



Approved
Bahamas Technical and Vocational
Board of Directors
Effective Fall 2023

POLICY NUMBER	AA-23-02-007
TITLE OF POLICY	Placement Examinations
DATE OF ADOPTION	Spring 2023
SUPERSEDES	All previous policies, rules and regulations regarding placement examinations
DATE OF IMPLEMENTATION	Fall 2023
PROJECTED DATE OF REVISION	Fall 2028
PURPOSE OF THE POLICY	To establish the procedures for English and Mathematics placement examinations
REVISION NUMBER	Version I
ACCOUNTABILITY	Office of Academic Affairs
RELATED POLICIES/PROCEDURES	Policy on Admissions and Entry Requirements Policy on Final Examinations Faculty Invigilation Guide and Script
APPENDICES	None

1.0 Preamble

The Bahamas Technical and Vocational Institute (BTVI) is committed to providing students with “learning opportunities...to become globally competitive and economically independent.” To help them achieve their career and professional goals, applicants who do not meet English and Mathematics entry requirements into an associate, diploma or certificate programme of study may sit a BTVI placement examination in English and Mathematics to assess their literacy and numeracy levels and determine the BTVI English and/or Mathematics course into which they have been placed and for which they should register.

2.0 Scope

This policy establishes the procedures for English and Mathematics placement examinations.

3.0 Policy

- 3.1 Applicants seeking admission into a BTVI programme of study who have not achieved the required level of proficiency in English and/or Mathematics shall be required to sit a placement examination in English and/or Mathematics.
- 3.2 Placement examination scores shall be valid for a period of three (3) years.

Administration of Placement Examinations

- 3.3 Placement examinations shall be:
 - 3.3.1 administered by the Office of Examinations and Testing Services.



- 3.3.2 scheduled to take place at set times during the calendar year and published in the Academic Calendar.
- 3.4 Placement examinations and answer keys shall be prepared by the English and Mathematics Departments.
- 3.5 Students must adhere to all examination rules, regulations and procedures as outlined in the *Policy on Final Examinations*.
- 3.6 Students are required to sit the placement examination on the scheduled day and time.

Placement Examination Scores

- 3.7 On the basis of their examination scores, applicants shall be placed as follows:

English Placement Score	BTVI English Course
85%-100%	ENG 1102 College English
70%-84%	ENG 1100 English I
55%-69%	ENG 0111 English
30%-54%	TENG 0004 Tech Prep English

Mathematics Placement Score	BTVI Mathematics Course
61-70 marks	MAT 1105 College Algebra
51-60 marks	MAT 1100 Math I
36-50 marks	MAT 0111 Math
21-35 marks	TMAT 0004 Tech Prep Math

- 3.8 Applicants who score less than thirty percent (30%) on the English examination or twenty-one (21) marks on the Mathematics examination will be referred to the Departments of Academic Support Services and Counseling in the Office of Student Affairs for further assessment to determine the level of support required.

Placement Examination Results

- 3.9 Within seven (7) business days after the sitting of a placement examination, the Office of Examinations and Testing Services shall forward each applicant’s placement score and the English and/or Mathematics course into which the applicant has been placed to the Office of the Registrar.
- 3.10 The Office of the Registrar shall record this information and notify the applicant.