



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

November 20, 2000

**MEMORANDUM**

**To:** Vice Presidents/Deans of Student Services  
Directors/Coordinators of Testing

**From:** Karen Yerby  
Associate Director, Student Development Services

**Subject:** CPT Testing in High Schools

As you are aware, the high schools are testing their graduating workforce development education (vocational-technical education) concentrators as an accountability measure for Perkins III. Most schools will be using the ASSET in conjunction with their local community college. Some colleges using College Board ACCUPLACER have chosen to provide the ASSET test to the schools for this initiative so they may obtain the student data. Through a cooperative effort with the Department of Public Instruction, NCCCS, and the College Board, it is now possible for colleges that primarily use ACCUPLACER to coordinate with the Local Education Agency (LEA) and high schools in their service area to test these targeted students using ACCUPLACER. The test results can be downloaded to the College Board where the scores will be converted to equate with those of the ASSET and sent back to the local LEA.

All testing for high school workforce development education concentrators should be conducted during the last five weeks of the high school term. During the fall term, there will be a minimum number of students that qualify for testing, but most will meet the testing requirements during the spring semester. If your college wishes to test using ACCUPLACER, there are several tasks that must be completed as soon as possible. (see the attached list)

The Department of Public Instruction developed several manuals for use with the ASSET. These manuals are, "Academic Attainment Statewide Assessment Manual," "VoCATS Statewide Assessment Administration Manual," and "VoCATS *internet*Data Exchange for Accountability, LEA Users Guide." The first

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manual listed above is of main concern for the colleges. Because of time restraints for fall testing, it is not possible to convert the language of this manual to reflect the use of the ACCUPLACER instead of ASSET. Hopefully by the spring testing window, that will be achieved. If you would like a copy of the manual, please contact me via e-mail [yerbyk@ncccs.cc.nc.us](mailto:yerbyk@ncccs.cc.nc.us) and I will download the manual to you.

Please feel free to contact me if you have any questions concerning the college's role in this matter.

Attachments:  
Tasks  
The College Board (ACCUPLACER System)

cc: Presidents  
Dr. Deloris A. Parker  
Ken Whitehurst  
Dr. June Atkinson, NCSDPI  
Elizabeth Daniell, College Board  
Frank Potter, ACT  
Shirley Ray, NCSDPI

S00-046

## Tasks to be completed by the colleges...

- Notify and coordinate with LEAs' Workforce Development Education Administrators.
  - ✓ Arrange testing date(s), time(s), and site.
  - ✓ Coordinate with schools to order tests and payment procedures.
  - ✓ Decide on training session for test administrators, if necessary.
  - ✓ Provide policies on cut-off scores and retesting procedures for your college.
  - ✓ Assist in providing needed materials and adequate number of computers.
  - ✓ Assist with options and arrangements for students with disabilities, as needed.
  
- Contact Elizabeth Daniell, 770-908-9737 ext. 212 at the College Board.
  - ✓ Determine from the College Board how they want the results to be sent to them for converting.
  
- Customize local background questions to include three fields for information required by DPI. (LEA #, school code, and course number)
  - ✓ For technical assistance on doing this, contact the ACCUPLACER customer support line at 1-800-486-8497. *Please see attachment.*
  
- After the test...
  - ✓ Send follow-up letters to students and parents.
  - ✓ Provide each student with a Student Report.
  - ✓ Meet with student to discuss their test results.
  - ✓ Provide two reports for the Workforce Development Education Administrators, a student report, and a customized list report/placement test summary. (This is an alphabetical list of students tested by high school which includes student ID number, date of birth, and test results. This report must be in an ASCII file format.) *Please see attachment.*

# The College Board

## ACCUPLACER System

North Carolina VoCATS Statewide Testing

### Exporting Student Data

Student information can be exported in a number of formats. This feature is provided for users of third party software that want to further analyze student information gathered. To export data:

#### ACCUPLACER Windows Version

**Exporting Files** (CPAMS Mode): The file structure of the export function is available in the **Exporting** section of **Program Functions**. The **Export** menu option allows you to choose the location and file format for exporting data. Select the **“Export”** option from the **“File”** menu. (Use the “Add Limit” button to select criteria for limiting the part of the database you wish to export.)

**Note:** Instructions regarding exporting files can be referenced in *ACCUPLACER Users Guide –Version 5.3*, Chapter 6, pp. 73-82.

#### *ACCUPLACER Online Version*

Online testing data resides at the College Board’s central ACCUPLACER System servers. Therefore, the initial transfer of data is not necessary.

#### **All ACCUPLACER Versions**

Downloading of student data for conversion/correlation of scores from ACCUPLACER CPTs to ASSET should be in an ASCII format.

**Note:** Versions of ACCUPLACER--except for Online--should be mailed or transferred electronically to the following person:

Mary Margaret Kearns  
Assistant Research Scientist  
Research and Development  
The College Board  
45 Columbus Avenue  
New York, NY 10023

### Producing Reports

You can create a variety of downloadable reports to meet your needs:

- “Individual Report” – individual student information
- “Score Roster” – summary of all students in specified group

**Note:** Instructions to **Produce Reports** can be referenced in:

*ACCUPLACER Online Users Manual*, pp. 11-13  
*ACCUPLACER Users Guide: Version 5.3*, Chapter 6, pp. 96-99

## Ordering Process

To place an order, you may use the ACCUPLACER Online Order Form or the paper ACCUPLACER Order Form all versions. For fast service, call 800/486-8497 or fax 215/486-8497. (See enclosed copies of the ACCUPLACER Online and General Order Forms.)

COMPANION has a separate order form. You may also call or fax an order using the same telephone numbers. (See enclosed COMPANION Order Form.)

## Special Arrangements for Students with Disabilities

**ACCUPLACER Online** can be adapted for students with special visual needs by adjusting the Internet Browsers text/font size to the largest setting. If the test size/font need is greater than the largest text size available, Zoomtext software is available to help further magnify the text size.

You may inquire at [www.zoomtext.com](http://www.zoomtext.com).

**COMPANION** is the paper-and-pencil version of ACCUPLACER Computerized Placement Tests (CPTs). COMPANION is available in alternate versions for students with disabilities. In addition to the regular paper-and-pencil booklet, **COMPANION is available: Large Print, Braille, and Audiocassette**. These reusable sets will help you meet the Americans with disabilities Act requirements.

## Data Return after Correlation/Conversion

After the College Board has completed the correlation/conversion of ACCUPLACER CPTs scores to ASSET, the data files will be transferred electronically to both the affiliate community college and to the appropriate LEA WDE coordinator. It is the understanding of the College Board that the LEA has the final responsibility of transmitting the testing date for all high schools in the LEA to the state DPI.

## Contact Information -- The College Board

Regional Contact:     **Elizabeth Daniell**  
770/621-2212  
Fax 770/934-4885

Customer Support Contact:

ACCUPLACER Online:	<b>Hilary Rickert</b> 800/486-8497 Fax 215/486-8497
ACCUPLACER Windows/Other:	<b>Kelly Schmunk</b> 800/486-8497 Fax 215/486-8497