



# **DIRECTED SELF PLACEMENT GLOBAL TEST ID**

*IMPLEMENTATION GUIDANCE*

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# Project Contacts

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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 SBCTC Education Division supported the development of an open source, WAMAP based Math DSP platform to promote a more consistent and student centered placement experience across Washington's community and technical colleges. While colleges may choose to use this shared platform, adoption is not required to implement the global test ID in ctcLink. Colleges using other DSP solutions can still use the global test ID for their data entry. Colleges are encouraged to consider adopting this global test ID, as it strengthens statewide consistency, improves data sharing, and supports more robust statewide reporting.

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](#).

## Origins and Development

- The need for support in developing an open-source DSP editing tool for individual colleges to implement math DSP came out of the College Spark funded placement grant and feedback from colleges.
- Just as the HSGRID global test ID ensures uniformity in high school transcript data, DSP global test ID will establish the same level of consistency for placement results.
- The DSP editing tool is based on the Pierce College DSP model, which has been used successfully for several years.
- Ongoing enhancements have been made by the developer in response to college feedback.
- For more information about the free platform, see the [getting started document](#) which indicates that you can start from a default test that is further outlined in a separate [WA CTC DSP](#) document.

## ctcLink Placement (Test Scores)

- SBCTC does not intend to require changes to colleges' current placement practices in relation to ctcLink. Colleges are encouraged to use the "Test Scores" option for DSP placement entry to support greater consistency across institutions.
- Colleges are encouraged to adopt the global Test Results Components and Test IDs outlined below and to use these settings, where appropriate, to support existing local test requisite configurations in ctcLink.

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: DSP.
  - 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 “DSP”
- **Test Component:** Select the applicable Test Component(s)

Test ID	Test ID Descr	Test Component	Test Component Descr
DSP	Directed Self Placement	MADSP	Math Directed Self Placement

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

Placement	Score Range
ABE	0 - 9
Arithmetic	10 - 19
Prealgebra	20 - 29
Elementary/Beginning Algebra (or nonSTEM with corequisite)	30 - 39
Intermediate Algebra (or MATH& 141 with corequisite)	40 - 49
(nonSTEM) MATH& 107 and 146	50 - 59
MATH& 141	60 - 69
MATH& 142	70 - 79
MATH& 151	80 - 89
MATH& 152	90 - 100

- **Test Date:** Enter the date the student completed their directed self placement.

- **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.
  - 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:** 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](#)

## ctcLink Enrollment Requirements

Colleges should incorporate their Directed Self 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 DSP 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.

▼ Enrollment Requirement Status	Satisfied
Satisfied	Prereq for MATH 238
Satisfied	HS Math Placement test score
▼ Post Enrollment Requirement Status	Not Satisfied
Not Satisfied	Prereq for MATH 238

## 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](#).



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Washington State Board for Community and Technical Colleges