Advising Guide to Looking up Placement Test Scores in ELLUCIAN (DATATEL)

Placement Testing advises all students to bring a copy of their placement test scores to their advisor/advising center during registration. Unfortunately, we cannot physically make students bring their scores to you. Luckily, there is a way for you to look up student test scores in DATATEL that all advisors should have access to.

* If you do not have access to the screens in this guide please notify your department head immediately

Please NOTE: During registration periods, due to the increase in volume the Testing Center receives, any students who are sent over for a copy of their test scores will not receive them that day. All students are required to fill out paperwork in order to receive a copy of their score reports, because of FERPA laws. There is a 48 hour hold to process student score requests.

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Looking Up Student Placement Test Scores - TSUM:

1. Type TSUM in the Search box. Be sure that you have the Form field selected and not the Person field. For easy access add TSUM to your favorites.
2. Type the PCC student ID #, Social Security #, or Student’s name for Person Lookup.

3. If the student has taken the test at PCC or has tested at another school and sent their scores to the PCC Placement Testing Center, you will see the scores on this screen. **Only 3 scores can be seen on the screen.** Click in the Placement Test Box to see if there are more pages of test scores.

*Once you have pulled up a student’s test scores in TSUM refer to the DRE and DMA crosswalks to determine proper placement*

**Looking up Transfer English, Math, & Computer Courses in TRCL:**

Some students have transferred in coursework from other institutions that may waive them from having to complete placement testing. Other students may transfer in developmental coursework from another NC Community College and may elect to continue where they left off. If either of these two options applies to your advisee you may not see placement test scores in TSUM. Coursework transferred in overrides placement test scores if the course that is transferring in is a higher level than what the student’s placement test scores indicate his/her placement should be.

1. Type **ST-TRCL** in the Search box. Be sure that you have the Form field selected and not the Person field. For easy access add TRCL to your favorites.
2. Type the PCC student ID #, Social Security #, or Student’s name for Student Lookup.

3. When it asks for Transcript Groupings LookUp, type: adv

4. You will see a list of courses that the student may have already completed or be enrolled in during the current semester or courses that transferred to PCC from another college. You will also see a list of any developmental courses the student has placed out of based on placement test scores. **If you do not see any developmental courses listed, or you do not see credit for curriculum level English or math courses, the student has either not tested OR the student tested and placed into the lowest level course in English and/or math. If nothing is listed, check TSUM to see if there are any test scores**

**NOTE:** Developmental English courses that appear in TRCL are based on older cut scores and do not represent placement based on the sum of the Reading and Sentence Skills (Writing) sections. Refer to the DRE Crosswalk for correct placement
Placement Testing Tips & Other Information:

- **Test scores are valid for 3 years** - Any scores older than 3 years have expired and will require the student to retest if course work has not been successfully completed.
- **Developmental Courses do not expire** – Students who have successfully completed developmental course work previously may start where they left off (refer to crosswalks for placement). It is recommended that if it has been over three years since courses were complete that the student retest and consult with their advisor regarding appropriate placement.
- **ALL DREs will require overrides** – Advisors need to carefully consult the DRE crosswalk and student’s placement scores before overriding students into courses.
- **Some students placing into ENG-111 may require overrides or waivers** - Some students who place into ENG-111 will need an override or waiver to register. This is because under the old cut scores the student did not place into ENG-111, but under the new cut scores the student does place into ENG-111. If you are a power user, you may override the student into ENG-111. If you are not a power user, contact Placement Testing and Testing will add a waiver to the student’s record that will allow ENG-111 registration.
- **Computer Skills Testing** – Must be completed through PCC. Students who have tested/or will test at other institutions will need to complete the Computer Skills Placement Test through PCC by visiting our office (w/ a photo ID) or by completing a Proctor Verification Form (located on our website or students may contact us and we will send them the form)
- **SAT & ACT Math scores waive students from math AND Computer Skills testing** – SAT 500+ and ACT 23+; All scores must be on file in the Testing Office

Contact Information:

Placement Testing Office Location – Warren 2402
Fax # - 252-321-4591
Email for student inquiries – pcctesting@my.pittcc.edu

Sharon Ceres-Spearling  
Placement Testing Coordinator  
x7561

Alisha Battle  
Placement Testing Assistant  
x7562

Mary Lee Smart  
Administrative Secretary, Testing  
x7334
Advisor Flowchart Guide to Placement Testing for New Students

START ➔ Is Advisee a Transfer Student? ➔ YES ➔ Please consult the Returning/Transfer Flowchart

NO ➔

Check TSUM: Does student have placement test scores on file that are no more than 3 years old?

Or

Does student have SAT/ACT scores on file that meet testing waivers?

Waiver Score Requirements:
- SAT Verbal 500+
- *SAT Math 500 +
- ACT English 20+
- *ACT Math 23+

*Math Waivers waive students from math and computers skills placement testing

YES ➔ Determine Course Placement by referring to the DRE and/or DMA crosswalk.

If student has met SAT/ACT waivers, they may register for the required college level coursework for each waiver they meet. Ex: If a student meets the SAT MATH waiver, they may register for college level math and computer courses, and/or if the student meets the SAT Verbal waiver, they may register for ENG-111.

If student took placement test at another school, they will need to complete the PCC computer skills test.

NO ➔ Student will be required to take the placement test or submit appropriate SAT/ACT scores before registering for courses. Refer student to the Placement Testing Office in Warren 2402.
Advisor Flowchart Guide to Placement Testing for Returning/Transfer Students

START

Check TRCL: Does student have credit for Eng., math, and computer courses that satisfy their program requirements?

*Be sure that courses have a passing grade or a grade of T for transfer credit. If there is no grade or transfer credit next to a developmental course answer this question as NO.

YES

Register student for classes based on what Eng., math, and computer requirements come after the courses they have credit for in TRCL. If the student has credit for math but not Eng (or vice versa), follow the No arrow from the previous box after registering the student for the course they have credit for.

* Refer to crosswalks

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Computer Skills Placement Cut Scores - effective as of Fall 2012

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<th>Computer Skills Placement Test (given at PCC only)</th>
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<tr>
<td>CIS 070</td>
<td>Score of 15 or less</td>
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<tr>
<td>No developmental computer coursework needed</td>
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To be exempt from the computer skills placement test and CIS-070, students must meet one of the criteria below (proper documentation must be on file):

- Acceptable placement test scores
- CLEP Information Systems and Computer Applications score of 50 or higher
- IC3 Certification
- Successfully completed Computer Applications 1 and 2 in high school
- SAT math score of 500 or higher
- ACT math score of 23 or higher
- Post-secondary degree from an accredited institution

**Note:** All students must take the Computer Skills Placement Test through PCC.

- If a student has tested at another institution, they have probably not completed the Computer Skills Placement Test and should be sent to the Testing Office with a photo ID to test (this test runs about 5 minutes).

- Distance Learning students, or students who live out of town, may complete this test at another institution by completing and submitting a Proctor Verification Form to the Testing Office. They may contact the Testing Office or visit our website (under Distance Learning Placement Tests) to obtain this form.