

ASSET/ACCUPLACER Testing Information

Andover Testing Center

Sign in for placement testing is in the 6000 Bldg., Room 6424

6000 building - Tests are taken in Room 6430

1810 N Andover Rd

Andover, KS

E-mail: testing@butlercc.edu

Phone: [316.218.6245](tel:316.218.6245)

ASSET/ACCUPLACER Placement Testing Hours

Monday through Thursday

8:30 a.m.-5:00 p.m. ASSET/ACCUPLACER walk-in testing

Friday

10:00 a.m.-2:00 p.m. ASSET/ACCUPLACER walk-in testing

What is the Placement Test?

There are two kinds of Placement Tests. The ASSET test is a timed paper/pencil test. The ACCUPLACER test is not timed and is computerized. Each test is made up of three sections: reading, writing and math. Allow at least two and a half hours to complete all three sections of the ASSET/ACCUPLACER test. Any high school student wishing to enroll who does not have ACT scores on file is required to take all three sections of the ASSET/ACCUPLACER test.

Where can I take a Placement Test?

Placement Testing occurs at multiple locations in Butler County and Sedgwick County. For information on where and when to take your test.

*Note: Standard course testing hours are different than ASSET, ACCUPLACER testing hours. Please check with the testing site to confirm the date and time you would like to complete your test.

How can I prepare for the Placement Test?

Study Guides

<http://www.butlercc.edu/info/200985/testing-center/22/placement-testing>

Testing Day

When you arrive to take your test:

- Check in at Academic Advising and complete the necessary forms to take the test.
- Go to Accounts Receivable (AR) and pay the \$15 test fee.
- Present a photo ID and your AR receipt to the testing administrator.
- Take the Placement Test.

**Please keep your receipt for the placement testing fee. If you do not show the receipt, you will not be allowed to test.*

Student Testing Responsibilities

- Both paper based and computer based tests are administered in the Testing Center.
- Students must bring all materials necessary for testing: i.e. calculators, Blue books, photo I.D., etc. Pencils and scratch paper are provided in the Testing Center.
- Check in for placement testing with the Advising/Testing Receptionist and complete the Student Agreement which will be kept on file. For all other testing go directly to Testing Center.
- Bring photo ID and all materials needed for the test. (Pencils and scratch paper are provided.)
- Allow adequate time to complete test prior to Testing Center closing hours and in only one session. Tests may not be started at one time and completed later.
- Students must have an admissions application on file prior to testing.

- Official photo identification is required. Students will not be allowed to test without proper identification.
- Students are not allowed to bring their own calculators.
- Children and other adults are not permitted in the testing room/center. Students need to make other arrangements for child care while testing.
- Understand that if the test administrator notices any questionable behavior or the appearance of cheating, the test administrator will notify the student and the site Director of Advising. The consequences will then be determined by the director.

Placement Retesting Policy

- If, after taking the ASSET or ACCUPLACER, a student is not satisfied with their placement, those wanting English Composition I should be given the option of doing an e-Write if their scores are within one point of placing them into English Composition I.

The only other reasons for retesting:

- Something caused the test results to be unrepresentative of the examinee's actual knowledge and skills. This refers to irregularities at the testing site. Examples of irregularities include: student illness, fire alarm, interruption in the test delivery, etc. Causes warranting retesting for this reason are to be determined by the Director of Advising or Lead Advisor at testing site.
- There is reason to believe that a meaningful change (either an increase or a decrease) is likely to have occurred in the examinee's level of knowledge and skill in the areas assessed by ASSET or ACCUPLACER.
- If a student requests a retest under this reason, the student will be given a form stating the date they can retest and a list of approved "learning activities". Approved "learning activities" will include: studying Butler study guides or other study guides, attending Adult Education courses, attending tutoring sessions, reviewing online tutorials, attending courses relevant to the test subject. Other approved learning activities can be approved by the Director of Advising or Lead Advisor at testing site.
- At the time of retest, the student must sign a place on the testing intake form that states they have done a "learning activity that is likely to have meaningfully improved my knowledge and skills in the subject area being retested."

Retesting Frequency

- Students will be allowed to retest using the above guidelines every seven days, not to exceed three tests in 30 days, not to exceed a maximum of three tests per semester.
- If retesting on ASSET the following rules apply per the ASSET testing manual:
- If the retest occurs before a full 30 days have passed since the previous testing, an alternate form of the ASSET must be used for the retest.
- If a minimum of 30 days have passed since the administration of a particular ASSET form, the student may be retested using the same form.
- No ASSET form may be administered to a given individual more than twice in a 90 day period.
- If retesting on ACCUPLACER the following rules apply per the ACCUPLACER testing manual:
- Under no circumstances should a retest be given on the same day as the original test.
- An examinee may take no more than three ACCUPLACER/ESL placement test experiences in a 30 day period.