



COLLEGE
OF THE
NORTH
ATLANTIC

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OPERATIONAL POLICY

TOPIC: STANDARDIZED TESTING

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|--------------------------|-----------|--------------------------|--------------------|
| Policy No. | SS-210 | Division | Student Services |
| Supersedes | n/a | Board Policy Ref. | BP-AC-101B |
| Related Procedure | SS-210-PR | Effective Date: | September 12, 2007 |

1. PURPOSE AND SCOPE

The purpose of this policy is to define when and how standardized College tests will be authorized and administered at the College.

2. POLICY

It is the policy of the College that:

- (1) Standardized tests will normally be administered for two reasons; i.e., to assist admissions personnel with entrance requirements and to diagnose learning and/or other difficulties.
- (2) Standardized tests designed for use will be authorized by the Senior VP of Academic and Student Services.
- (3) Standardized tests will be administered and/or closely supervised by appropriately qualified Student Services professionals.

3. PROCEDURE

The Senior Vice-President of Academic and Learner Services shall ensure that procedures are developed and implemented in accordance to this policy.

Approved by: President
Original Approval: 1998 09 09
Reviewed: 2007 09 12