

LOS ANGELES COMMUNITY COLLEGES  
OFFICE OF THE CHANCELLOR  
ADMINISTRATIVE REGULATIONS

INDEX NUMBER E-9

<b>REFERENCE:</b>	<b>TOPIC:</b> Testing Programs
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<b>CHANGES:</b>	<b>DATE OF CHANGES:</b>

1. Testing is a technique for obtaining information in an organized, reliable, and valid manner. In an educational setting, testing is designed primarily to measure knowledge and abilities and is not intended to help people with mental or emotional problems. The general objectives of educational testing are to:
  - a. Identify the student who will do well in college;
  - b. Provide information to teachers as an aid to the improvement of instruction;
  - c. Provide information to students as an aid to self-understanding;
  - d. Provide information to counselors as an aid in counseling students;
  - e. Provide information to administrators as a basis for planning, decisionmaking, and evaluation;
  - f. Verify claimed knowledge or competence;
  - g. Assist in course placement; and
  - h. Match people and jobs.
2. Regulations for Conducting Testing Programs
  - a. Each campus will designate a person to coordinate Testing Programs.
  - b. Tests will be administered by adequately trained and qualified personnel.
  - c. Each college has flexibility in the choice of individual test instruments.

- d. Tests will be utilized in an advisory capacity and should not be used as the sole criterion to restrict students from courses or programs. A grievance procedure will be developed on each campus to allow students to appeal regarding course of program restrictions.
- e. Each campus will constantly review and evaluate its testing program to ensure that tests are properly used.
- f. A testing manual will be developed and maintained on each campus. This manual will contain testing philosophies, policies and procedures, and will list tests along with their validities and reliabilities and the methods of test review.
- g. A Districtwide testing committee will be appointed to monitor the status of testing in the District. This committee will advise and inform campuses as to new instruments on the market and will consult with the campuses on testing matters.