the GED Test at Jefferson and Shelby Campus locations on dates and times that are convenient to examinees. .

Plan submission date: December 13, 2022	Submitted by: Shannon Ginn
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