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# TEST CENTRE

Assessment for College and Program Eligibility

**ALGONQUIN**  
COLLEGE

Ottawa Perth Pembroke 2011 ■ 2012



# Who can complete an Assessment?

At Algonquin College, assessments for the purpose of determining program eligibility are only completed by individuals that:

- have applied to an Algonquin program through [ONTARIOCOLLEGES.CA](http://ONTARIOCOLLEGES.CA) and,
- have been notified by the Registrar’s Office that they must complete an assessment.

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## 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. The academic skills covered by each assessment reflect the type of 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 and easy to use.

For most programs, applicants are asked to demonstrate a pre-determined skill level via the assessment in order to be eligible for admission. For certain highly-competitive programs, applicants are ranked by their assessment scores, and the highest ranked applicants are offered admission to the program.

Visit the Test Centre's web site at:

**[algonquincollege.com/testing](https://algonquincollege.com/testing)**

- to learn more about the various assessment instruments used by Algonquin College;
- view sample questions for those assessments; and
- learn how each assessment tool is used in the admissions process.

**IMPORTANT:** The assessment tools used at Algonquin College have been specifically selected for our programs and may not be accepted by other colleges.

## Why certain applicants are asked to complete an assessment

Algonquin College receives more than 40,000 applications every year from individuals interested in enrolling in one of our 170 full-time programs. Applicants come to us from a wide variety of academic and employment backgrounds. As a result, Algonquin needs a fair, measurable, and standardized way to assess the best starting point for each applicant. For some applicants, the most suitable way of determining the best starting point at Algonquin is through an assessment. Our assessment instruments are used to measure applicant knowledge and skill levels in areas such as reading comprehension, mathematical problem solving, and essay composition.

## Making an Appointment

To schedule an assessment appointment, log into your **ACSIS** account at:  
**acsis.algonquincollege.com**

For assistance in scheduling an assessment appointment, contact the  
Test Centre at:

**613-727-4723 ext. 7079** or  
visit the Test Centre office in room C224 at the Woodroffe Campus.

If you have been invited to complete an assessment by the Registrar's Office  
as a part of your application to Algonquin College and you are unsure which  
assessment to complete, contact the Registrar's Office at:

**613-727-0002**  
**1-800-565-4723**  
*askalgonquin@algonquincollege.com*

## Accommodations for Applicants with Disabilities

If you require accommodations for the assessment or an alternate method of  
assessment due to a disability, contact Algonquin College's Centre for Students  
with Disabilities (CSD) to submit an accommodation request. Although we strive to  
offer accessible services, some assessment accommodations cannot be provided by  
the Test Centre unless they have been approved in advance through the Centre for  
Students with Disabilities.

### **Centre for Students with Disabilities (CSD)**

Building C, Room 142

Woodroffe Campus

1385 Woodroffe Campus

Ottawa, ON K2G 1V8

**613-727-4723 ext. 7683**

**TTY: 613-727-7747 or 613-727-7761**



TV Broadcasting student filming in the studio.

## IMPORTANT DATES

For those who apply to a  
highly-competitive program by  
the Equal Consideration Date  
of February 1, 2011, consult  
**algonquincollege.com/testing**  
for the assessment deadline.

## Applicants to the Algonquin College Heritage Institute

Individuals required to complete an assessment for admission to a program at Algonquin College's Heritage Institute in Perth, Ontario who would like to complete the assessment at that campus should contact:

### Registrar's Office

Heritage Institute Campus  
7 Craig Street  
Perth, ON K7H 1X7  
**613-267-2859 ext. 5604**

## Applicants to Algonquin College in the Ottawa Valley

Individuals required to complete an assessment for admission to a program at Algonquin College's Ottawa Valley campus in Pembroke, Ontario who would like to complete the assessment at that campus should contact:

### Testing Coordinator

Ottawa Valley Campus  
Room 100A  
315 Pembroke Street, East  
Pembroke, ON K8A 3K2  
**613-735-4700 ext. 2742**

## Completing an Assessment in your Home Community

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

## Applicants outside the National Capital Region

Applicants that live farther than 40 km from the Algonquin College campuses in Ottawa, Pembroke, or Perth may request to complete their assessment at a college or university testing centre in their local community. The Algonquin College Test Centre's policy is to permit assessments to be completed in an approved test site; preferably the test centre of a college or university. Visit the Test Centre website to learn more about completing your assessment in your local community.

To schedule an assessment appointment, log into your **ACSIS** account at **[acsis.algonquincollege.com](https://acsis.algonquincollege.com)**

**IMPORTANT:** You will be responsible for paying any administrative fee charged by the college or university test centre in your community.



Music Industry Arts students practice their editing and mixing techniques.

## THE COST OF COMPLETING AN ASSESSMENT

Test Centre fees are currently under review. Consult [algonquincollege.com/testing](http://algonquincollege.com/testing) for current service fees. Assessment fees are due when you arrive to complete your assessment.

## Preparing for your Assessment

For information about the contents and format of assessments used by Algonquin College, including sample questions, consult [algonquincollege.com/testing](http://algonquincollege.com/testing). You must present **1** (one) piece of government-issued photo identification when you arrive to complete your assessment.

## Second Attempts at Assessments

Applicants may attempt most assessments twice per admission period if they are not successful on their first attempt. There are **3** (three) admission periods per year; **September, January, and May**. Applicants must wait 30 days between attempts.

However, assessments for certain programs may only be completed once per admission period, such the Health Occupations Aptitude Examination (HOAE), completed for admission to the Dental Hygiene, Respiratory Therapy, Veterinary Technician or Paramedic programs.

## How Assessments are used by the College

### What happens to assessment results?

Once an assessment is complete, results are automatically forwarded to the Registrar's Office, who will notify applicants of their admission status. Applicants wishing to check the status of their application can do so by contacting the Registrar's Office at:

**613-727-0002** or **1-800-565-4723** or by logging into ACSIS at [acsis.algonquincollege.com](http://acsis.algonquincollege.com) and selecting "Program Status".

## Applying to Other Colleges

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 the Registrar's Office of the colleges to which you plan to apply for information on their admission requirements.

## Receiving your Results

Although applicants do not need to forward their assessment results to the Registrar's Office – this is done automatically by the Test Centre – applicants do have the right to receive a copy of their results. In most cases, results are available to applicants immediately following completion of the assessment. In other cases, results can be obtained by submitting a written request for results to the Test Centre at: [testcentre@algonquincollege.com](mailto:testcentre@algonquincollege.com)

You can enquire with Test Centre staff about the release of assessment results policy for your assessment.

## Expiration of Assessment Results

Most admissions assessments results are valid for two application years. For example, if an admissions assessment is completed for a program which starts in the 2011/2012 academic year, that assessment would be valid for the 2011/2012 and the 2012/2013 application years. An easy way to determine the year of an application is through the first two digits of your [ontariocolleges.ca](http://ontariocolleges.ca) application number (e.g., 110000000 indicates an application filed for the 2011/2012 application year).

**IMPORTANT:** Assessment results for certain programs, such the Health Occupations Aptitude Examination (HOAE) completed for admission to the Dental Hygiene, Respiratory Therapy, Veterinary Technician, or Paramedic programs, are only valid for the application year for which they were completed.

Contact the Test Centre:

**The Test Centre**

Building C, Room C224

1385 Woodroffe Ave

Ottawa, ON K2G 1V8

**613-727-4723 ext. 7079**

**Fax: 613-727-7691**

[testcentre@algonquincollege.com](mailto:testcentre@algonquincollege.com)

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

**Algonquin College of Applied Arts and Technology**

1385 Woodroffe Avenue

Ottawa, ON K2G 1V8

613-727-0002

1-800-565-4723

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

**Algonquin College Heritage Institute**

7 Craig Street

Perth, ON K7H 1X7

613-267-2859

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

**Algonquin College in the Ottawa Valley**

315 Pembroke Street East

Pembroke, ON K8A 3K2

613-735-4700

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

