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INTRODUCTION AND PURPOSE

UCR has placement scores for the University Writing Program, Academic Resource Center for Math, Foreign Languages and Chemistry.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

Analytical Writing Placement Exam


A. University of California Entry Level Writing Requirement is a reading and writing proficiency requirement. Each student must be able to understand and to respond adequately to written material typical of reading assignments in freshman courses. This ability must be demonstrated in student writing that communicates effectively to University faculty. (Am 30 Nov 83; Am 23 May 96; Am 19 Feb 2004)

B. There are three ways a student may satisfy the University of California Entry Level Writing Requirement prior to enrollment at the University of California: by passing the University of California Analytical Writing Placement Examination, by attaining an acceptable score on another approved test of Writing, or by earning at least 3 semester credits or 4 quarter units of transferable college credit in English composition. (Am 19 Feb 2004; Am 30 Jan 2008)

Foreign Language

R4 Foreign Language Credit (En 20 Apr 71)

R4.1 A student continuing studies of a foreign language undertaken in high school may receive credit for University language courses in that language starting at the course level for which he qualifies according to departmental (foreign language) placement procedures. For example, if a student matriculates with three years of high school French, he may take French 1, 2, or 3 for credit subject to the advice given him on the basis of the results of the departmental placement procedures.

R4.2 After a student has received credit for a foreign language or literature course, he may not receive credit for any less advanced lower division language course in that language. For example, no student may receive credit for German 1, 2, or 3 after he has successfully completed German 4. (En 1 Jun 71)

Mathematics Advisory Exam (MAE)

The Mathematics Advisory Exam is used by UCR to assess student readiness for University work and to determine the appropriate course placement in Mathematics. Students must satisfy placement requirements before registering for this subject at UCR. Examination results are used for advising and placement purposes only; unit credit cannot be earned with these exams.
IMPARTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar’s Office
2. University Writing Program
3. Academic Resource Center
4. Foreign Language Department
5. Advisors
6. Information Technology Services

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedures, go to R’ Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

PAGES

The pages listed below are covered in this training.

<table>
<thead>
<tr>
<th>Page</th>
<th>Page Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOATEST</td>
<td>Test Score Information</td>
<td>Provides test score values for various tests to include AP, placement tests and entrance exams.</td>
</tr>
</tbody>
</table>
HOW TO ADD A PLACEMENT SCORE MANUALLY

STEPS

1. Go to SOATEST.
2. Input SID and go to first blank Test Code.
3. Enter the appropriate Test Code.
   a. If you don’t know what the test code is you can click on the look up button to search. Filter by the first letter to minimize your results and to more easily find the test score you are looking for. For example:
      i. Math Advisory Exam starts with M.
      ii. Foreign Language Placements start with F.
      iii. Analytical Writing Placement Exam starts with U.
      iv. Chemistry starts with a C.
   b. For specifics on which Test Codes to include, review the procedures below for each testing area (i.e. Math Advisory Exam, Foreign Language, Analytical Writing Placement Exam and Chemistry.)
4. For each test code you must include a Test Score and Test Date.
   a. The Test Score range will show at the bottom of the screen as a small reminder of what the options are.
   b. The Test Date should be the actual date the student took the test.
5. Based on the testing area there may be an Administration Type and Purpose. See details below.

6. Prerequisites are validating against the Score for Prereq value which is a numerical score created specifically for prerequisites, not the raw scores.
7. Math Advisory Exam
   a. A student who took the math placement test should have a minimum of four Test Codes.
      i. MAE1 and MAE2 are the raw scores from the test. If the student retook the test score there may be more than one set of raw scores (MAE1 and MAE2).
ii. **MPLC** is to capture the course the student placed into. There should NEVER be more than one test score for the placed into value (MPLC). If there is an adjustment to what course the student placed into then this value should be overwritten with the new information.

iii. **MPRQ** is to equate the course the student placed into with a numerical value used for the prerequisite checking. If there is an adjustment to what course the student placed into then this value should be overwritten with the new information.

iv. If a student placed into **ARC 035** and then took ARC 035, the test code **MA35** should be added with the student’s final numerical grade in the course.

v. If a student receives a 75 or higher in ARC 035, a new prerequisite value **APRQ** is loaded to allow for access to the next course in sequence.
   1. All CNAS and BCOE students receive the prereq value **APRQ** for MATH 006A
   2. All CHASS students receive the prereq value **APRQ** for MATH 006A and MATH 004
   3. All students who score below a 75 will have their MPRQ value updated to 599 so that it prevents students from satisfying any prerequisites. Students are not eligible to repeat ARC 035 without permission so it ensures that permission is required.

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Description</th>
<th>Min of Range</th>
<th>Max of Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAE1</td>
<td>Math Placement Part 1</td>
<td>00</td>
<td>45</td>
</tr>
<tr>
<td>MAE2</td>
<td>Math Placement Part 2</td>
<td>00</td>
<td>60</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Min of Range</th>
<th>Max of Range</th>
<th>Test Code</th>
<th>Test Score</th>
<th>Test Code</th>
<th>Test Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARC</td>
<td>Placed into ARC</td>
<td>035</td>
<td>035</td>
<td>MARC</td>
<td>035</td>
<td>MPRQ</td>
<td>600</td>
</tr>
<tr>
<td>MPLC</td>
<td>Placed into Math</td>
<td>003</td>
<td>100</td>
<td>MPLC</td>
<td>004</td>
<td>MPRQ</td>
<td>602</td>
</tr>
<tr>
<td>MPRQ</td>
<td>MAE: Score for Prereq</td>
<td>600</td>
<td>613</td>
<td>MPLC</td>
<td>08A</td>
<td>MPRQ</td>
<td>604</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MPLC</td>
<td>005</td>
<td>MPRQ</td>
<td>606</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MPLC</td>
<td>08B</td>
<td>MPRQ</td>
<td>608</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MPLC</td>
<td>022</td>
<td>MPRQ</td>
<td>610</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MPLC</td>
<td>09A</td>
<td>MPRQ</td>
<td>612</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MPLC</td>
<td>06A</td>
<td>MPRQ</td>
<td>614</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Description</th>
<th>Min of Range</th>
<th>Max of Range</th>
<th>Test Code</th>
<th>Test Score</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA35</td>
<td>ARC 35 Final Grade</td>
<td>000</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>APRQ</td>
<td>ARC 35: Prereq Math 004/006A</td>
<td>600</td>
<td>603</td>
<td>APRQ</td>
<td>600</td>
<td>MATH 004</td>
</tr>
</tbody>
</table>
b. For each value MAE1 and MAE2 there should be an Administration Type and Purpose provided.

1. Administration type is the location the test was administered.

ii. Purpose is if it was the initial test or a retest.
c. Note: If the MPLC value (Placed into score) is being changed due to a major change the Purpose code should be MC for major change.

8. Foreign Languages
   a. A student who has taken a foreign language placement test should have a minimum of two Test Codes.
      i. The first test code will be based on the language they tested and what course they placed into.
      ii. The second test score is to equate the course the student placed into with a numerical value used for the prerequisite checking.
iii. Students who placed out of their foreign language will have a test code of FLNG and the associated language is recorded under the Test Scores (2) tab in the Form field.

iv. If the student took the exam again, then overwrite the placed into test score AND the prerequisite score with the new values.
   1. For the retake add a purpose to record why they were able to test again.
9. **Analytical Writing Placement Exam**
   
a. A student who took the AWPE placement test should have three Test Codes.
   
i. **UAWP** is the raw score from the test.
   
ii. **UWP1**, **UWP2** or **UWP3** then should be added to capture the course the student placed into. The code choice is based on the course the student placed into.
   
iii. **UPRQ** is to equate the course the student placed into with a numerical value used for the prerequisite checking.
   
   1. If the student receives AP credit for a course higher than that in which the student placed into, delete the UPRQ value from SOATEST to prevent the student from taking the lower level course. AP scores will show in SOATEST and the student will receive credit for the AP work within the transfer work module.
      
a. Highlight the **UPRQ** row
      
b. Select **Delete** at the top of the section
      
c. **Save**

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Description</th>
<th>Min of Range</th>
<th>Max of Range</th>
<th>Test Code</th>
<th>Test Score</th>
<th>Test Code</th>
<th>Test Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAWP</td>
<td>AWPE Score</td>
<td>00</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UWP1</td>
<td>Placed into BSWT</td>
<td>001</td>
<td>003</td>
<td>UWP1</td>
<td>001</td>
<td>UPRQ</td>
<td>600</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UWP1</td>
<td>003</td>
<td>UPRQ</td>
<td>602</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UWP2</td>
<td>Placed into English</td>
<td>001</td>
<td>020</td>
<td>UWP2</td>
<td>004</td>
<td>UPRQ</td>
<td>604</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UWP2</td>
<td>005</td>
<td>UPRQ</td>
<td>606</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UWP3</td>
<td>Placed into English</td>
<td>01PA</td>
<td>01PA</td>
<td>UWP3</td>
<td>01PA</td>
<td>UPRQ</td>
<td>610</td>
</tr>
<tr>
<td>UPRQ</td>
<td>AWPE: Score for Prereq</td>
<td>600</td>
<td>611</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

b. For the UAWP test score enter an **Administration Type** to record where the student took the exam.
c. If the student took the exam again or there was a change in the placed into decision, a second placed into test score AND prerequisite score should be added.

10. Chemistry
   a. A student who took the chemistry placement test should have one Test Code.
      i. CHEM is the raw score from the test.

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Description</th>
<th>Min of Range</th>
<th>Max of Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM</td>
<td>Chemistry Placement</td>
<td>00</td>
<td>45</td>
</tr>
</tbody>
</table>

**HOW TO ADD A PLACEMENT SCORE BY BATCH**

**STEPS**

1. Math Advisory Exam
   a. ARC will provide to Computing & Communications (C&C) a row for each test code for each student.
   b. All students in the file should have three rows.
   c. Data provided:
      i. SID
      ii. Test Code
      iii. Test Score
      iv. Test Date
      v. Administration Type
      vi. Purpose
   d. If there is already a MPLC and MPRQ value in SOATEST for the student, C&C with replace that information with the new information provided.

2. Analytical Writing Placement Exam
   a. UCOP sends SAIS/C&C the AWPE results within the UCOP Admission file.
i. It comes in the standard change XML file that we get daily. Field name on the UCAP file is SUBJECT-A-SCORE position 3437 for 2 characters.

   Portion of XML with the score
   <Evaluation action="update">
     <SubjectAScore>08</SubjectAScore>
     <ApplicationSession>
       <SessionDesignator/>
     </ApplicationSession>
   </Evaluation>

b. SAIS/C&C will load ALL test scores, but for students who received an 8 – 12 the job will also load two additional test codes for the placed into and prerequisite values.
   i. UAWP – test code (this is for all students on the file)
      1. Test Score – based on file from UCOP
      2. Test Date – all should be the same test date provided by UWP
      3. Administration Type – UC
   ii. UWP2 – test code (this is only for students with a score of 8-12)
      1. Test Score – 01A
      2. Test Date – all should be the same test date provided by UWP
   iii. UPRQ - test code (this is only for students with a score of 8-12)
      1. Test Score – 608
      2. Test Date – all should be the same test date provided by UWP

c. UWP must determine the placement for students who have scored below an 8. Once determined they will provide a file on the FTP server to batch load.
   i. There will be two rows for each student (placed into and prereq), unless the student did a makeup test then there will be three rows for that student (one row for the score, one row for the placed into and one row for the prereq).
   ii. C&C should never overwrite an existing test code record on the student.
   iii. Data provided:
      1. SID
      2. Test Code
      3. Test Score
      4. Test Date
      5. Administration Type

3. **Foreign Languages**
   a. Foreign language might need a batch load process in the future.