November 5, 2003

To: Stella Ho-McGinnis, Banner-Student Team Contact

From: Louise Pagotto, Interim Assistant Dean of Arts and Sciences, Kapi‘olani CC
On behalf of the Deans of Instruction and the Deans of Student Services, UHCC

Subject: System-wide COMPASS scores

The Deans have met and reached consensus on “shelf-life,” loading, and composition of COMPASS placement test scores in Banner.

1. All placement scores will be stored in SOATEST
   - Students who have both COMPASS ESL and “regular” COMPASS scores will have records for both tests.

2. COMPASS scores will be active for two years prior to the current registration term.
   - Scores will be archived on September 1st for Fall and January 1st for Spring. For example, on January 1, 2004, scores from 12/31/01 and earlier will be archived. On September 1, 2004, scores from 08/31/02 and earlier will be archived.

3. Inactive scores will be archived and stored in SOATEST. The coding will reflect the archived status. For example, “ACA,” = Archived COMPASS Algebra.

4. Placement will be based on the highest active score.

5. All math scores will be loaded into SOATEST.

6. Scores will be loaded daily. During peak registration periods, scores should be loaded twice a day.

C: Deans of Instruction
   Deans of Student Services
   Cheryl Chappell-Long