



**COLLEGE OF THE NORTH ATLANTIC**  
**OPERATIONAL POLICY**

**TOPIC: STANDARDIZED TESTING**

<b>Policy No.</b>	SS-210	<b>Division</b>	Student Services
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	n/a
<b>Related Procedure</b>	SS-210-PR	<b>Effective Date:</b>	November 4, 2016 (R1)

**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 Vice-President 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 Academic and Chief Learning Officer shall ensure that procedures are developed and implemented in accordance to this policy

Approval History	
Approved by President	September 9, 1998
Reviewed	September 12, 2007
Revision 1	November 4, 2016