

Procedure to Challenge Mandatory Placement Below ESL 071

Effective for the Spring 1998 semester, student placement in ESL 071 is mandatory. Golden West College, in compliance with California Community College State Chancellor's Office regulations, has validated the assessment process used to place students and found it to correlate highly with a student's ability to perform at the level indicated. However, the GWC ESL Department recognizes that, on occasion, the assessment process is not always the only indicator to determine a student's placement, and in some cases, other factors may need to be considered. Therefore, the following challenge process has been established whereby a student who believes his/her placement is inaccurate may request a review for consideration of higher placement.

Students who wish to challenge mandatory placement below ESL 071 will be evaluated by portfolio. The portfolio will consist of the following items:

1. A Challenge form from the Assessment Center
2. The student's untimed writing sample produced under supervision with a dictionary in the Assessment Center, and
3. Two other samples of the student's previous school writing

School writing is defined as an essay submitted to a teacher (high school or college) in partial fulfillment of the requirements of a course. The writing should include the endorsement of class, date, assignment, and teacher's name that is ordinarily on a paper handed in, along with the teacher's comments and/or grade. Papers should not be re-copied. A photocopy on which all of these things are clear is acceptable.

Students who cannot furnish samples of previous school writing will be given an opportunity to produce comparable samples in the Assessment Center. In every case, three samples of the student's writing must be presented.

The portfolio must be submitted to the Assessment Center (Business Building, Room 109) in a plain manila envelope marked with the following information: The student's name, family name underlined The student's ID number The date the portfolio is submitted

Upon receiving the portfolio, the Department Chair of ESL who will convene a panel of full-time faculty members to read the portfolio and return the results in a "timely manner" (see dates listed with Challenge Form). The challenge panel will evaluate all three writing samples on an established scale. The portfolio will remain on file in the Assessment Center. The student will be given a certification of results by email.

No further challenge is available; the decision of the panel is final.

The [Prerequisite/Corequisite Challenge Form](#) requires Acrobat Reader for viewing and printing. If not currently installed, it is available as a free download from Adobe's website.

[Prerequisite/Corequisite Challenge Form](#)