The adoption of the October 9, 2017 [FHDA District Placement Test Retest Policy](link), along with the recent discontinuance of the Common Assessment Initiative by the California Community College Chancellor's Office, required Foothill and De Anza Assessment Centers to reconsider assessment policies that impact Student Success and Support Program (3SP) reporting and Institutional Research & Planning (IRP) data and analysis.

On December 21, 2017, Kennedy Bui, Doreen Finkelstein and Casie Wheat met to propose the Assessment Score Transfer Policy & Process. On January 10, 2018, the policy and process was finalized.

Acceptable Test Scores for Transfer

The following **scores earned for the tests indicated in bold** are transferable between Foothill and De Anza, and also transferable to FHDA from outside institutions.

Note: High School Transcript Assessment placements are not transferable because Foothill and De Anza have different assessment criteria.

Subject	Foothill	De Anza
English	**Accuplacer Sentence Skills** **Accuplacer Reading Comprehension** *Accuplacer WritePlacer English Honors Essay*	**Accuplacer Sentence Skills** **Accuplacer Reading Comprehension** *Local Writing Sample*
ESL*	*Accuplacer Listening* *Accuplacer Sentence Meaning* *Accuplacer Language Use* *Accuplacer Reading Skills* *Accuplacer WritePlacer ESL Essay*	*CELSA*
Math	**Accuplacer College Level Math** **Accuplacer Elementary Algebra** **Accuplacer Arithmetic**	*Local Calculus Readiness Test* **Accuplacer College Level Math** **Accuplacer Elementary Algebra** **Accuplacer Arithmetic**

*Foothill and De Anza accepts ESL scores earned from outside institutions that proctor the same ESL tests; however within FHDA, ESL test scores are non-transferable.

Assessment Score Transfer Policy

Foothill and De Anza will continue to accept the transfer of applicable raw scores from outside institutions and within the FHDA District for placement.

External Score Transfer

An external score transfer is defined as a test score that was earned from an outside institution (i.e. other community college, university, etc.).

The number of times a student can transfer an external score for placement will be unlimited; however the rules of the retest policy will determine a student's score transfer eligibility.

Process

Students will complete the Request for Score Transfer Form of the campus they would like to attend and provide the documentation of scores earned.

Request for Score Transfer Forms will be posted on the Assessment Center webpages:

Foothill: https://foothill.edu/assessment/

De Anza: http://www.deanza.edu/admissions/placement/

Banner Data Entry Details

Upon receipt of the completed Request for Score Transfer Form, the Assessment Team will enter the following data into SOATEST:

Test Code – Test (i.e. 1CSS or 2CSS)

Test Score - Raw Score Earned

Test Date – The date the score transfer was processed*

Campus Code – Campus that is processing the transfer

Source – OCL (Other College Placement Test)

Purpose – T (Transfer)

*Historically, DA entered the date that the score was earned

Internal Score Transfer

An internal score transfer is defined as a test score that was earned from Foothill or De Anza.

The number of times a student can transfer an internal score for placement will be unlimited; however the rules of the retest policy will determine a student's score transfer eligibility.

Process

Students will complete the Request for Score Transfer Form of the campus they would like to attend and indicate where they tested originally (FH or DA).

Request for Score Transfer Forms will be posted on the Assessment Center webpages:

Foothill: https://foothill.edu/assessment/

De Anza: http://www.deanza.edu/admissions/placement/

Banner Data Entry Details

Upon receipt of the completed Request for Score Transfer Form, the Assessment Team will enter the following data into SOATEST:

Test Code – Test (i.e. 1CSS or 2CSS)

Test Score - Raw Score Earned

Test Date – The date the score transfer was processed*

Campus Code – Campus that is processing the transfer

Source – DAT (De Anza Transfer) or **FHT (Foothill Transfer)**

Purpose – T (Transfer)

*Historically, DA entered the date that the score was earned

Next Steps:

1. For 3SP reporting purposes, consult with Lourdes Del Rio-Parent regarding changes to test or sources codes.
2. Request SOATEST indicators to be created by A&R in TESTHRS
   a. **Table STVTEPR** will need to have the indicator **T** created to define a SOATEST Purpose Code of Transfer.
   b. **Table STVTSRC** will need to have the below indicators created to define a SOATEST Source Code for an internal transfer:
      i. **DATT** – De Anza Test Transfer
      ii. **FHTT** – Foothill Test Transfer
3. If needed, consult ETS to ensure that the newly created indicators will allow students to register
4. Test student registration in TESTHRS
5. Request that SOATEST indicators (above) be created by A&R in PROD
6. Update Score Transfer Forms, if needed
7. Train staff