ADDING PLACEMENT SCORES

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REVISION HISTORY

Version	Date	Name	Description
1	March 2016	Bracken Dailey	Initial Document
2	June 2016	Bracken Dailey	Updated information in AWPE areas
3	8/27/2018	Wendy Yu	Banner 9 verbiage update
4	10/2019	Bracken Dailey	New ALEKS PPL MAE test
5	05/2020	Kari Geske	Add Music Theory Diagnostic and Piano Proficiency Exams; updated C&C/SAIS names to ITS

INTRODUCTION AND PURPOSE

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

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

Analytical Writing Placement Exam

636. University of California Entry Level Writing Requirement (Am 19 Feb 2004; Am Jan 2008)

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.

<u>Music Placement Exams</u>

Two exams exist: a **Piano Proficiency Exam** and a **Music Theory Diagnostic Exam**.

Piano Proficiency Exam: All students who believe they have piano proficiency are eligible to take that exam which is usually about 5-6 students passing per quarter.   Passing this placement test or MUS 080P is required for the BA-MUS program. It can be re-taken.

Music Theory Diagnostic Exam: All students intending to enroll in MUS 030A/031A must take a music theory diagnostic examination. Students are required to complete the diagnostic exam to demonstrate music competency in order to be successful in the music (MUS/MUCU) majors and minor.   The passing list is about 20-25 in fall and 5-6 in other quarters. It cannot be re-taken.

Both tests are administered once/quarter by faculty, often at the end of the quarter, who report passing students to music advisors who record the passing scores.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar's Office
2. University Writing Program
3. Academic Resource Center
4. Foreign Language Department
5. Music department
6. Advisors
7. 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.

Page	Page Name	Description
SOATEST	Test Score Information	Provides test score values for various tests to include AP, placement tests and entrance exams.

PROCEDURES

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 and Music start 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, Music.)
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 <u>four</u> Test Codes.
      i. **As of November 1, 2019 the delivery of the MAE changed to ALEKS PPL. This has only one test and scores are from 0 – 100. An MAE score is only valid for 1 year so from November 1, 2019 to September, 30, 2020 the student body will have a combination of test scores. After October 1, 2020 only the ALEKS PPL scores will be valid.**
         1. **MAE1** and **MAE2** are the raw scores from the test. If the student retook the test there may be more than one set of raw scores (MAE1 and MAE2).
         2. **MPPL** is the raw score for the test. If the student retook the test there may be more than one set of raw scores.
      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 <u>be overwritten</u> 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.

Test Code	Description	Min of Range	Max of Range
MAE1	Math Placement Part 1	00	45
MAE2	Math Placement Part 2	00	60
MPPL	MAE: Math Placement	000	100

	Description	Min of Range	Max of Range	Test Code	Test Score	Test Code	Test Score
MARC	Placed into ARC	035	035	MARC	035	MPRQ	600
MPLC	Placed into Math	003	100	MPLC	004	MPRQ	602
MPRQ	MAE: Score for Prereq	600	617	MPLC	08A	MPRQ	604
				MPLC	005	MPRQ	606
				MPLC	08B	MPRQ	608
				MPLC	022	MPRQ	610
				MPLC	09A	MPRQ	612
				MPLC	06A	MPRQ	614
				MPLC	07A	MPRQ	616

Test Code	Description	Min of Range	Max of Range	Test Code	Test Score	Course
MA35	ARC 35 Final Grade	000	100			
APRQ	ARC 35: Prereq Math 004/006A	600	603	APRQ	600	MATH 004
				APRQ	602	MATH 006A

b. For each value **MAE1** and **MAE2** or for **MPPL** 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.

Test Code	Description	Min of Range	Max of Range	Test Code	Test Score	Test Code	Test Score
FARB	Language: Placed into Arabic	001	006	FARB	001	FARQ	600
FARQ	Language: Arabic PreReq	601	612	FARB	002	FARQ	602
				FARB	003	FARQ	604
				FARB	004	FARQ	606
				FARB	005	FARQ	608
				FARB	006	FARQ	610
FCHN	Placed into Chinese	001	006	FCHN	001	FCHQ	600
FCHQ	Language: Chinese PreReq	600	625	FCHN	002	FCHQ	602
				FCHN	003	FCHQ	604
				FCHN	004	FCHQ	606
				FCHN	005	FCHQ	608
				FCHN	006	FCHQ	610
FCH1	Placed into Chinese	020A	020B	FCH1	020A	FCHQ	612
				FCH1	020B	FCHQ	614
FCH2	Placed into Chinese	101A	101C	FCH2	101A	FCHQ	616
				FCH3	101B	FCHQ	618
				FCH4	101C	FCHQ	620
FCH3	Placed into Chinese	025	102	FCH3	025	FCHQ	622
				FCH3	102	FCHQ	624
FFLP	Placed into Filipino	001	004	FFLP	001	FFLQ	600
FFLQ	Language: Filipino PreReq	600	607	FFLP	002	FFLQ	602
				FFLP	003	FFLQ	604
				FFLP	004	FFLQ	606
FFRN	Placed into French	001	006	FFRN	001	FFRQ	600
FFRQ	Language: French PreReq	600	609	FFRN	002	FFRQ	602
				FFRN	003	FFRQ	604
				FFRN	004	FFRQ	606
FFR1	Placed into French	015A	015A	FFR1	015A	FFRQ	608
FGER	Placed into German	001	004	FGER	001		
FGRQ	Language: German PreReq	602	617	FGER	002	FGRQ	602
				FGER	003	FGRQ	604
				FGER	004	FGRQ	606
FGR1	Place into German	100	104	FGR1	101	FGRQ	608
				FGR1	102	FGRQ	610
				FGR1	104	FGRQ	612
FGR2	Place into German	103A	103B	FGR2	103A	FGRQ	614
				FGR2	103B	FGRQ	616
FGRK	Placed into Greek	001	003	FGRK	001		
FGKQ	Language: Greek PreReq	602	607	FGRK	002	FGKQ	602
				FGRK	003	FGKQ	604
FGK1	Placed into Greek	101E	101E	FGK1	101E	FGKQ	606
FITL	Placed into Italian	001	004	FITL	001		
FITQ	Language: Italian PreReq	602	613	FITL	002	FITQ	602
				FITL	003	FITQ	604
				FITL	004	FITQ	606
FIT1	Placed into Italian	101A	101C	FIT1	101A	FITQ	608
				FIT1	101B	FITQ	610
				FIT1	101C	FITQ	612

Test Code	Description	Min of Range	Max of Range	Test Code	Test Score	Test Code	Test Score
FJPN	Placed into Japanese	001	006	FJPN	001	FJPQ	600
FJPQ	Language: Japanese PreReq	600	617	FJPN	002	FJPQ	602
				FJPN	003	FJPQ	604
				FJPN	004	FJPQ	606
				FJPN	005	FJPQ	608
				FJPN	006	FJPQ	610
FJP1	Placed into Japanese	101A	101C	FJP1	101A	FJPQ	612
				FJP1	101B	FJPQ	614
				FJP1	101C	FJPQ	616
FKOR	Placed into Korean	001	005	FKOR	001	FKOQ	600
FKOQ	Language: Korean PreReq	600	615	FKOR	002	FKOQ	602
				FKOR	003	FKOQ	604
				FKOR	004	FKOQ	606
				FKOR	005	FKOQ	608
FKO1	Placed into Korean	020A	020B	FKO1	020A	FKOQ	610
				FKO1	020B	FKOQ	612
FKO2	Placed into Korean	101	101	FKO2	101	FKOQ	614
FLTN	Placed into Latin	001	004	FLTN	001		
FLTQ	Language: Latin PreReq	602	609	FLTN	002	FLTQ	602
				FLTN	003	FLTQ	604
				FLTN	004	FLTQ	606
FLT1	Placed into Latin	101E	101E	FLT1	101E	FLTQ	608
FRSN	Placed into Russian	001	004	FRSN	001		
FRSQ	Language: Russian PreReq	602	607	FRSN	002	FRSQ	602
				FRSN	003	FRSQ	604
				FRSN	004	FRSQ	606
FSPN	Placed into Spanish	001	006	FSPN	001	FSPQ	600
FSPQ	Language: Spanish PreReq	600	613	FSPN	002	FSPQ	602
				FSPN	003	FSPQ	604
				FSPN	004	FSPQ	606
				FSPN	005	FSPQ	608
				FSPN	006	FSPQ	610
FSP1	Placed into Spanish	109A	109A	FSP1	109A	FSPQ	612
FVNM	Placed into Vietnamese	001	005	FVNM	001	FVMQ	600
FVMQ	Language: Vietnamese PreReq	600	611	FVNM	002	FVMQ	602
				FVNM	003	FVMQ	604
				FVNM	004	FVMQ	606
				FVNM	005	FVMQ	608
FVN1	Placed into Vietnamese	101	101	FVN1	101	FVMQ	610

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 <u>overwrite the placed into test score AND the prerequisite score</u> with the new values.
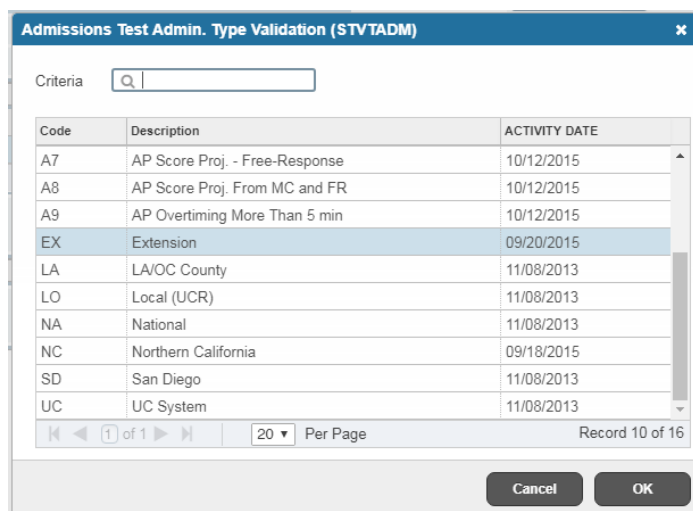
1. For the retake **add a purpose** to record why they were able to test again.

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**

Test Code	Description	Min of Range	Max of Range	Test Code	Test Score	Test Code	Test Score
UAWP	AWPE Score	00	12				
UWP1	Placed into BSWT	001	003	UWP1	001	UPRQ	600
				UWP1	003	UPRQ	602
UWP2	Placed into English	001	020	UWP2	004	UPRQ	604
				UWP2	005	UPRQ	606
				UWP2	01A	UPRQ	608
UWP3	Placed into English	01PA	01PA	UWP3	01PA	UPRQ	610
UPRQ	AWPE: Score for Prereq	600	611				

   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 <u>one Test Code</u>.
      i. **CHEM** is the raw score from the test.

Test Code	Description	Min of Range	Max of Range
CHEM	Chemistry Placement	00	45

11. **Music Theory Diagnostic and Piano Proficiency Exams**
   a. No raw test scores will be recorded.
   b. One test score and test date can be recorded for passing piano proficiency students which will clear the degree audit requirement, MUS 080P, for BA-MUS students. The score does not serve as a prerequisite.
   c. For the music theory diagnostic exam, students can place into MUS 001, MUS 010, or MUS 030A/031A. Two scores will be recorded: both the class the student placed *into* as well as a prerequisite score are entered, when appropriate.
      i. Placing into MUS 001 does not require any prerequisite coding on courses since it does not have any prerequisites.
      ii. Placing into MUS 010 means that the prerequisite MUS 001 is met. Placing into MUS 030A/031A means that the prerequisite MUS 010 is met.

Test Code	Description	Min of Range	Max of Range	Test Code	Test Score	Test Code	Test Score	Assigned as Pre-req to:	Test Code on SMAAREA	Test Score Range on SMAAREA
CPPE	Piano Proficiency Exam	001	002							
CTD1	Placed into Music	001	003	CTD1	001					
CTD2	Placed into Music	010	012	CTD2	010	CPRQ	600	MUS 010	CPRQ	600-601
CTD3	Placed into Music	030A-031A	030A-031A	CTD3	030A-031A	CPRQ	602	MUS 030A and 031A	CPRQ	602-603

HOW TO ADD A PLACEMENT SCORE BY BATCH

STEPS

1. **Math Advisory Exam**
    a. ARC will provide to ITS 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, ITS with replace that information with the new information provided.
2. **Analytical Writing Placement Exam**
    a. UCOP sends ITS 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. ITS 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. ITS 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.