Testing Services
District 525 High School Placement Testing Guidelines

JJC is aware that local high schools are preparing their juniors and seniors to make the transition into higher education, whether this be dual credit coursework or courses taken at Joliet Junior College. To assist with this shift, we offer remote and off-site placement testing each year. This service is available to all College District 525 High Schools and allows students to complete placement testing at their local high school during school hours.

Note: the process for Off-Site Testing has changed, due to these changes, please read the information on this page carefully.

Student Tester Guidelines

- Reading and Writing exams are administered using the Accuplacer testing program. There is no charge for JJC students taking the Reading and Writing exams. Students may retake the Reading and Writing exam once every semester at **Testing Services locations.**
- Math placement testing is now administered using the ALEKS testing program. Upon completing their first ALEKS test, students will have access to six (6) months of the ALEKS remediation program and training modules through the ALEKS website.
- All testers participating in Off-Site Testing must complete a Joliet Junior College (JJC) Application at least **two weeks prior to testing**.
- Testers are not allowed to have food, drinks, backpacks, purses, cell phones or other electronic devices, books, folders, or paperwork with them during testing.
- JJC Off-Site Placement Testing is for initial testing only. All retesting must take place at a Testing Services site.
- All testers should realize that it is best to take this test seriously and prepare for it.
- All testers have been made aware that ACT, PARCC, and SAT scores may be used as a substitute for testing under certain conditions.

Institutional Guidelines

- No scheduled drills (i.e. fire, tornado, etc.) will take place during Off-Site testing. Please check your institution's calendar for drills and other planned disruptions before scheduling an Off-Site testing date.
- JJC Testing Services Staff will be let into the testing area no less than one hour prior to scheduled testing to prepare room.
- High school will furnish computer lab with one PC for each tester. If laptops are being used, their batteries must be fully charged prior to testing.
- If Chromebooks are being used for Accuplacer testing, the high school will need to install a separate lockdown browser prior to testing.
- High school will furnish blank scratch paper and pencils to each student tester. JJC Testing Services Staff will shred paper upon completion of testing.
- Off-Site Testing Institution will ensure that computers are programmed (defaulted) to print to a printer within the testing room, if hard copies of scores are required.

Personnel Guidelines

- The High School's Primary IT contact and Network Administrator will be available at least one month prior to testing date to discuss JJC IT requirements.
- The High School's Primary IT contact will be readily available during entire testing session.
- The Counselor/Instructor contact will be present in the testing lab during entire testing session.
- For each additional 30 student testers present, additional counselor/instructors will be present in each testing lab. See personnel requirements chart below:

Personnel Requirements Chart

Number of Student Testers Present	Number of High School Counselor/ Instructors Required	IT Personnel Requirements
0-30	1	Primary IT readily available
31-60	2	Primary IT readily available
61-90	3	Primary IT readily available

Personnel Requirements Chart

91-120	4	Primary IT readily available

Timeframe Guidelines

- The High School's Primary IT contact and Network Administrator will be available at least **one month prior** to testing date to speak with JJC IT staff to learn how to have the computers ready for testing at the high school location, as well as how to send the scores to JJC IT staff.
- The High School's Primary IT contact and Network Administrator will perform a test run at least **two weeks prior** to testing date to ensure that the scores were correctly sent to JJC IT staff.
- All student testers participating in Off-Site Placement Testing will have completed a Joliet Junior College (JJC) Application at least **two weeks prior** to testing.
- All cancellations will be made at least **one week prior** to testing date. The ability to reschedule Off-site Placement testing is up to the discretion of Testing Services and cannot be guaranteed.
- All roster changes must be made no later than **five business days prior** to testing date. Changes submitted within four business days of the testing date may not be considered.
- Testing Services staff will call counselor/instructor contact within 48 hours of the testing date to confirm appointment.

Ready to request remote or off-site placement testing for your high school students?

Submit an [Off-Site Testing Request Form](#).

Have questions or need additional information?

Email testingservices@jjc.edu or call 815-280-2261