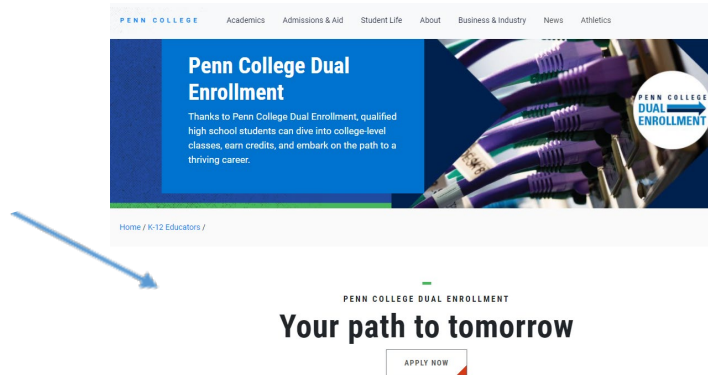


Penn College Dual Enrollment Placement Testing Instructions 2023-24

1. All students complete the Penn College Dual Enrollment application, located [on the website](https://www.pct.edu/k12-educators/penn-college-dual-enrollment) (<https://www.pct.edu/k12-educators/penn-college-dual-enrollment>)



2. Track your students' applications at your site.
3. Once you confirm that students have completed applications, contact Secondary Partnerships staff to run a report of your applicants with PCT ID #s listed.
 - a. Complete the POC information at the top of the spreadsheet
 - i. **Proctor Email Address** will be k12@pct.edu
 - b. Check that the student list is complete and all students are listed; notify immediately of discrepancies
 - c. Identify which students will take which test(s): Math and/or English
 - i. For questions about score requirements, consult "Courses and Requirements" document
 - d. Note any accommodations that are necessary for students with IEPs/504 plans, using the key/abbreviation(s) in the header:

Accommodations - Key
Enlarged text (ET)
100% extended time (2X)
50% extended time (1.5X)
Scribe (S)
Test reader (TR)
 - e. Send back to Secondary Partnerships staff, who will register students for date range indicated and provide POC with student usernames and passwords (*required for test access*).
4. Secondary Partnerships staff will verify test registration is complete
5. POC provides the following information to all testing students (via email, letter, etc.)
 - a. Student username and password information (*required for access to test[s]*)
 - b. Communication at end of this document

i. TWO SEPARATE LETTERS are provided: one for off-site (home) testing and one for on-site (school/CTC) testing

ii. **PLEASE NOTE: There are portions of both communications that must be completed by the POC (highlighted in document) PRIOR to distribution!**

6. Students must be proctored by an adult according to the following requirements:

a. Be present with the student for the duration of each test.

b. Ensure the security of all testing materials.

c. Be sure that the testing location is equipped with a computer that meets technical requirements (see below).

7. Students must have their **Penn College username and password** in order to access the tests.

a. If you do not have this information, please call 570-329-4848 to obtain your username and have your password reset **before you intend to begin testing**.

8. The testing location must be equipped with a computer that meets [technical requirements](#). Click the link to perform a browser check **before you intend to begin testing**. Failure to meet technical requirements may result in an inability to access placement tests.

9. Students are permitted (not required) to use a calculator for the math placement test.

PENN COLLEGE
DUAL 
ENROLLMENT

Dear Penn College Dual Enrollment Students and Families:

You have been registered for placement testing for the purposes of Penn College Dual Enrollment at **POC enters school/CTC name** in order to take **course name** with **teacher name**.

You are scheduled for placement testing within the date range listed here, and you may log in at any time during this range to complete this requirement:

POC enters date range

Please take a few moments to review the instructions below prior to test day; if you have any questions or concerns, please email k12@pct.edu or call the Secondary Partnerships office at 570-320-5228.

BEFORE TESTING:

Students must be proctored by an adult according to the following requirements:

Be present with the student for the duration of each test.

Ensure the security of all testing materials. Student may not share test items or answers through any means, at any time.

Be sure that the testing location is equipped with a computer that meets technical requirements (see below).

Students must have their **Penn College username and password** in order to access the tests.

If you do not have this information, please call 570-329-4848 to obtain your username and have your password reset **before you intend to begin testing.

Materials:

The testing location must be equipped with a computer that meets [technical requirements](#). Click the link to perform a browser check **before you intend to begin testing**. Failure to meet technical requirements may result in an inability to access placement tests.

Students are permitted (not required) to use a calculator for the math placement test.

ACCESSING THE TEST(S):

Students and proctors both play a part in accessing the online placement tests by following the steps below.

Student:

Go to the [Student Information System \(SIS\)](#). Log in with your Penn College username and password. If you have trouble logging in, please contact the IT Service Desk at 570-329-4848.

Select "Admissions Information" on the left.

Select "Placement Testing."

On the Placement Test page, you will see the list of tests you are required to take, which may include any or all of these items:

*Math Information Form – Survey : 10 minutes **

*Penn College Math - Pre-Algebra/Elementary Algebra : 45 minutes **

*Penn College Math - Intermediate Algebra : 30 minutes **

*Penn College English - Essay : 34 minutes ***

** required for CIT160, EET145, MTH123*

***required for ENL111*

You will be prompted to run a browser check to make sure the computer meets the placement test technical requirements.

Select the first test from your list of required tests; the test will open to an instructions page. It is important that you **carefully** read and follow the instructions that are associated with each test to ensure that your answers are accurately recorded.

Proctor:

After the student has read the instructions and is ready to begin, enter the following case sensitive password: **PCDE2324**

Note: You will need to enter the password only one time per testing session. A testing session ends once the student has exited the SIS.

Student:

After the proctor has entered the password, you may begin testing. Once you begin a test, you must finish that particular test; do not close out or walk away from your test after you start.

If you finish before time runs out, click "submit." Each test will conclude automatically once time has run out.

After about 10 days, your results will be available and will be provided to you by your school's/CTC's Penn College Dual Enrollment point of contact.

If you have questions, please contact the Secondary Partnerships office via email at k12@pct.edu or phone at 570-320-5228.

PENN COLLEGE DUAL ENROLLMENT

Dear Penn College Dual Enrollment Students and Families:

You have been registered for placement testing for the purposes of Penn College Dual Enrollment at **POC enters school/CTC name** in order to take **course name and teacher name**.

You must report to **location on date** to complete this requirement.

Please take a few moments to review the instructions below prior to test day; if you have any questions or concerns, please email k12@pct.edu or call the Secondary Partnerships office at 570-320-5228.

BEFORE TESTING:

Students must have their **Penn College username and password** in order to access the tests.

****If you do not have this information, please call 570-329-4848 to obtain your username and have your password reset before you intend to begin testing.**

Students are permitted (not required) to use a calculator for the math placement test.

ACCESSING THE TEST(S):

Students and proctors both play a part in accessing the online placement tests by following the steps below.

Student:

Go to the [Student Information System \(SIS\)](#). Log in with your Penn College username and password. If you have trouble logging in, please contact the IT Service Desk at 570-329-4848.

Select "Admissions Information" on the left.

Select "Placement Testing."

On the Placement Test page, you will see the list of tests you are required to take, which may include any or all of these items:

*Math Information Form – Survey : 10 minutes **

*Penn College Math - Pre-Algebra/Elementary Algebra : 45 minutes **

*Penn College Math - Intermediate Algebra : 30 minutes **

*Penn College English - Essay : 34 minutes ***

** required for CIT160, EET145, MTH123*

***required for ENL111*

You will be prompted to run a browser check to make sure the computer meets the placement test technical requirements.

Select the first test from your list of required tests; the test will open to an instructions page. It is important that you **carefully** read and follow the instructions that are associated with each test to ensure that your answers are accurately recorded.

Proctor:

After the student has read the instructions and is ready to begin, enter the following case sensitive password: **PCDE2324**

Note: You will need to enter the password only one time per testing session. A testing session ends once the student has exited the SIS.

Student:

After the proctor has entered the password, you may begin testing. Once you begin a test, you must finish that particular test; do not close out or walk away from your test after you start.

If you finish before time runs out, click "submit." Each test will conclude automatically once time has run out.

After about 10 days, your results will be available and will be provided to you by your school's/CTC's Penn College Dual Enrollment point of contact.

If you have questions, please contact the Secondary Partnerships office via email at k12@pct.edu or phone at 570-320-5228.