

**Send completed form by July 1 to:**

**Office of Postsecondary Access, Support and Success**

**New York State Education Department**

**89 Washington Avenue – 960 EBA**

**Albany, NY 12234**

**Phone: (518) 474-3719**

**Email: KIAP@nysed.gov**

 **NYSED ATB Form 1**

**Statement on Ability-to-Benefit Tests: Degree-Granting and Public Vocational Institutions**

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| Institution: |
| Address: |
| Chief Academic Officer: |
| Telephone Number: | Email: |
| Signature of Chief Executive Officer: |
| **PLEASE CHECK ALL THAT APPLY** |
| * **The institution does not admit students without a U.S. high school diploma, as defined in Section 145-2.15 of the Commissioner’s Regulations, or the equivalent.** *(****Stop –*** *No additional information is required; mail or E-mail at* *KIAP@nysed.gov* *the completed form.)*
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| **Part A**: Assessment(s) to be used and minimum passing scores *(check all that apply).* The federally-approved minimum pass scores for each test are shown in parenthesis. Institutions must use the minimum score or higher. If the institution is not using the same assessment for all locations, submit a separate statement for each location. |
| [ ]  **Combined English Language Skills** (CELSA) **\*** | *Proposed Minimum Pass Scores* |
| Form 1 (97):  | Form 2 (97): |
|  |  |
| [ ]  **Accuplacer** | *Proposed Minimum Pass Scores* |
| Reading (233):  | Writing (235): | Arithmetic (230): |
|  |  |  |
| \* Note: As provided in 34 CFR 668.153(a)(2), the CELSA test is approved as the additional ATB English language  proficiency test that must be taken by students whose native language is not English and who are not fluent in English  if the academic program includes an ESL component. |

**Part B – Administration of Tests**

Please complete Part B to indicate how the selected test(s) will be administered.

Complete **Subpart 1** if the tests are administered independently or **Subpart 2** if the tests are administered by a unit of the institution.

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| **Subpart 1:** The test is administered by an independent testing agency (a test is independently administered if it is administered at a testing center that is not located at and/or affiliated with the institution for which the student is seeking enrollment and the test administrator is an employee of such center.) |
| Provide the name of agency: |

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| **Subpart 2: Check all that apply. If left unchecked, please provide a written explanation** |
| * The test is administered by a unit of the institution that is responsible for other forms of testing or for provision of academic support services, or both.
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| * The testing unit does not report to officers responsible for admissions or the administration of student financial aid.
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| * The test is administered in an environment that is separate, secure, closed and continuously monitored during testing.
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| * Students are required to provide written verification of identity, such as a photo identification, and to sign in prior to taking the test, are prohibited from bringing into the test area any materials prohibited by the test publisher and are required to leave the test area immediately upon completion of the test.
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| * The test is proctored by professional employees trained in test administration and federal guidelines for administration of ATB tests and who are not employed through, or performs the functions of the admissions, student financial aid, or registrar’s office.
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| * The scoring of such test is overseen by institutional employees who are not employed through, or perform the functions of the admissions, student financial aid, or registrar’s offices and such scores are verified by more than one employee unless scoring is done directly by the test vendor via computer.
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| * All tests, test results, and test databases, if any, are secured.
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| * The test administrator has no prior financial or ownership interest in the institution, its affiliates, or its parent corporation, other than the interest obtained through its agreement to administer the test.
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| * The test administrator is not a current or former member of the board of directors, a current or former employee of or a consultant to a member of the board of directors or a chief executive officer;
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| * The test administrator is not a current student of the institution.
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| * The test administrator is not scoring the test.
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| * The institution maintains a record for each student who sat for the test, including the name of the test, the test date, and the student’s scores on the test and retains this information in the student’s permanent record.
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| * The test administrator, upon request, will give the Commissioner, guaranty agency, accrediting agency, and law enforcement agencies access to test records or other documents related to an examination, audit, investigation, or program review of the institution or test publisher.
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**Part C: Briefly describe in a narrative the process used to determine the minimum pass scores**. To address the criteria used to evaluate the acceptability of the proposed score(s), your response should address the following factors defined in Section 145-2.15(d) of the Commissioner’s Regulations at:

 <http://www.highered.nysed.gov/ocue/SFASubpart145.htm>:

1. the level of curricula the institution offers, as provided in section 52.2(c) (e.g., Associate in Applied Science, Bachelor of Arts);
2. the admission criteria and procedures the institution utilizes to evaluate the capacity of a student to undertake a course of study and the capacity of the institution to provide instructional and other support services to ensure that the student can complete the course of study, as is required by section 52.2(d)(2);
3. evidence that the admission criteria and procedures that the institution utilizes are effective in admitting only persons who have the capacity to undertake a course of study and that the institution provides proper instructional and support services;
4. the adequacy of the academic support services the institution provides under section 52.2(f)(2), which shall be evidenced by the institution's record in promoting successful student outcomes; the percentage of first-time students enrolling in noncredit remedial courses; the percentage of first-time students returning at the beginning of the next academic year; the percentage of first-time students earning an associate degree within three years or a baccalaureate degree within six years from the date they entered the institution and such other information as the commissioner shall specify; and
5. evidence that the institution evaluates the success of its academic and other support services in providing instructional and other support services that the student needs to complete the program and that the institution uses the evaluation to improve those services and to modify its admission criteria and procedures.