

**BERGEN COMMUNITY COLLEGE  
OFFICE OF TESTING SERVICES  
PLACEMENT TEST INFORMATION BULLETIN**

***PURPOSE OF THE TEST***

Bergen Community College requires that all matriculated students and all non-matriculated students who reach their 11<sup>th</sup> attempted credit take basic skills tests. The results of these tests determine a student's entry-level courses in both English and mathematics. Under specific conditions, a student may have his/her placement test requirement waived. For information about waivers, visit the Office of Testing Services, Room S-127. There is no fee for this examination.

***ACCUPLACER***

The College Board™ developed the ACCUPLACER™ Computerized Placement Tests (CPTs), with the help of committees of college faculty, to provide information about your level of skill and accomplishment in reading, writing, English and mathematics. Bergen Community College uses the scores you receive and other information that you provide to help determine the English and mathematics courses most appropriate for you as you prepare to begin your college career.

Depending on your level of academic accomplishment prior to admission, you may be required to take as many as five computerized tests: Arithmetic; Elementary Algebra; Written Essay; Reading Comprehension; and Sentence Skills. The four multiple choice sections are untimed. The only portion of the test that is timed is the Written Essay.

It is important that you answer each question to the best of your ability. Scores will be used in part to determine course placement. Failure to do your very best may result in course placements that are too low for your current skill level.

***SPECIAL ARRANGEMENTS FOR STUDENTS WITH DISABILITIES***

The Office of Testing Services provides special accommodations testing for students who are referred from the Office of Specialized Services. In order to receive special test accommodations, such as extended time or the services of a reader/scribe, students must first contact the Office of Specialized Services located in Room L-116 at (201) 612-5270. Based upon supporting documentation, Specialized Services will issue instructions to the Office of Testing Services to provide appropriate testing accommodations. Students may then schedule test sessions as required.

***WHAT TO TAKE WITH YOU TO THE TESTS***

On the day of the test, you should be sure to bring photo identification and two ballpoint pens. When you arrive to take the test, the Test Administrator will ask you to provide these items. You will then be seated to take the test on a computer.

***TESTING REGULATIONS***

No cellular phones or other electronic devices, books, dictionaries, calculators or paper of any kind are allowed in the testing room. No food or drinks are allowed. Anyone who gives or receives help during the test or uses any prohibited materials of any kind will not be permitted to continue the test.

## ***CONFIDENTIALITY***

Your test scores and the information you provide when taking the tests will only be provided to The College Board, to the college at which you are taking the tests or at which you are enrolled, and to the state to meet state information requirements. The information may be used for counseling, advisement and placement purposes and may be used to document whether or not you have met state testing requirements. The College Board may also use it for research and training purposes. Your test information will not be disclosed for any other purpose without your permission. If you have any questions about confidentiality, please see your Test Administrator.

## ***COMPUTER DELIVERED TESTING***

You will take the tests using a computer. You will use either the keyboard or the mouse to enter your answers, write your essay, and supply other information. A Test Administrator will always be present should you have any questions or problems. The Test Administrator has the ability to resolve any difficulties that may occur.

**NOTE: If you do not know how to use a computer mouse or computer keyboard, please take the time in advance of the test to learn and practice these skills.**

## **The Multiple Choice Tests**

### ***ANSWERING THE QUESTIONS***

Because you take the ACCUPLACER™ tests on a computer, you do not have to answer as many questions as on traditional paper-and pencil tests. The number of questions on the tests ranges from 12-25. The questions appear one at a time on the computer screen. Since most questions are multiple choice, all you will need to do is use the Enter key or mouse to select an answer. When you have completed the question and confirmed your answer, a new screen will appear with your next question.

### ***ADAPTIVE TESTING***

Each test is adaptive. This means that the computer automatically determines which questions are presented to you based on your responses to prior questions. This technique selects just the right questions to ask without being too easy or too difficult.

Each test is untimed so that you can give each question as much thought as you wish. However, once you have selected and confirmed your answer, you cannot return to that question.

### ***WHICH TESTS WILL BE ADMINISTERED?***

The ACCUPLACER™ Test is comprised of four multiple choice tests and an essay. The multiple choice tests are untimed and the essay has a time limit. Here is a summary of each of the five tests that students take in this examination:

**Arithmetic Test (17 questions):** This test measures your ability to perform basic arithmetic functions and to solve problems that involve fundamental arithmetic concepts. Questions will test your knowledge of decimals, fractions, and percents and must be answered without the use of a calculator.

**Elementary Algebra Test (12 questions):** This test is divided into three types of questions. The first type measures your ability to understand operations with integers and rational numbers, and includes computation with integers and negative rationales, the use of absolute values, and ordering. The second type, which involves operations with algebraic expressions, tests minimal monomials and polynomials. The third type of question involves the solution of equations, inequalities and word problems.

**Reading Comprehension Test (20 questions):** This test measures your ability to understand what you read. Some questions will ask you to read the statement or passage and then choose the best answer to the question. Questions are answered on the basis of what is stated or implied in the passage.

**Sentence Skills Test (20 questions):** This test measures your understanding of sentence structure – how sentences are put together and what makes a sentence complete and clear. Some questions will ask you to select the best version of the underlined part of a sentence.

**Written Essay:** You will be asked to prepare a multiple paragraph writing sample of at least 300 words on a specific topic. Your writing sample will be scored on the basis of how effectively it communicates a whole message to the readers. Your score will be based on your ability to express, organize and support your opinions and ideas, **NOT the position you take** on the essay topic.