



ASSESSMENT FORM

PART A: A fee is associated with the language assessment. For help and information, communicate with the Office of Degree Based Programs, complete this portion of the form, and give it to the instructor.

first (given) name	middle name	last (family) name	student ID#
1.) I am a <input type="checkbox"/> [A] new student <input type="checkbox"/> [B] returning student.		2.) My billing address is <input type="checkbox"/> [A] below <input type="checkbox"/> [B] on file.	
3.) I request <input type="checkbox"/> [A] a placement test in _____.			
(language)			
<input type="checkbox"/> [B] a _____ course challenge.			
(course title or number)			
student's signature	date	phone number	email address

BELOW THIS LINE, FOR MACC OFFICE USE ONLY.

PART B: The instructor is responsible for reporting the **pre-test data** (PT1) to the student, Finance Department, and Registrar.

pre-test date	instrument / assessment type	tested by	pre-test fee, assessment, and summary of placement/action
Additional PT1 notation(s):			
instructor's signature & date (reported)			

PART C: The instructor is responsible for reporting the **post-test data** (PT2) to the student and Registrar.

post-test date	instrument / assessment type	tested by	post-test assessment and summary of credit/action
Additional (PT2) notation(s):			
instructor's signature & date (reported)			

PART D: The Registrar records any applicable credit to the student's education record, and the student may view it via Populi.

<u>record date</u>	<u>course</u>	<u>credit</u>	<u>additional notes</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
registrar's signature & date (posted)			