

2016



*My career
starts here!*

**TEST
CENTRE**

Academic
Assessment
Help Guide

ALGONQUIN
COLLEGE



ALGONQUIN
COLLEGE

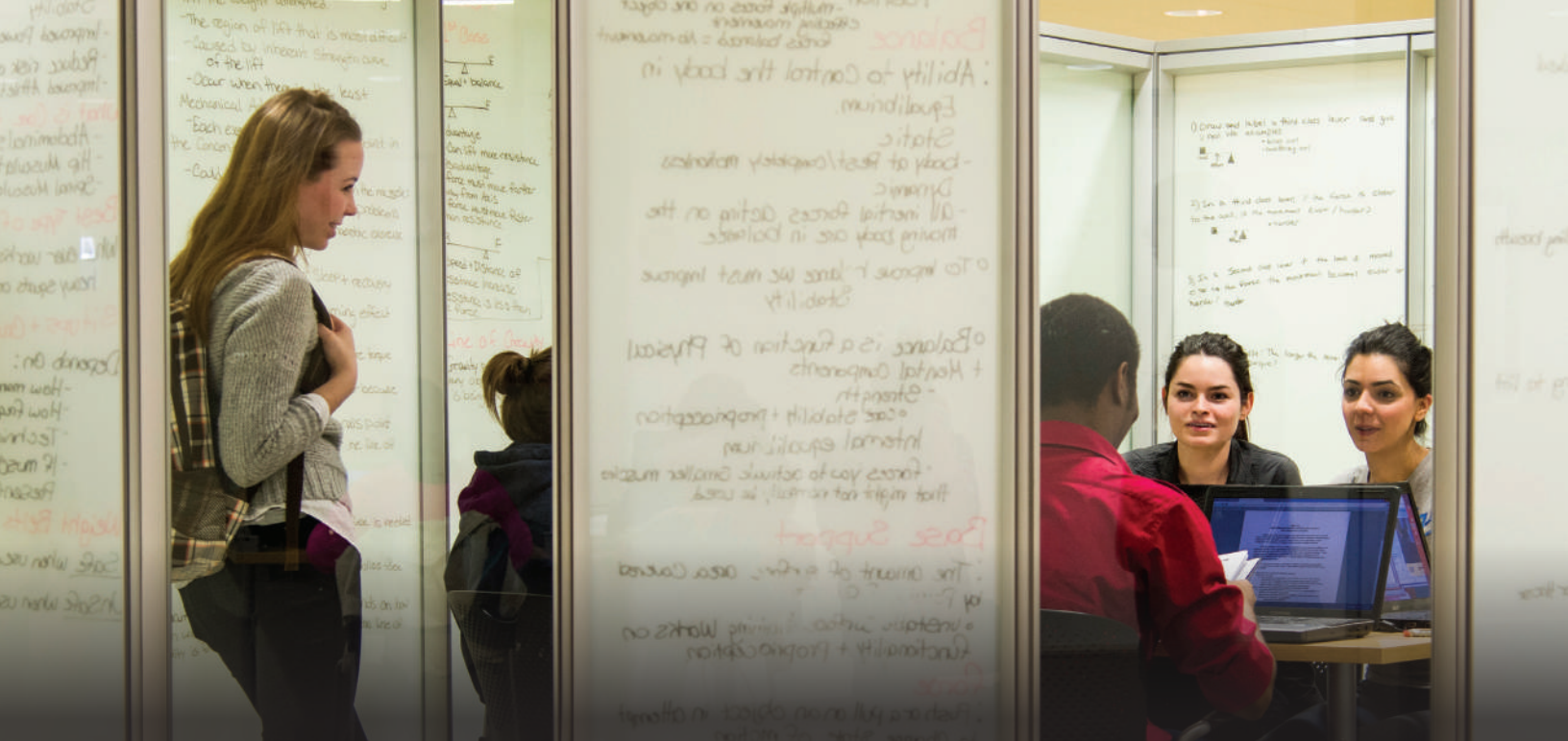
GO

THE TEST CENTRE

Building C, Room C224
1385 Woodroffe Ave
Ottawa, ON K2G 1V8
Local: 613-727-4723 ext. 7079
Toll-free: 1-800-565-4723 ext. 7079
Fax: 613-727-7671
Email: testcentre@algonquincollege.com



algonquincollege.com/testcentre



THE TEST CENTRE

WHY CERTAIN APPLICANTS ARE ASKED TO COMPLETE AN ASSESSMENT

We receive more than 40,000 applications every year from applicants that come to us from a wide variety of academic and employment backgrounds. As a result, we need a fair, measurable, and standardized way to determine the best academic starting point for each applicant. Our assessment instruments are used to measure applicant knowledge and skill levels in areas such as reading comprehension, language skills, mathematical problem solving, and essay composition. You are highly encouraged to apply to your program early and take any potentially required tests as early as possible.

WHAT IS AN ALGONQUIN COLLEGE “ASSESSMENT”?

An assessment is a series of questions and tasks designed to measure your ability to execute a set of academic skills required for admission to a particular program. For example, the assessment used for a program requiring language skills might include tasks designed to assess reading and writing skills, while the assessment used for admission to a program requiring mathematical skills might include math problem-solving tasks.

Most of the assessment instruments used by Algonquin College are computer-based, user friendly, and can be completed within three hours. For many College programs, applicants are asked to demonstrate a pre-determined skill level through an assessment in order to be eligible for admission.

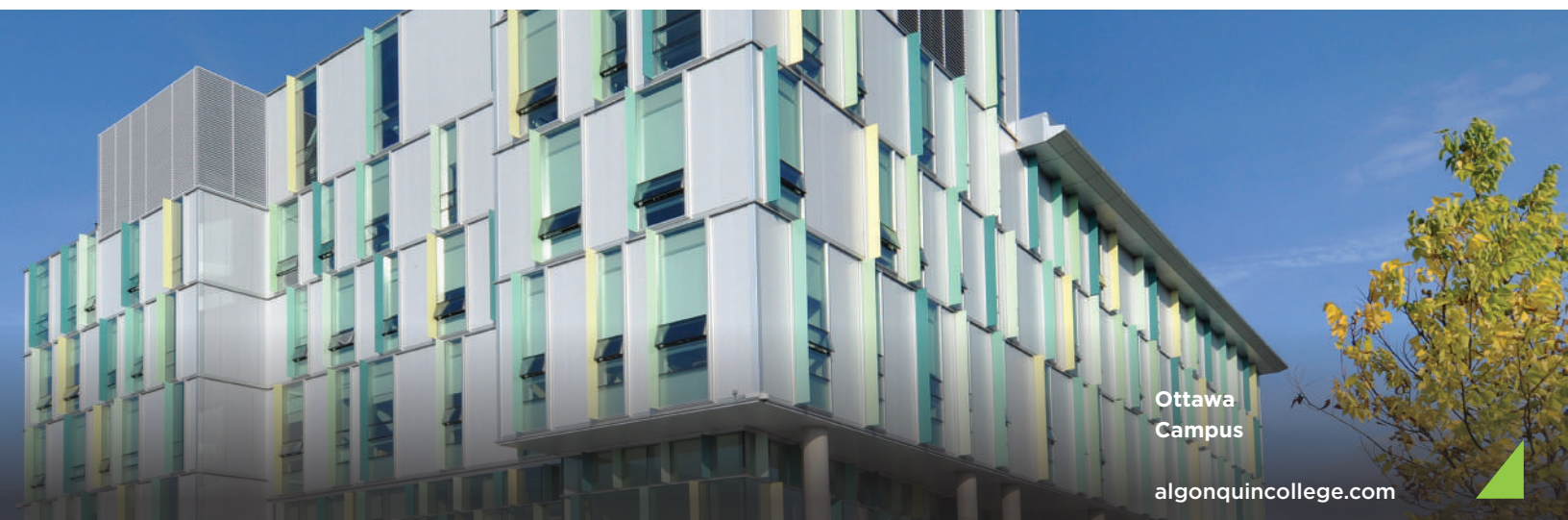
For certain highly-competitive programs, applicants are ranked by their admission assessment scores and the highest ranked applicants are offered priority admission to the program.

Visit the Test Centre’s web site for more information on:

- Booking an assessment locally or remotely
- The various assessment instruments used by Algonquin College.
- Sample questions for those assessments.



algonquincollege.com/testcentre



APPLYING TO MORE THAN ONE COLLEGE

The assessment policies and practices used by Algonquin College have been developed to meet the specific needs of our programs and may not be recognized by other colleges. Consult each college directly for information on their admission requirements and testing.

WHO CAN COMPLETE AN ASSESSMENT?

Once you have applied to an Algonquin College program through OCAS - ontariocolleges.ca, you will be notified by the Registrar's Office by email if you need to complete an assessment. Once you receive this notification, you can schedule your assessment online through your ACSIS account. You will not be able to schedule an assessment if you haven't been formally asked to do so as a requirement for your application.

The notification will indicate which assessment is required and will include your Algonquin College student number and your ontariocolleges.ca application number. This information will be required when booking your assessment, so make sure to keep it handy.

MAKING AN APPOINTMENT TO COMPLETE AN ASSESSMENT

To schedule an assessment, log into your ACSIS account and click 'Book Assessment' in the left side menu. If you are having difficulty scheduling your assessment online, contact the Test Centre directly.

If you haven't been invited to complete an assessment, the 'Book Assessment' function on ACSIS will not be available. However, if you have received notification that an assessment is required but the functionality is not available, or if you are unsure which assessment



to complete, contact the Registrar's Office to have this rectified at:

Algonquin College Registrar's Office

Local: 613-727-0002

Toll-free: 1-800-565-4723

When scheduling your assessment, you must:

- Identify which assessment you wish to complete.
- Provide your nine-digit Algonquin College student ID number.
- Provide your nine-digit ontariocolleges.ca (OCAS) application number.
- Provide an email address so we can send a confirmation of your booking.
- More details on booking an assessment may be found at algonquincollege.com/test-centre/assessment-for-students

COMPLETING AN ASSESSMENT



COMPLETING YOUR ASSESSMENT AT THE PERTH OR PEMBROKE CAMPUSES

If you applied to a program at Algonquin College's Heritage Institute in Perth or the Algonquin College in the Ottawa Valley campus in Pembroke and you would like to complete any necessary assessments at that campus, you must contact them directly as follows:

Registrar's Office **Heritage Institute Campus**

7 Craig Street
Perth, ON K7H 1X7
Local: 613-267-2859 ext. 5604
Toll-free: 1-800-565-4723 ext. 5604

Testing Coordinator **Ottawa Valley Campus**

1 College Way, Room 140
Pembroke, ON K8A 0C8
Local: 613-735-4700 ext. 2742
Toll-free: 1-800-565-4723 ext. 2742

COMPLETING AN ASSESSMENT IN YOUR HOME COMMUNITY

If you have applied to a program at the Ottawa Campus of Algonquin College and you live in the Ottawa area, you must complete your assessment at the Ottawa Campus.

If you live further than 100km from the Ottawa, Pembroke or Perth Campuses, you can request to complete your assessment in your local community at an approved test site such as the test centre of another college or university (i.e., a post-secondary or private educational institution, but NOT a High School, Collegiate Institute, or private office).

To learn more about completing your assessment in your local community, visit the Test Centre website and select the assessment you wish to schedule.

Important: You will be responsible for paying any administrative fee charged by the college or university administering the test in your community, in addition to the Test Centre assessment fee.



ACCOMMODATIONS FOR APPLICANTS WITH DISABILITIES

If you are a student with a disability (e.g., you are/were on an IEP at a learning institution), you MAY be eligible to write your assessment with accommodations. To receive accommodations, applicants must submit documentation that identifies a disability. Information regarding acceptable/required forms of documentation for Post-Secondary Education (PSE) Institutions can be found at algonquincollege.com/csd/documentation-requirements

Centre for Students with Disabilities (CSD)

Ottawa Campus

Student Commons, Building E, Room E304e

Local: 613-727-4723 ext. 7683

Toll-free: 1-800-565-4723 ext. 7683

TTY: 1-866-620-3845

Email: csdtestroom@algonquincollege.com

ASSESSMENT FEES

The fee for most admissions assessments is \$50.00 (subject to change). Assessment fees are non-refundable, even if you fail the assessment or are not accepted into your program.

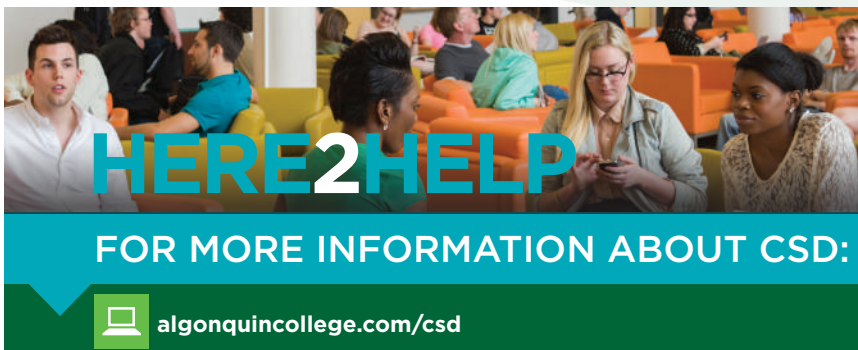
Assessment fees are due when you arrive to complete your assessment. Payment methods include credit card, debit and cash – cheques are not accepted at the Test Centre. You will be provided with a receipt.

PREPARING FOR YOUR ASSESSMENT

For information about the content and format of assessments and sample questions, visit the Test Centre website and review information on 'Sample Questions'.

WHEN YOU ARRIVE FOR YOUR ASSESSMENT

You must present one piece of government-issued photo identification (e.g., driver's license, passport, health card - NOT a student card) when you arrive to complete your assessment. If you can't provide ID, you will not be allowed to complete the assessment.



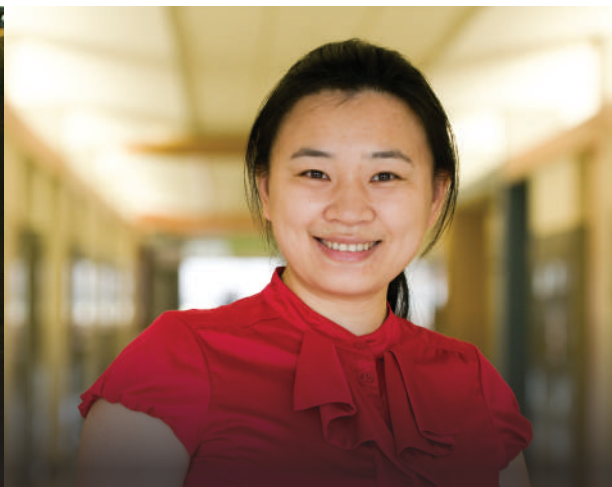
ASSESSMENT DEADLINES

All applicants are advised to apply early, and test early.

Algonquin College Health Programs Admissions Test (AC-HPAT):

If you apply to a highly-competitive program which requires the mandatory AC-HPAT assessment, deadlines are as follows:

- Fall 2016 program start date:
 - Equal Consideration Date, apply by February 1, 2016.
 - The mandatory AC_HPAT assessment must be completed no later than February 25, 2016 (for Ottawa Campus Programs).
 - Successful applicants who write prior to February 25, 2016 will be included in the ranking process for admission to Dental Hygiene, Diagnostic Medical Sonography, Medical Radiation Technology, Occupational Physiotherapist Assistant, Paramedic, Practical Nursing, Respiratory Therapy, and Veterinary Technician programs.— Applicants who write an assessment after this deadline may be waitlisted
 - Winter 2016 program start date:
 - Equal Consideration Date, apply by February 1, 2016.
 - The mandatory AC-HPAT assessment must be completed no later than October 21, 2016.
 - Successful applicants who write prior to October 21, 2015 will be included in the ranking process for admission to Practical Nursing.
 - Applicants who write an assessment after this deadline may be waitlisted
- Other highly-competitive programs:** If you apply to a highly-competitive program other than the AC-HPAT programs (above) before the equal consideration date of February 1, 2016, you must complete any required assessments by February 25, 2016 to be included in the ranking process. Applicants who write an assessment after this deadline may be waitlisted.



RESULTS

YOUR ASSESSMENT RESULTS

Refer to the Test Centre website for the results policy for each assessment. algonquincollege.com/testcentre

In most cases, you will be provided with a copy of your results immediately following your assessment (i.e., except AC-HPAT and Academic Upgrading results). You may also be directed to an Algonquin professional advisor who can review your results with you. Your results will also be automatically forwarded to the Registrar's Office in order to advance the application process. You can see the status of your application by clicking Program Status on ACSIS.

SECOND ATTEMPTS AT ASSESSMENTS

You can attempt most Admission Assessments (i.e., except the health assessment) twice per term if you are not successful on the first attempt, but you must wait 30 days between attempts. There are three terms per year: September, January and May.

Health program assessments required for certain programs can only be completed once per academic cycle, for admission into Dental Hygiene, Diagnostic Medical Sonography, Medical Radiation Technology, Occupational Physiotherapy Assistant, Paramedic, Practical Nursing, Respiratory Therapy, and Veterinary Technician programs.

EXPIRATION OF ASSESSMENT RESULTS

Most Admissions Assessments are valid for two application years. For example, if an Admissions Assessment is completed for a program which starts in the 2016/2017 academic year, that assessment would be valid for the 2016/2017 and the 2017/2018 application years. An easy way to determine the year of an application is through the first two digits of your ontariocolleges.ca application number (e.g., 16-XXX-XXXX indicates an application filed for the 2016/2017 application year).

Important: Assessment results for certain programs, such as the ones which require the health program assessment for admission to the Dental Hygiene, Diagnostic Medical Sonography, Medical Radiation Technology, Occupational Physiotherapy Assistant, Paramedic, Practical Nursing, Respiratory Therapy, and Veterinary Technician programs are only valid for the application year for which they were completed and can be written only once per academic cycle.

Get Your
Results

[algonquincollege.com/
testcentre](http://algonquincollege.com/testcentre)





OTTAWA
PERTH
PEMBROKE
ONLINE
INTERNATIONAL

RECRUITMENT OFFICES

Ottawa Campus: 613 727 4723
Perth Campus: 613 267 2859 x5601
Pembroke Campus: 613 735 4700
Jazan Campus: 0096673238865 x144

ACADEMIC REFERRAL CENTRE

Ottawa Campus: 613 727 4723 x5722

KEY TELEPHONE NUMBERS

General Information: 613 727 0002
Toll Free: 1 800 565 4723
Residence: 613 727 7698

OTTAWA CAMPUS

Algonquin College
of Applied Art and
Technology

1385 Woodroffe Avenue
Ottawa, Ontario
K2G 1V8

613 727 4723

PERTH CAMPUS

Algonquin College
Heritage Institute

7 Craig Street
Perth, Ontario
K7H 1X7

613 267 2859

PEMBROKE CAMPUS

Algonquin College
in the Ottawa Valley

1 College Way
Pembroke, Ontario
KBA 0C8

613 735 4700

JAZAN CAMPUS

King Abdullan Street,
Al Suais District
45142 Jazan
Kingdom of
Saudi Arabia

07 323 8865