COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

MATH PLACEMENT PROJECT

IMPLEMENTATION GUIDANCE

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Project Overview

Washington community and technical colleges continue to work towards more equitable placement practices. This includes moving away from standardized testing and focusing on high school transcripts evaluation and implementing guided self-placement models designed for students to reflect on prior experiences with reading, writing and math. Although colleges have made significant strides in placement assessment, inequities still exist, especially for historically underserved student populations and BIPOC students.

The purpose of this project is to create a cohort of colleges who are willing to share and learn from each other as they invest in examining and revising their current practices to ensure that all students who are currently eligible for placement into college level courses are being enrolled into those courses. Additionally, this work should support colleges in moving forward towards common practices that are consistent and transparent for students.

Colleges implementing the use of the global test ID may also want to reference the documentation on Loading Test Scores with an External File in the ctcLink Reference Center.

Goals of Placement Project:

- Implement a universal math transcript placement policy for regional community and technical colleges.
- Create a global policy for identifying and tracking math placement in ctcLink.
- Elevate Bridge to College agreements and courses.
- Create space and sustainable learning environments for continued professional development and learning in the areas of placement.

Participating colleges will agree to:

- Examine the inequities that may exist in their current placement policies and practices that disproportionately affect their underserved and BIPOC student populations.
- Assess, adopt, and explore new approaches to math placement including agreeing to the same methodology for evaluating math courses on a high school transcript for placement into college level math, including Bridge to College courses.
- Adopt SBCTC recommended policies for identifying and tracking placement in ctcLink.
- Actively participate and engage in convenings, workgroups, and individual check ins with SBCTC staff.

SBCTC staff will agree to:

- Support college efforts to collect, analyze, and share their placement data.

- Develop ctcLink placement/best practices for engaging in ctcLink.
- Provide subject matter expertise.
- Provide the space for colleges to connect/facilitate cohort college convenings.
- Ensure all stakeholders can provide feedback and input during the project.

Deadlines and Milestones

Important Dates

Milestones	Key Dates
Math Placement Grant established	September 2021
Fall Convening at Wenatchee Valley College 1st Draft of Placement Grid Discussed	November 16, 2023
Feedback on Draft 2 via Online Survey	January 5, 2024
Winter Virtual Convening 3rd Draft of Placement Grid Discussed	January 25, 2024
Pilot College Commitment Requested	February 29, 2024
Spring Convening at Tacoma Community College	April 25, 2024
Implementation of Grid for Math Placement at Pilot Colleges	May 2024
Math Placement Summit at Everett Community College	November 7-8, 2024
9 pilot colleges implemented the Grid, expanded transcript-based placement, reduced reliance on tests, and completed several feedback check-ins.	November 2024-2025
CTC system will expand the Math Placement GRID, launch the English work, use outcome data to improve equity, create guidance for non-transcript placements, align with ctcLink and policy, and support colleges through training.	January 2026-2028

Best Practice Guidance for Participating Colleges

Advising and Support

- Ensure CTC Mathematics Placement GRID for WA High School Transcripts is accessible to all students, staff, and faculty. Advertise Grid where applicable on

institutional placement and admissions webpage to ensure availability and accessibility of Grid is achieved for all.

- All advisors and pertinent staff are required to utilize the CTC Mathematics Placement GRID for WA High School Transcripts.
- Ensure all staff are knowledgeable of the Grid and the process for transcript placement.
- Encourage advisors to have conversations with students on math placement to investigate if a higher placement could be achieved with use of high school transcripts.
- SBCTC will work with pilot colleges to add additional placement features specific to their institution. The Grid is the minimum guaranteed placement; individual pilot colleges may choose to place students into higher level courses.
- Pilot College representation at all Math Placement Grant events.
- Pilot College agreement to assist SBCTC with data collection for analyzing efficacy.

K-12 Partnerships

Communicate with local districts to:

- Ensure counselors and other appropriate staff are aware of the option to use the CTC Mathematics Placement GRID for WA High School Transcripts.
- Facilitate student access to transcripts for use in mathematics placement.
- Share results of local and state assessment of placement grid efficacy.
- Mitigate barriers to equitable use of the grid for placement.
- Encourage an open and supportive dialogue between high school math teachers and college math instructors regarding course content, pedagogy, and assessment.

ctcLink Placement (Test Scores)

- Utilization in ctcLink of “Test Scores” for entering and tracking Grid placement. SBCTC would not require pilot colleges to change current placement practices as it relates to ctcLink and are asking only to utilize “Test Scores” for Grid placement entry to ensure all pilot colleges are uniform.
- Adopt global Test Results Components and Test IDs, as outlined below, and use these global settings to define existing local test requisite configurations in ctcLink.

Additional High School Course Components in HSMATHGRID

The ctcLink global test ID HSMATHGRID has been expanded to include additional high school mathematics course components to support consistent entry of transcript data. These include Algebra I, Geometry, Integrated Math I, and Integrated Math II. These

components are available for data entry and may be used to inform local placement decisions but are **not included in the Math Placement Grid's guaranteed placement framework**. Guaranteed placement continues to apply only to courses explicitly included in the Grid. Colleges may use these additional entries as part of locally determined placement practices, consistent with existing guidance.

Entering Test Results in ctcLink

Important Information:

- **Security:** Entering Test Results (Test Scores) in ctcLink requires two kinds of security:
  - Role Security: Grants staff access to the page to enter placement.
  - SACR Security: Grants staff access to view and/or enter placement data for a student. Test ID SACR Security value of: HSMATHGRID.
  - If you have access to the page but not the correct SACR security, you will not be able to view or enter the placement. Please work with your Local Security Administrator (LSA) to request the access you need.
- **Global Data:**
  - Test Results is a global page in ctcLink. This means that data can be entered and/or viewed by any staff member regardless of who entered it, provided they have the role and SACR security.

How to enter High School Grid Placement in ctcLink

- **Test ID:** Select the "HSMATHGRID"
- **Test Component:** Select the applicable Test Component(s)
  See Math Placement GRID for a full list of high school course equivalencies for the purposes of placement.

Test ID	Test ID Descr	Test Component	Test Component Descr
HSMATHGRID	HS Transcript Math Grid	HSA1	Algebra I
		HSGEO	Geometry
		HSA2	Algebra II
		HSA3	Algebra III
		HSI1	Integrated Math I
		HSI2	Integrated Math II
		HSI3	Integrated Math III
		HSB2C	Bridge to College Math
		HSST	Statistics
		HSTRG	Trigonometry

Test ID	Test ID Descr	Test Component	Test Component Descr
		HSPC	Precalculus
		HSMA	Math Analysis
		HSCA	Calculus
		HSGPA	Cumulative HS Graduate GPA

- **Test Score:** Enter the applicable placement score per the below crosswalk values.

HS Transcript Outcome	Enter ctcLink Placement Score
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0
Cumulative HS Graduate GPA	Enter the GPA to two decimal places using standard rounding rules: • .005 or greater round up • .004 or less round down

- **Test Date**: Enter the confirmed or anticipated high school graduation date. If day/month is unknown, enter June 1st for the graduation year.
- **Data Source:** Select the applicable Data Source for your college's business process, such as "School." Please note:
    - Your college's Enrollment Requirements builders must define this Data Source in their setup.
    - College are encouraged to define "School" *and* "Extract" as valid data sources for HSMATHGRID Test IDs. These data sources are commonly used among pilot colleges for HSMATHGRID Test IDs. Defining common data sources allows students to use an existing HSMATHGRID Test ID when transferring between CTCs, alleviating the need for additional high school transcript evaluation and data entry at the receiving college.

    - The Data Source of "World Wide Web" reflects test scores self-reported by students through Request for Information functionality.
- **Acad Level:** Select the applicable Academic Level for your college's business process.
- **Letter Grade**: Enter the Letter Grade or leave blank. Enrollment Requirements do not use letter grades.
- **Date Loaded:** The system date is the default date. Colleges may change this date as needed for your college's business process.
- **QRG Resource(s)**
    - Entering Test Results
    - Entering Student Test Results
    - Load Scores with an External File

Entering High School Graduation Data in ctcLink

Colleges should enter High School Graduation dates in External Education.

- **External Education tab - School Information section**
    - **External Org ID:** Select the applicable High School
- **Courses and Degrees tab - External Degrees section**
    - **Degree:** Select HSC (High School Diploma)
    - **Degree Date:** Enter the confirmed or anticipated high school graduation date. If the day/month is unknown, enter June 1st for the graduation year.
    - **Data Source:** Select the applicable data source for the transcript receipt per your college's business process. The page defaults to "School."
    - **Degree Status:** Enter "Complete" if graduation has been confirmed, or "In-Progress" if the high school graduation has not yet been completed and confirmed..
- **QRG Resource(s)**
    - **o** Entering External Education Information
    - Entering External Education Information (Fluid)

ctcLink Enrollment Requirements

Colleges should incorporate the new High School Math Grid Placement Test into their applicable Enrollment Requirements to ensure setup is updated so students can self-enroll into classes. **Placement scores must be valid for a minimum of 24 months, but colleges can decide whether to accept the placement for a longer period.**

Updating Enrollment Requirements

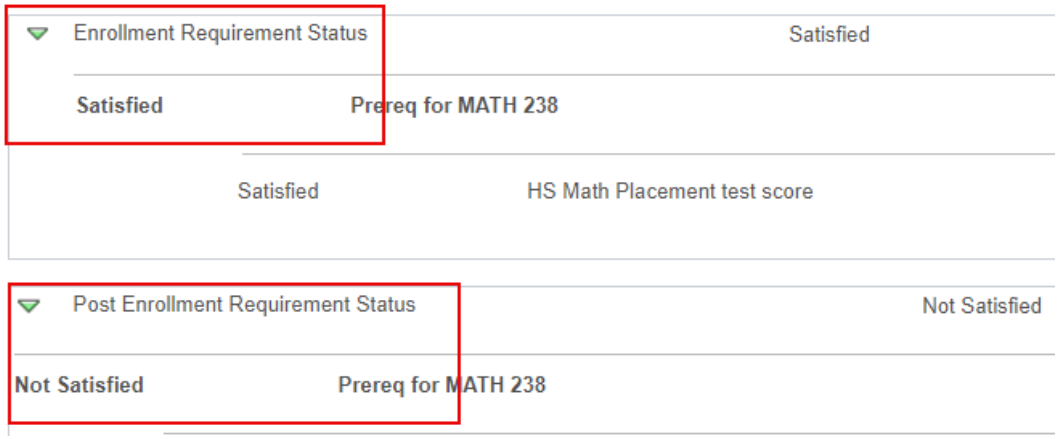
When updating enrollment requirements, colleges are encouraged to review courses outside of the math discipline that have a math prerequisite. For example, if CHEM&121 requires completion of a math class OR PLACEMENT INTO MATH&141, colleges may want to add acceptable HSMATHGRID placement criteria to CHEM&121.

- **QRG Resource(s)**
    - Define Tests for Requisites
    - Enrollment Requirement Groups

- Creating Enrollment Requirements

Test Score Expiration and Enrollment Requirements

- Colleges may configure Enrollment Requirements to only accept a test score for a specified amount of time from the student test date.
- Entering a "Months Valid" value in the requirement will compare the student test date to the current date (when the enrollment transaction is submitted) and determine if the criteria is met.
- Post Enrollment Requisite Checking (PERC) can be run to determine if a student still meets an enrollment requirement after the initial enrollment transaction. Typically this is done to ensure that a student received a passing grade on a prerequisite course, when enrollment occurred before a final grade was posted.
    - For test scores, the PERC roster will display an **Enrollment Requirement Status** of "Satisfied" when the student test date was valid at the time of enrollment.
    - Running the PERC process will generate a **Post Enrollment Requirement Status**. The system compares the student test date to the "Months Valid" criteria again. The status will display as "Not Satisfied" if the test score expired after the enrollment transaction and before the PERC process was run.
    - Example of PERC results for a test date that expired after enrollment.



Reviewing Placement (Test Scores) Data in ctcLink

Staff and students can view Test Score data.

Staff View

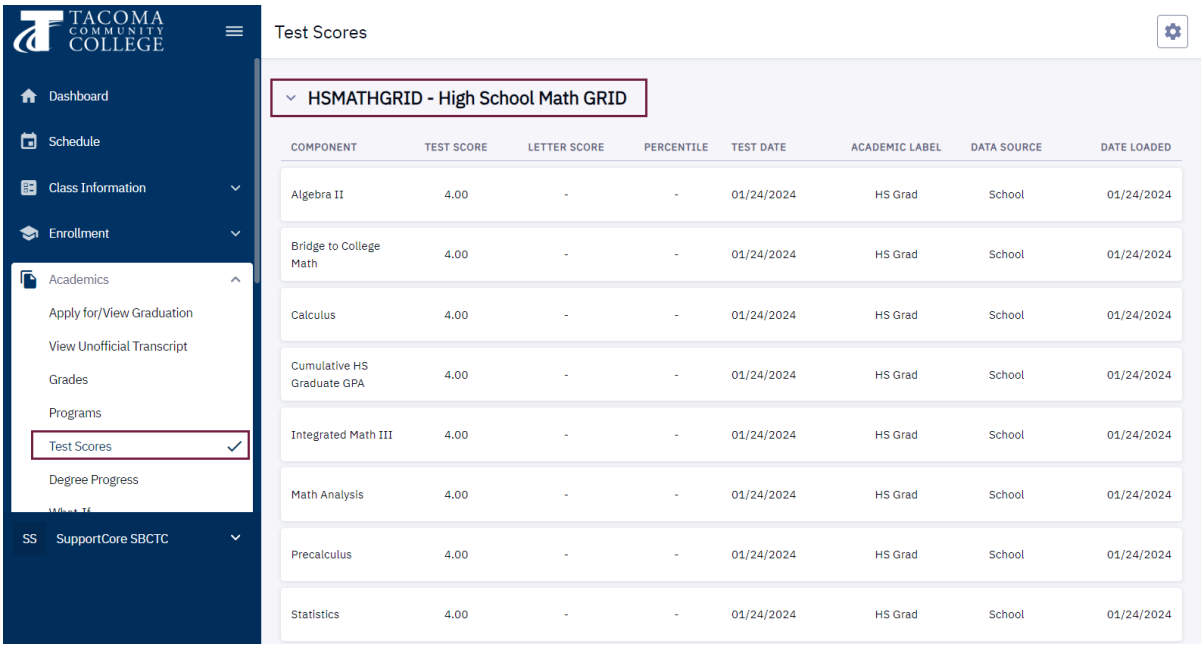
- **Student Test Results (test scores) for Academic Advisors**
    - This academic advising resource document provides guidance on how advisors can add test scores to their ctcLink homepage for quick access when reviewing student results. Please share with your campus advising teams.
- **Viewing data for a single student**

- Staff can use the Test Results page in ctcLink to review Test Score data for a single student. Available navigations:
  - Records and Enrollment > Transfer Credit Evaluation > Test Results
  - ctcLink CS Staff Homepage > Admissions Processing Tile
- **QRG Resource(s)**
  - Entering Test Results
  - Entering Student Test Results

- **Viewing data for multiple students**
  - QCS_SR_STDNT_TEST_SCORES
  - **QRG Resource(s)**
    - Running a PeopleSoft Query
    - ctcLink PeopleSoft Query and Reporting End User Training Materials and Courses

Student View

- ctcLink Student Homepage
  - Students cannot view Test Score data via the ctcLink Student Homepage at this time.
- Highpoint Campus Experience (HCX/Mobile)
  - Students can view their Test Score data in HCX by selecting the Academics > Test Scores on the left-hand side.



  - **QRG Resource(s):**
    - Mobile (HCX) – Test Scores

Course CIP Codes

Colleges are encouraged to align their course CIP codes with the SBCTC Course and Coding Manual and the list of approved CIP codes. Doing so will allow accurate identification of math courses for conducting research, awarding Student Achievement Initiative (SAI) points, and monitoring Guided Pathways and First-Time Entering Cohort outcomes. Criteria for reporting the attainment of the quantitative skills requirement include courses with a CIP that begins with '27' or the course is PHIL&117 or PHIL&120.

- **College-level math** courses should use a CIP that begins with '27'. College-level math courses fulfill the quantitative skills requirement of a degree and have a catalog number of 100 or greater.
- **Pre-college math** courses should use CIP '330101'. Pre-college math courses are designed to prepare students for college-level coursework and use catalog numbers below 100 per the SBCTC Student and Course Coding Manual.
- **Basic Education for Adults math** courses should use a CIP that begins with '32. See Basic Education for Adults Course/Class Coding.
- Ensure that courses **do not** use a CIP that begins with '27' or '330101' unless they are a math course.

Approved 2020 CIP Codes and the Student and Course Coding Manual can be found on the SBCTC Coding and Reporting Guidelines page. For information on how to change a course CIP see Fix a CIP for a Course in the ctcLink Reference Center.

ctcLink Support Resources

- CS Support recommends testing in PCD prior to making any changes to production. Refer to the QRG: Testing in PCD and Production.
- If your college needs ctcLink functional assistance for entering Test Scores, updating Enrollment Requirements, or viewing queries in ctcLink, please follow your college's local business process to submit a ticket. Refer to the QRG: How to Submit a ctcLink Support Ticket.