# Table of Contents

Introduction .......................................................................................................................... 4

Administering the Virginia Placement Test (VPT)

Overview .............................................................................................................................. 5

Exemptions for Placement Testing ...................................................................................... 6

About the VPT

Overview .............................................................................................................................. 7

VPT English ........................................................................................................................ 7

VPT Math .............................................................................................................................. 8

Preparing to take the VPT ................................................................................................... 10

VPT Preparation Resources

VPT English ....................................................................................................................... 10

VPT Math .............................................................................................................................. 11

Online Practice Test ......................................................................................................... 11

Placement Testing Policies ............................................................................................... 12

Remote Testing Site Set-Up ............................................................................................... 13

Logging Students into the VPT ......................................................................................... 16

Printing Placement Test Results ........................................................................................ 22

Trouble Shooting Guide .................................................................................................... 31

Taking the VPT at Va Western ......................................................................................... 32

Appendices

I. VPT Student Instructions ............................................................................................. 33

II. Calculator ....................................................................................................................... 36

III. Access Wizard ........................................................................................................... 37
IV. Dual Enrollment ................................................................. 38
V. CCAP ........................................................................... 42
VI. Practice Test Instructions ........................................... 43
VII. Sample Score Reports .................................................. 44
Introduction

The staff of the Virginia Western Community College Testing Center developed this guide with the intention of assisting those that work in the high schools of our service region who are involved in administering the new Virginia Placement Test (VPT). With this guide, it is our hope that you can successfully test students right in your own school, thus avoiding the need for them to travel to the Virginia Western campus. Additionally, by hosting placement testing locally, your staff will have immediate access to score reports and the ability to log into the testing website with your designated login and password to access scores. Funding for this guide was provided by the Virginia Community College System’s Chancellor’s Innovation Fund.

Background

In 2011 the Virginia Community College System (VCCS) partnered with McCann Associates to develop and implement a diagnostic and placement testing system for all of Virginia’s 23 community colleges. Created as part of the VCCS developmental course redesign, the Virginia Placement Test (VPT) assists Virginia’s Community Colleges in making appropriate placement decisions for all enrolling students. The VPT was custom-designed to align with the new VCCS developmental education curriculum, reflecting what is needed by new students to be successful in college and improving completion rates in developmental courses.

Thanks to the cutting-edge technology offered in McCann’s College Success™ testing platform, the VPT is able to diagnose a student’s proficiencies in a given subject area by administering a sophisticated, computer-adaptive test to each student. Based on the student’s responses to the “individualized” assessment, the platform utilizes highly developed branching algorithms to identify target course placement and even remediation suggestions for the student. The results of a student’s computer-adaptive placement test and a linear diagnostic test will ensure the student is placed in appropriate courses that meet individual student needs.

One of the main objectives of the new Virginia Placement Test is to improve outcomes for students through more accurate and appropriate course placement. Ideally, students will be able to avoid unnecessary, and often costly, developmental coursework, while at the same time ensuring that the basic skills and proficiencies are in place to be successful in the courses that are recommended. Instead of being placed into a low-level math course because of a shortcoming in a specific area, a student can receive targeted remediation and develop the necessary proficiencies in that area in a reduced amount of time. Ultimately, these efforts will increase academic success rates and support students in achieving their academic goals, leading to higher student retention rates and reducing the time to graduation.
Administering the Virginia Placement Test at Remote Locations

Overview

Placement testing is required of most students before beginning classes at Virginia Western. All students who are entering a program of study or enrolling in any courses requiring a mathematics or English prerequisite must take the Virginia Placement Test (VPT).

Students must submit their applications for admission to Virginia Western before taking the placement tests and receive a Student ID Number (SIS # or EMPL ID #).

Students can retake the placement test one time within 12 months of the initial attempt of the VPT.

Scores are valid for two years from the initial attempt.
Exemptions for Placement Testing

New students are exempt from taking the placement tests if they have taken the SAT and received a score of 500 or above on critical reading and writing and/or 520 or above on math, or if they have taken the ACT and received a combined score of 21 or higher in the English and writing and/or a score of 22 or higher in math. Students must bring a copy of their scores with them to their counseling/advising appointment. Scores are valid for two (2) years from the testing date.

<table>
<thead>
<tr>
<th>Exemption</th>
<th>Math</th>
<th>English</th>
</tr>
</thead>
<tbody>
<tr>
<td>A student provides transcripts verifying the completion of a Bachelor’s degree at a regionally accredited institution</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>A student has completed ENG 111 through dual-enrollment or at a regionally accredited institution</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>A student has completed the mathematics course required for their selected program of study through dual-enrollment or at a regionally accredited institution</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>A student provides official evidence of a satisfactory SAT or ACT score in English taken within the last two years: SAT: 500 Critical Reading and 500 Writing ACT: 21 English and 21 Reading</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>A student provides official evidence of a satisfactory mathematics score of 520 on the SAT or a mathematics score of 22 on the ACT taken within the last two years</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>
About the Virginia Placement Test

Overview

The VPT is a computerized test composed of two separate assessments, English and mathematics. Each test will take between 2 and 3 hours to complete. Students needing to complete both tests should consider taking them on separate days to avoid fatigue. Individual testing times depend on how long it takes the test taker to answer the questions and how consistently he or she answers the questions.

Placement tests are not graded per se; they are simply used to place students into appropriate courses. However, students should put their best effort into these tests to demonstrate a readiness to take college level courses and to avoid being placed into courses that may not be needed.

VPT English

- The English test has two parts: a written essay component and a multiple choice component.
- The written essay is more heavily weighted (60%) in the total English score. Students should take their time and write a complete essay to the best of their ability.
- Scratch paper and pencils will be provided, so the students can plan their essays. All scratch paper must be returned at the end of the testing session.
- During the essay component, students will be asked to write a well-developed essay response to one of two prompts provided on the text.
  - The test takers need to develop a multi-paragraph (introduction, 3 body paragraphs, and a conclusion) response to one of the assigned topics that clearly communicates their controlling idea (thesis statement).
  - The body paragraphs should have topic sentences referring to the thesis and support the controlling idea with meaningful examples, reasons, and information from personal knowledge.
  - The essay should be organized clearly and logically in the five paragraph structure (introduction, 3 body paragraphs, and a conclusion).
  - The test takers should construct well-structured, clear, coherent sentences and use appropriate language for the audience.
  - The test takers should edit their work to conform to conventions of standard American English.
- Once students start the essay portion, they will need to complete it without leaving, except in a case of extreme need.
- Format of the test
  - The test is administered through Lock Down Browser. If students leave the test site, they will be kicked out of the test. However, the Proctor can get the student back into the test, where the student left off.
o The test takers should not cut and paste the essay prompt into the text box because this action may not generate a valid score on the essay component.
o To indent, use the space bar rather than TAB. To delete, the cursor must be moved by the arrow key or the mouse to the front of the word to be deleted, or students may highlight and delete the text they want to delete.
o Spellcheck and Grammar Check are not available.
o An Access Wizard is available by clicking on the red star icon on the bottom left corner of the test. This can be used to enlarge the size of the print on the screen.

● Students may take a break after the essay is completed.
● Forty (40) multiple choice questions about reading and writing fundamentals follow the essay.
● Students must answer all questions as they are presented.
● Once they confirm an answer, they cannot go back to that question.
● Students should not use the BACK button on the browser; this may cause the test to close unintentionally.
● When students have completed the English Test, they will receive a message stating, “You have completed your assessment. No additional tests are needed at this time.” Students should log out of their test and contact the testing facilitator.

● A test facilitator will print the score report for students.
● Students should not leave without a score report.
● If a score report is “Pending”, the essay needs to be graded by someone from the testing company. The student will need to return the following day to pick up an updated score report.

VPT Math

● Students must take a math test before enrolling in any math course. Some other courses such as science and computer courses also require a qualifying score on the math placement test.
● The test is administered through Lock Down Browser. If students leave the test site, they will be kicked out of the test. However, the Proctor can get the student back into the test, where the student left off.
● Students will be given scratch paper and a pencil to use during the test. All scratch paper must be returned at the end of the session.
● The math test is an adaptive test. The more questions answered correctly, the longer the test will last.
● Students must answer all questions as presented.
● Once students confirm an answer, they cannot go back to that question.
● Students should not use the BACK button on the browser; this may cause the test to close unintentionally.
Available for students to use is the Access Wizard that is provided as a pop-up window located in the lower left corner on the screen. This tool can enlarge the print on the screen. Clicking on the red star icon will activate the Access Wizard.

Also, students can use the electronic calculator that is provided as a pop-up window that is part of the mathematics test. The calculator is located in the lower left-hand corner of the screen. It is a basic four-function model with a square root button. It appears on all questions except for the section on basic arithmetic. (Most students will not see this part of the test.)

We strongly recommend that students who wish to place into Calculus practice with a four-function calculator instead of a graphing calculator.

Personal calculators of any kind cannot be used.

Students may take the Calculus Only Test if they have SAT/ACT scores which exempt them from mathematics placement testing, but they desire to enroll in MTH 175 without completing MTH 166. This can also be used to determine MTH 175 eligibility for student who completed MTH 163, not MTH 166.
Preparing to take the Virginia Placement Test

When students prepare to take the placement tests, the importance of reviewing material that has previously been studied cannot be over emphasized. The placement test is not an admissions test or an aptitude test. The test measures how well students demonstrate skills and proficiencies which will indicate the courses they are prepared to take. Not reviewing before taking the placement test could place students into courses that are below their actual skill level. This can delay a student’s progress by one or more semesters, causing disruption in course sequencing and costing extra time and money.

Students are highly encouraged to start the review process early to provide enough time to practice and to build confidence in taking the placement test. This will ensure the most accurate course placement for each student.

Students looking for further assistance in preparing to take the VPT can sign up for individual tutoring support in the Learning Technology Center.

VPT Preparation Resources

VPT English

The following information is intended to help students review for the VPT-English Test. It should prove useful whether students use these resources before or after taking the VPT-English Practice Test. The online pdf document is arranged according to six broad categories. Each category includes links to specific online resources as well as bulleted lists of activities that students will find at the online sites.

1. Additional Assessments and Practice Tests
2. Reading Comprehension and Vocabulary
3. The Writing Process
4. Grammar and Mechanics
5. Editing and Proofreading
6. Research and Documentation

Online Resources for VPT English Review (pdf)
http://virginiawestern.edu/services/ltc/docs/OnlineResourcesVPTEnglish.pdf
VPT Math

This site is designed to help students prepare for the mathematics placement test by strengthening existing skills and brushing up on the skills that need improvement. This interactive site asks sample questions and checks the answers before allowing students to move on. If the student gets an incorrect answer, links to outside resources on that specific topic are suggested for further review.

Note: At this point, the Math Site is a pilot, containing only resources for the first three units of the VPT Math.

VPT Math Preparation Site: http://vccsblogs.com/math/?p=16

Online Practice Test

Students can take a diagnostic practice test in VPT English, math, or both. Following the practice test, students are able to view their scores and receive feedback on which areas they can benefit from further review.

You can also download a printable set of practice questions for the VPT Mathematics and English Tests. Go to the Learning Technology Center Website (listed below) for more information and the links to the practice tests.

http://virginiawestern.edu/services/ltc/placement.php

See Appendix VI for information on how students need to log in to the Practice Test.
Placement Testing Policies for Remote Testing

- Students may not have any personal belongings with them while they are testing. All electronic devices should be turned off and stored away.

- No outside resources, papers, books, personal calculators, or electronic or computer/web-based resources of any kind can be used during the testing process.

- Test administrators may not interpret or explain any information or questions on the test material. However, they may assist students with technical problems in taking the test.

- If test administrators have technical questions, they should call the Learning Technology Center at Va. Western at 857-7250. One of the staff members on duty should be able to assist you.

- The test is in Lock Down Browser so that students cannot access anything other than the test on the internet.

- During the testing process, test administrators will monitor the room to ensure that academic integrity is maintained.

- If students cheat, their testing session will be stopped immediately.

- Placement tests scores are valid for 2 years.

- One retest is allowed within 12 months of the initial attempt of the Virginia Placement Test.

- The Calculus Only test can be administered to students who have SAT/ACT scores which exempt them from mathematics placement testing, but they desire to enroll in MTH 175 without completing MTH 166. This can also be used to determine MTH 175 eligibility.
Remote Testing Site Set-Up

**Step 1 -**

The first step is to install the Lock Down Browser. The LDB is used to secure students into the VPT testing site. When the student is in LDB they are not able to go out onto the Internet or any other site on the computer. If they try to do so, they will be kicked out of the test and a test facilitator will have to get them back into the test.

Here is the link to the installation instructions for Lock Down Browser. LDB must be installed on each workstation where students will be taking placement tests.

http://learn.vccs.edu/bbcswedav/institution/SO/FacultySoftware/Respondus/LockdownBrowser/lockdown_browser-students.htm

Please give this link to the appropriate IT employees at your high school. If there are any questions about installation please call the Learning Technology Center at 857-7250.

**Step 2 -**

Once the LDB has been installed you are ready to get into the VPT.

Click on the LDB Icon on the Desktop.

On the main LDB screen click on the “Help” tab on the right-hand side of the screen.

Then click on “Launch Test” under the “Math Placement Test” heading on the left-hand side of the screen.

You are now on the McCann College Success website.
Step 3 -

Once you are on the McCann College Success website, you can check to make sure your computers have the correct system requirements.

Click on “Is my Computer Ready?” on the left-hand side of the screen.

The College Success system Requirements page will automatically come up.

Check the Pass/Fail column, the fourth from the left, to make sure that your computer passes all the requirements.

(See example on next page)
# College Success System Requirements
The following displays if your system meets the minimum requirements to run this application.

## Minimum Requirements:

<table>
<thead>
<tr>
<th>Feature</th>
<th>Recommended</th>
<th>You Have:</th>
<th>Pass/Fail</th>
<th>Upgrade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Browser type and version</td>
<td>Internet Explorer 7.0+ Firefox 6.0+ Google Chrome 3.0+ Safari 3.0+</td>
<td>IE 8.0</td>
<td>Pass</td>
<td>Not required</td>
</tr>
<tr>
<td>Platform (Operating System)</td>
<td>Windows XP, Vista, or 7 Mac OS 10.2+</td>
<td>WinXP</td>
<td>Pass</td>
<td>Not required</td>
</tr>
<tr>
<td>Macromedia Flash</td>
<td>Macromedia Flash 10.0+</td>
<td>Version 11 (Version 11,7,700,202)</td>
<td>Pass</td>
<td>Not required</td>
</tr>
<tr>
<td>Adobe Acrobat</td>
<td>Adobe Acrobat 7.0+</td>
<td>Installed (Version 10.1.)</td>
<td>Pass</td>
<td>Not required</td>
</tr>
<tr>
<td>Popups</td>
<td>Popups are <strong>not blocked</strong></td>
<td>Popups <strong>BLOCKED</strong></td>
<td>Fail</td>
<td><strong>Click for Help</strong></td>
</tr>
<tr>
<td>Screen Resolution</td>
<td>1024 X 768</td>
<td>1440 x 900</td>
<td>Fail</td>
<td>No upgrade available</td>
</tr>
</tbody>
</table>

Change your settings to allow popups and click [here](#) to retry this test.

## Step 4

You are now ready for student testing.

Please make sure that you call or email the LTC (857-7250 or testingcenter@virginiawestern.edu) to let us know when and how many students you will be testing. We need to move testing units into your account in order for your students to be able to log in to the test.
Logging Students in to the VPT

Give the student the VPT Instruction sheet located in the Appendix. Make sure that the students read the instructions. They are very important! They should keep it with them during the testing process in case they need to refer to them.

- Launch Lock Down Browser LDB (Be patient it can be slow to launch)
- Go to Help tab on the right at the top of the page
- On the left side under Math Placement Test, click on Launch Test. This will open the testing site College Success in LDB
- Once in College Success, enter the username and password provided by your site’s Administrator:
  
  Username: ___________________________  Password: ___________________________

- Click on Administer Test and then New Test
- Under Branching Profile select either VPT English or VPT Math Placement ONLY
- Click Submit and then students can take over from there.

Students will enter:
  
  Student ID *:
  Retype Student ID *:
  Last Name *:
  Date of Birth *:

It is important that students use the exact information that they used to complete the VWCC Admissions Application.

Once a student has completed the test, simply close out of the browser windows.

Save and Return

As students take the VPT, there is an opportunity at the bottom of the screen to Save and Return Later. This is for a student who must leave the test setting and discontinue taking the test until another day. The student, with proctor assistance, can reenter the test at a later date to continue where s/he left off. This feature has been mistaken for an opportunity to bookmark and return to a particular question later in the current test instance, but no questions can be skipped and returned to later.

When the student returns to complete the test, you will bring up the test the same way you do when it is a new test except after you click on Administer Test, you will select the second line on the menu which says View Open Test Sessions. You will then need to put in the student’s ID number and click submit. Then click Resume. The test will then open up right where they left off, after giving them the instructions again.
Getting Back Into the Test

If a student is kicked out of the test there is no need to panic. You can get them right back where they left off. Just go back to the main College Success webpage, put in your username and password, click on Administer Test, you will select the second line on the menu which says View Open Test Sessions. You will then need to put in the student’s ID number and click submit, and then click Resume. The test will then open up right where they left off, after giving them the instructions.

(See log in instructions below)
Enter your username and password that was assigned to your school
Click on **Administer Tests**
Click on *New Test Session* or *View Open Test Sessions* (if a student is returning to a test or was accidentally kicked out of their test)
Choose either **VPT English** or **VPT Math Placement**, depending on what the student needs to take. (Only in rare circumstances should you choose **VPT Calculus Only**, please speak with the Dual Enrollment Coordinator before administering this test.) Then click **Submit**.

The student will now take over the testing process.
Printing Placement Test Results for Remote Sites

- After students complete the placement tests, the school test administrator should print the results. Students are unable to print from the Lock Down Browser, only testing administrators can print results.

- To print out score reports, the staff administrator must not be in the Lock Down Browser; he or she logs in directly to McCann at https://college.measuredsuccess.com/mscollege/.

- To print the math or English Score Report, follow the directions below:

  Login – Username – __________________________
  Password – __________________________
  Click on “Reports” on menu bar
  Click on “Standard Reports”
  Click on “Individual Score Report”
  Scroll to bottom of page and choose “________________________” in “Load Saved Query” box
  Fill in “Student ID” box at the top right of the page
  Scroll to bottom of page and click “Submit”
  Click on “Print”
  Scroll to bottom of page and click “Print”
  Choose 2 copies
  Click on “Print” box

- To Print the English essay follow the directions below:

  Login – Username – __________________________
  Password – __________________________
  Click on “Reports” on menu bar
  Click on “Standard Reports”
Click on “Writing Response Reports”
Fill in “Student ID” box at the top right of the page
Scroll to bottom of page and click “Submit”
Click on “View”
Click on “Print”
Choose 2 copies
Click on “Print” box

- Students may be given a copy of their score reports
- Placement tests results are valid for 2 years.
- One retest is allowed within 12 months of the initial attempt of the Virginia Placement Test.

(Follow the directions below for printing out the student score reports)
Enter your username and password that was assigned to your school
Click on Reports
Click on **Standard Reports**
Click on *Individual Score Report*
Scroll to the bottom of the Individual Score Report screen and click on the *Load Saved Query* dropbox. Select the query for your school.
Then scroll back up to the top of the Individual Score Report screen and enter the **Student ID number**. If you do not know the student ID number, you can enter the first and last name of the student.
Scroll back down to the bottom of the Individual Score Report screen and click on Submit. Then click Print by the score report you want to print, then scroll to the bottom of the Score Report and click Print.
VPT Trouble Shooting Guide

If you receive a test message error, first try the refresh key. If that does not work, then restart the test with the open test feature: it should take the student back into the test where they left off. A break of more than 20 minutes will time the test out.

VWCC –Learning Technology Center support contact information: 540-857-7250

LTC HOURS: M - Th 8am - 8pm; F 8am - 5pm; Sat. 9am - 1pm

McCann (College Success) Testing Help Line: 877-614-6105

If you call McCann you must identify yourself as a proctor for the Virginia Placement Test at Virginia Western Community College under the Roanoke City Schools site. You can tell them that Chris Porter is the Institutional Administrator.
Taking the Virginia Placement Test at Virginia Western

If you are unable to give one of your students the VPT at the high school, they can come to the Learning Technology Center (LTC) to take the test on their own time.

Placement tests are given in the LTC located on the ground floor of Brown Library.

The LTC is open Monday through Thursday from 8:00 AM - 8:00 PM, on Friday from 8:00 AM – 5:00 PM, and on Saturday from 9:00 AM – 1:00 PM. Placement tests are not timed but generally will take between 2 and 3 hours for both parts. Plan on 1.5 hours if the student is only taking one part of the VPT. Please Note: You must start a placement test at least 2 hours prior to closing.

No appointment is necessary to take a placement test. Students will need a picture ID and their student identification number (A student ID number will be generated after completing the VWCC online application process). There is no fee for placement testing. Any student who is retesting will need to present a testing slip from counseling.

Please feel free to call the LTC with questions: 540-857-7250
APPENDIX

Appendix I

Virginia Placement Test - Student Instructions

Welcome to the Virginia Placement Test (VPT) at Virginia Western Community College. For most of you, this is the first step in selecting courses that will ultimately lead you toward your educational goals.

The VPT is composed of two separate assessments, English and Math. Each test will take you between 2 and 3 hours to complete. If you need to complete both tests, consider taking them on separate days to avoid fatigue.

These assessments are not graded; they are simply used to place you into appropriate courses. So relax a little. However, put your best effort into these tests to demonstrate you are ready to take college level courses and to avoid being placed into courses that you don't really need.

General Test Instructions

- There is no time-limit on this test. Take your time, read the question and select the best possible answer.
- You must answer all questions as they are presented.
- Once you have confirmed an answer, you cannot go back to that question.
- DO NOT Use the BACK button on the browser; this may cause the test to close unintentionally.
- Feel free to take a break. Contact a testing facilitator to save your current progress.
- If you have any questions or problems, please find a testing facilitator to get help.
- If you are having difficulty reading anything during the test, there is an accessibility wizard (red star) on the left bottom of the screen which allows you to enlarge the print.

Please Note: It is essential that you enter your correct name, birth date, and ID as established in the Virginia Western records. Student ID = EMPL ID

English Test Instructions

- When typing your essay, to indent your paragraphs, use the space bar rather than the TAB key.
  To delete use the Delete key, not the Backspace key. The cursor must be moved by the arrow key or placed by the mouse at the front of the word to be deleted, or you may highlight and delete the text you want to delete.
The written essay accounts for 60% of your score. So take your time and write a complete essay.

Do not cut and paste the essay prompt into the text box because this action may not generate a valid score on the essay component.

Express your ideas in a clear, coherent manner, using more than 50 words and multiple paragraphs.

Once you start the essay portion, you will need to finish it without leaving except in a case of extreme need.

After you submit your essay, the multiple choice portion will begin. (You can take a break if you need to)

When you have completed the English Test, you will receive a message stating: “You have completed your assessment. No additional tests are needed at this time.” You can now log out of the test and contact your testing facilitator.

Make sure to get a printed copy of your score report before you leave.

As you write, remember your essay will be scored based on how well you:

- develop a multi-paragraph response to the assigned topic that clearly communicates your controlling idea to the audience.
- support your controlling idea with meaningful examples, reasons, and information based upon your own knowledge.
- organize your essay in a clear and logical manner, including an introduction, body, and conclusion.
- use well-structured sentences and language that are appropriate for your audience.
- edit your work to conform to the conventions of standard American English.

Math Test Instructions

- Calculator use is limited to a drop-down Windows calculator that is provided by the test only when it is necessary. NO OTHER CALCULATORS MAY BE USED.

- You may use scratch paper and pencil during the test. Write your name on the top of any scrap paper you use.

- The test is adaptive. This means that each time you answer a question correctly, the next questions will be more challenging and each time you answer incorrectly, the next question will be easier.
• When you have completed the Math Test, you will receive a message stating: “You have completed your assessment. No additional tests are needed at this time.” You can now log out of the test and contact your testing facilitator.

• Make sure to get a printed copy of your score report before you leave.

Placement Test Security Policies

• You may not have any personal belongings with you while you are testing.
• All electronic devices should be turned off and stored away.
• No outside resources, papers, books, electronic, or computer/web based resources of any kind can be used.
• You will be using the “Lock Down Browser” for the test that will not allow you to access anything other than the test. You will not be able to open the Internet or any other program.
Appendix II

Calculator for VPT - From College Success by McCann

The calculator is located in the lower left-hand corner of the math placement test. The student will click on the calculator icon with the mouse and the calculator will pop up on the screen. The mouse has to be used to click on the buttons on the calculator. If the calculator does not appear at the bottom of the screen, it is because the calculator cannot be used on that particular question.

This is a standard 4-function calculator. The calculator performs operations in the order you enter them.
Appendix III

Access Wizard for VPT - From College Success by McCann

The Access Wizard is located in the lower left-hand corner of the test. The student will use the mouse to click on the red star pictured below. With the Accessibility Wizard the student can change the size and color of the font, the color of the background and other choices that make it easier to read the test. Changing the text size is especially important on some math questions where exponents are used.

![Access Wizard](image)

### Accessibility Wizard

**Set Your Preferences**

<table>
<thead>
<tr>
<th>Preference</th>
<th>Setting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text Zoom</td>
<td>100% Zoom</td>
</tr>
<tr>
<td>Text Font</td>
<td>Arial (Sans Serif)</td>
</tr>
<tr>
<td>Text Color</td>
<td>Black</td>
</tr>
<tr>
<td>Line Spacing</td>
<td>1 Line</td>
</tr>
<tr>
<td>Cursor</td>
<td>Default</td>
</tr>
<tr>
<td>Response Background Color</td>
<td>Default</td>
</tr>
<tr>
<td>Question Background Color</td>
<td>Default</td>
</tr>
<tr>
<td>Passage Background Color</td>
<td>Default</td>
</tr>
</tbody>
</table>

*Apply*
Appendix IV

Dual Enrollment

Virginia Western Community College's dual enrollment program is committed to providing local high school students with the opportunity to complete college-level classes at their local high schools, while satisfying the requirements for the completion of their junior and senior high school courses.

VWCC is pleased to announce that we can offer dual enrollment classes that are taught at the high school by high school instructors at no cost to the students.

Courses taught by Virginia Western faculty on-line or on campus will require the standard tuition.

High School students may have the opportunity to complete their General Studies Associates Degree or General Education Certificate concurrent with high school graduation. Students should contact their high school guidance department for further information.

In addition, Virginia Western is embarking on an extensive initiative involving career and technical education programs and courses. These programs and courses are related to various occupations which require one to two years of training and will allow students to go to work immediately after their training is completed. Even more importantly, most of these career and technical programs are designed to allow students to move into a career pathway which will lead to two-year and four-year college training programs.

The Virginia Western Regional Academy for Advanced Technology will offer a variety of advanced training programs in local high schools and at the center itself on the College's campus.

For More Information

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About Dual Enrollment

Any high school student who is a junior or senior and resides in the college's service area is eligible to participate in the dual enrollment program offered by his/her local high school. Students must:

- have their parent's permission
- have their guidance counselor's permission to enroll in dual courses
- complete both PART I and PART II of the online application
- successfully complete the Virginia Placement Testing (VPT) required for the course before they can be accepted into the dual-enrolled class
- successfully satisfy all pre-requisites required for the Dual Enrollment Course

In some instances, students who are not yet juniors or seniors may register for dual enrollment classes with special permission from their high school principal or guidance counselor. To do this, they must complete the **Request for Special Circumstance Admission form**. This request will need to be approved by the VWCC Department Head or Dual Enrollment Coordinator and by the College President prior to course registration.

Dual Enrollment students must earn a "C" or better in their class, or they will not be able to progress to sequential courses in that content area. All pre-requisites for a course require a grade of "C" or better. Acceptance of AP, IB, CLEP or Industry Credentialing Examinations for pre-requisite requirements is at the discretion of the VWCC program Dean or VWCC curriculum department head. Requests will be reviewed on an individual basis.

Fees and Refunds

Virginia Western's President, Dr. R Sandel announced in March, 2013 that VWCC Dual Enrollment classes offered at the area high schools and taught by high school faculty would have no tuition costs to the students.

Since participating in a dual enrollment class is a voluntary option for students, local school systems might choose to determine if fees are appropriate for instructional materials beyond those used in the non-dual equivalent class. These fees are determined by each local school system and not by Virginia Western. Fees may vary from one school system to another.

Dual Enrollment Academy classes taught by VWCC staff will be offered at substantial tuition discounts.

Virginia Western does not refund fees to students taking dual enrolled classes if they decide to drop a class. Each school system has its own refund policy for students who drop dual enrolled classes. Check with the school's guidance personnel concerning refunds.

Full VWCC tuition will be charged to students who would like to enroll in a VWCC class, taught on our campus (or satellite campus) or on-line by VWCC staff. High school credit for these classes would be at the discretion of the school district.
Financial Aid

Students who are still attending high school are not eligible for any financial aid programs offered through the college.

Some school systems may offer some form of financial assistance to students who wish to take dual enrollment courses. Check with your high school guidance counselor to determine if financial assistance is available through your school system for dual enrolled classes.

Teacher Credentials

All high school teachers who are dual enrollment instructors have been fully credentialed by Virginia Western Community College in compliance with the regulations and criteria established by the Southern Association of Colleges and Schools.

In addition, once a high school teacher is credentialed as a dual enrollment instructor, he or she also becomes an adjunct faculty member for Virginia Western Community College. This credentialing process insures that all dual enrollment instructors meet the necessary criteria for not only teaching dual enrolled college-level courses at their home school but, also, should the occasion arise, be eligible to teach on-campus classes for the college. Classes taught by these instructors typically transfer to four-year colleges and universities.

Career and technical education teachers are required to have at least a bachelor's degree and/or three to five years of experience in their teaching field.

Transferability of Course Credits

Virginia Western Community College is accredited by the Southern Association of Colleges and Schools. Our dual enrollment instructors have met the criteria for their credentialing as college-level instructors in their particular field of teaching.

Unlike advanced placement and international baccalaureate programs, dual enrollment classes carry college credit and are not dependent on a particular score on a standardized testing instrument before a college will grant credit for the various courses taken in these programs. Students who elect college-level courses should experience little difficulty in transferring these credits to four-year colleges and universities after they graduate from high school.

Taking Classes on Campus

Students who are still attending a local high school and who wish to take a college class on the VWCC campus need to have permission from their parents and their school principal or counselor. The principal or school counselor needs to complete the Virginia Western Community College High School/Home-School Enrollment Procedures Form. The form will need to be presented to the VWCC Admissions Office personnel before they will be allowed to register for on-campus classes. Registration for classes must be completed in the Admissions Office.
Classes taken on campus will carry the full cost of the class at the current rate of tuition, and the student is responsible for the cost of the class(es) and not the local school system. Local school divisions will determine if classes taken on the VWCC campus can be transferred back to the high school in order to complete certain graduation requirements.

**Home-Schooled Students**

Dual enrollment is restricted to high school juniors and seniors and home-schooled students studying the high school junior or senior levels. All students admitted under this section must demonstrate a readiness for college, meet the applicable college placement requirements, and address all other college admission criteria. Home-schooled students must provide a copy of a home-school agreement approved by the school district or a letter from the local school board or a copy of the letter filed by the parent/legal guardian declaring home-school for religious exemption. Documentation of parental permission is required for all dual enrollment students.

Exceptions for admission may be considered for freshman and sophomore level students who are able to demonstrate readiness for college-level coursework. Because the enrollment of freshman and sophomore students is considered exceptional, each freshman and sophomore student will be treated on a case-by-case basis and will require formal approval of the college president or his designee. Enrollment of freshman and sophomore level students will also require the approval of the appropriate division dean. Other conditions, as deemed appropriate by the president or his designee, and/or school dean, may apply.

Home-schooled students who are under 18 years of age, and who wish to take a college class or classes on the VWCC campus, will need to call the Admissions Office at 540-857-7131 and indicate that they are home schooled and request information concerning admission and registration for classes.

Home-schooled students must successfully complete the Virginia Placement Testing (VPT) required for the course and satisfy all course pre-requisites.
Appendix V

Community College Access Program

What is the Community College Access Program (CCAP)?

CCAP is a program that makes college available tuition-free to 2013 graduates of public high schools in the localities of Botetourt, Craig, Franklin or Roanoke Counties or the Cities of Roanoke or Salem. It covers the cost of tuition for two years at Virginia Western Community College. CCAP supports as many students as possible based on student need and funds available for the program.

How do I know if I am eligible for CCAP?

To be eligible for consideration for CCAP, you must:

- Graduate as a member of the 2013 class with a diploma from one of the public high schools in the localities of Botetourt, Craig, Franklin or Roanoke Counties or the Cities of Roanoke or Salem and have attended one of the public high schools in the localities of Botetourt, Craig, Franklin or Roanoke Counties or the Cities of Roanoke or Salem for at least your junior and senior years, and graduate with the following minimum cumulative midterm grade point average (GPA) based on the locality from which you are applying:
  - Botetourt County = 2.5 GPA
  - Craig County = 2.5 GPA
  - Franklin County = 2.5 GPA
  - Roanoke City = 2.0 GPA
  - Roanoke County - 2.5 GPA
  - Salem City = 2.5 GPA
- Provide proof of residency in Botetourt, Craig, Franklin, or Roanoke Counties or the Cities of Roanoke or Salem for at least two years. You must provide one document from Column A and one document from Column B of the Proof of Residency Sample Guide. Students must provide proof of residency based on the locality from which you are applying.
- Meet the March 29, 2013 deadline for submission of application materials (including the application and proof of residency), take the placement tests at Virginia Western in the Learning Technology Center, and file the current year Free Application for Federal Student Aid (FAFSA).
- Have a completed Virginia Western financial aid file, meeting all CCAP deadlines. The Financial Aid Department will assist you to ensure you have a completed financial aid file with the college. Please direct all financial aid questions to the Financial Aid Department at 540-857-7331 or finaid@virginiawestern.edu.
- Enroll at Virginia Western in a degree/diploma/certificate program that meets the federal financial aid requirements in the fall semester immediately following your 2013 high school graduation.
- Take the required Virginia Western placement tests in the Learning Technology Center. If more than two (2) developmental courses are needed, you will not be eligible for the program; however, you may still be eligible to attend Virginia Western. Students must meet with a VWCC Academic Advisor to have their test scores interpreted.
Appendix VI

Practice Test Instructions

Have students read and follow these instructions to log in to the practice VPT. This will avoid problems when you take the actual test.

1. Go to this link and complete the required information - https://college.measuredsuccess.com

2. At the login, click Student Self-Registration

   Enter the following on the Student Registration Page:
   - Institution: Select VCCS Practice Test Institution
   - Site: Select VCCS Practice Test
   - Site Password: Virginiapt

3. Complete the rest of the Student Registration Form noting the following special exceptions.

   - Student ID: Do not use your current EMPL ID in the Student ID field.
     - For current Virginia Western students, the recommended Student ID is "vw" plus your EmplID, for example: VW#######.
     - If you do not have a VW EmplID, use "vw" followed by any combination of numbers and letters.
     - Note: the student ID field must be a combination of letters and numbers.

   - Email Address: Do not use your Virginia Western email address for this field.
     - If available, an alternate email should be used so that the student can receive an auto-generated email containing the username and password info to resume the practice test if it is isn't completed in one sitting.

4. Click Submit and then Accept the terms and conditions on the next page.

5. You will see three practice test links; select the appropriate test for you needs.
   - VPT-Math Practice Exam 1: Addresses the content of MTE 1-5.
   - VPT-Math Practice Exam 2: Addresses the content of MTE 6-9.
   - VPT-English Practice Exam: Addresses the content of English Units 1-6, and 8

Note: An email will be sent to you with test login information so that you can resume the practice test at any location.
Appendix VII

Sample Score Reports