

Assessment Guidelines

1. Re-assessment Practice

- A student may re-assess every four months or at the discretion of the Chair/Assessment Coordinator/assessor/CAL faculty.

ELD: If a student is returning to the college **after one year** or more of absence, the student, on re-applying, may:

- Continue at the next ELD level/course for which the entry requirements have been met OR
- Retake the in- house CLBPT OR
- Use a recent (≤ 2 years) IELTS/TOEFL score.

2. Fees

- Assessment fees are not required by Camosun-bound or registered students.

3. Conditions for Assessment:

- A student can complete an assessment as an alternative to using a high school grade to meet a pre-requisite or an admission requirement. The higher of the two (high school grade or assessment) can be used to fulfill a pre-requisite or an admission requirement.
- A student can complete an assessment as an alternative to using a transfer grade to meet a pre-requisite or an admission requirement. The higher of the two (transfer grade or assessment) can be used to fulfill a pre-requisite or an admission requirement.

4. A student may not complete an assessment to improve upon a Camosun grade. Students who have left the institution for one semester or longer and gained skills or completed coursework may complete an assessment to demonstrate skill levels.
5. A student may not complete an assessment midway through a Camosun course to achieve credit for the course.
6. An assessment completed by an external agency or institution may be used to place a student at Camosun. The Assessment Centre Coordinator will examine these requests on a case by case basis in consultation with any relevant parties (English Placement Counsellor, ACF assessor). All English Language learner tests will be referred to an ELD assessor.
7. Assessments are not timed except as required by departmental or industry standard. Students will be informed at the time of booking of any time expectations and/or restrictions
8. Assessments completed at Camosun have no expiry date. A student will be encouraged to reassess if their previous assessment is over two years old in order to attain an accurate picture of their current skill levels. In the case of CLBPT, students will be encouraged to reassess if more than one year has passed.

ELD students may retest after one year.

9. Academic Honesty is governed by the [Camosun College Student Conduct Policy](#).