



November 16, 2009

MEMORANDUM

TO: District Board of Trustees
FROM: William D. Law, Jr. President
SUBJECT: Placement Test Fees for FSU

Item Description:

This item requests Board approval for test administration fee.

Overview:

The College brings forth a request to assist FSU students in taking the College Placement Test to satisfy CLAS requirements for graduation.

Salient Facts:

Effective June 2009, the College Level Academic Skills Test (CLAST), a requirement to graduate with an Associate in Arts degree or advance to upper division was repealed. Students who have not met CLAS skills may satisfy the requirement with an alternative test score on a standardized test as outlined by the State Board of Education and the Board of Governors. Due to the state mandate for an alternative exit exam, TCC and FSU have entered into an agreement where TCC will provide testing services for FSU students who need to satisfy CLAS requirements by way of a qualifying score on the College Placement Test (CPT). Based upon our agreement, FSU students will be charged a \$25.00 fee for test administration at Tallahassee Community College.

Past Actions:

None.

Future Actions:

No future Board action will be required.

Funding/Financial Matters:

This item will be self-supporting through testing fees.

Staff Resource:

Sharon P. Jefferson

Recommended Action:

Approve the placement test fees as presented.

TALLAHASSEE COMMUNITY COLLEGE
AND
FLORIDA STATE UNIVERSITY
TESTING SERVICE AGREEMENT

This agreement is made and entered into by and between Tallahassee Community College, Student Affairs/Testing Center, hereafter referred to as "TCC" and Florida State University, hereafter referred to as FSU. The fee for each student will be \$25.00, payable to the TCC Cashier's Office, located in the Student Union Building, 2nd floor.

PURPOSE

The purpose of this agreement is to allow TCC to administer the Accuplacer Computerized Placement Test (CPT) to FSU students who need to take the test to satisfy the State of Florida CLAS requirements for graduation.

TERM

The agreement shall be effective upon execution and shall continue in effect thereafter unless terminated at any time by the mutual agreement of the parties and upon ninety days written notice to the other party.

This agreement shall continue in effect as written for a period of one (1) year to be evaluated six months after the beginning date unless one or the other party signifies that certain revisions of content are necessary. No alteration, modification or variation of the terms of this agreement shall be valid unless made in writing and signed by both parties prior to implementation of the alteration, modification or variation.

FSU students are required to do the following:

- 1) **Contact Ms. Ellen Crabtree at FSU to get a "Request for Services" form.**
- 2) **Contact the TCC Testing Center at (850) 201-8282 to schedule an appointment; identify subtest needed. Students who require "special accommodations" due to a documented disability should contact the TCC Disability Support Testing Office, directly, at (850) 201-8271 to schedule an appointment for testing.**
- 3) **Pay the TCC Cashier \$25, and take the receipt to the TCC Testing Center or Disability Support Testing Center, *whichever is applicable*. There are no refunds.**
- 4) **At the time of appointment, present the FSU Student ID (*no other ID is acceptable*) and a "Request for Services" form (serves as admission ticket) identifying the subtest required.**

TCC Testing Center will do the following:

- 1) TCC will date stamp the "Request for Services" form and administer the Accuplacer CPT subtest.
- 2) At the end of testing, TCC will give the student an "unofficial" copy of the Accuplacer Score Report and send the score(s) to Ms. Ellen Crabtree via e-mail.
- 3) TCC will maintain a copy of the student's CPT record for a *period of one year*.
- 4) Students will be told the passing score for Elementary Algebra is **91**; English **105**; Reading **93**. Students will be referred to Ms. Crabtree for further directive.
- 5) FSU students are allowed to retake the CPT after 30 days. There are *no restriction on the number of attempts*; however, each attempt will cost \$25, payable to the TCC Cashier's Office. There are no refunds!
- 6) FSU and the student are responsible for adhering to the 30-day restriction. TCC is not responsible for 30-day confirmation and will administer the CPT upon receipt of the Request for Services form.

The parties have executed this agreement effective _____ .

Tallahassee Community College
Student Affairs/Testing
444 Appleyard Drive
Tallahassee, FL. 32304-2895

Florida State University
Undergraduate Studies
600 W. College Avenue
Tallahassee, FL. 32306

Sharon P. Jefferson, Vice President
Student Affairs
Tallahassee Community College

Dr. Sara Hamon, Assistant Dean
Undergraduate Studies
Florida State University

Date: _____

Date: _____

FSU/TCC
Accuplacer CPT
REQUEST FOR SERVICES

Date student is eligible to sit for exam: _____
(must be on 31st day from previous administration)

Name: _____

Subtest Required:

___ ALL ___ EL. Algebra ___ English ___ Reading

FSU Rep (Please print)

FSU Rep Signature