

ASSESSMENT CENTRE AND ADMISSION TESTING

WHY ALGONQUIN ASSESSES APPLICANT KNOWLEDGE

Over 25,000 people per year apply to become full-time students at Algonquin College. Applicants come to us with a wide variety of educational, academic and work experiences. As a result, the College needs a fair, measurable, and standardized method of assessing each applicant's potential for success.

Applicants are given offers of admission to their chosen programs based, in part, on the college's estimate of their potential for success in that program, as indicated by their performance on an admission test. An admission test also provides each applicant with objective and impartial information about his or her level of academic skill. This knowledge allows applicants to make informed decisions about which program is right for them.

WHO CAN COMPLETE AN ADMISSION ASSESSMENT?

The Assessment Centre limits itself to testing only those individuals who have applied to an Algonquin College program through ontariocolleges.ca

The Assessment Centre only tests those individuals whose application has been processed by Algonquin's admission department. To be sure that your application has been processed, you will be asked to provide a valid student number to schedule a time to complete an admission test. If you wish to schedule a time to complete an admission test but do not have a nine-digit Algonquin student number, please contact the Assessment Centre.

If you would like to apply for a program at Algonquin, please refer to algonquincollege.com for program options and information about applying to the college.

If you have been invited to complete an admissions test in a letter from the college's admission department but are uncertain which test(s) you are being asked to write, please refer to your letter or contact the admissions department at:



613-727-0002 or 1-800-565-4723



AskAlgonquin@algonquincollege.com

To contact the Assessment Centre directly, call:



613-727-4723 ext. 7079



testcentre@algonquincollege.com

To have your questions answered please [Ask Algonquin?](#)

Call the Registrar's Office at:



613-727-0002 or 1-800-565-4723



AskAlgonquin@algonquincollege

HOW TO MAKE AN APPOINTMENT FOR TESTING COMPLETING YOUR ADMISSION TESTING AT ALGONQUIN COLLEGE'S WOODROFFE CAMPUS

Admission testing appointments can be booked online through the [Assessment Centre](#).

Simply select the link to the Assessment Centre's Online Booking System and follow the instructions to book an appointment to complete the requires admission test.

Please refer to the letter from Algonquin College inviting you to complete an admissions test, the name of the test you have been asked to complete, and your student number. If you would like to book a time to complete your assessment directly with the Assessment Centre, call:



613-727-4723 ext. 7079

Note: You must provide your nine-digit student number to book a testing appointment.

CANCELING AND RESCHEDULING TESTING APPOINTMENTS

Applicants scheduled to complete an admission test at the Woodroffe Campus can cancel and reschedule testing appointments through the Assessment Centre's online booking system up to 48 hours prior to the test time.

Within 48 hours of a test time, applicants must contact the Assessment Centre to cancel or reschedule their appointment at:

☎ 613-727-4723 ext. 7079

COMPLETING YOUR ADMISSION TESTING OUTSIDE OTTAWA

Applicants who live greater than 40 km from the Woodroffe Campus may elect to write their tests under the supervision of a staff member at an educational facility in their own area. Only full-time staff in a teaching, administrative, or counselling position in a school, college, or university will be accepted as invigilators.

For information about the fees, booking information or policies pertaining to completing an admissions assessment at an out-of-town site, please visit the [Assessment Centre](#).

Individuals who have applied for a program at Algonquin College's Heritage Institute in Perth and have been asked to complete an admission test should contact:

☎ 613-267-2859

Individuals who have applied for a program at Algonquin College in the Ottawa Valley in Pembroke and have been asked to complete an admission test should contact:

☎ 613-735-4700 ext. 2742

APPLICANTS WITH DISABILITIES

If you are an applicant with a disability and believe that you are entitled to some form of testing accommodation (such as extended time, the service of a scribe, etc.) please contact Algonquin's [Centre for Students with Disabilities](#) to make the necessary arrangements at:



613-727-4723 ext. 7683



csd@algonquincollege.com

Please allow at least two weeks for the [Centre for Students with Disabilities](#) to arrange for appropriate testing accommodations. The Assessment Centre staff are not permitted to grant any accommodation that has not been approved, in advance, by the Centre for Students with Disabilities.



613-727-4723 ext. 7683 or 1-800-565-4723 ext. 7683



613-727-7766

EQUAL CONSIDERATION DEADLINE

Attention: February 1st is Equal Consideration Deadline Date.

Several Algonquin programs receive a number of applications that is far greater than the number of applicants that they are able to accept for admission. For programs commencing in September, all applications received by February 1 (*known as the Equal Consideration Deadline*) will be considered equally, irrespective of the order in which they were received. These applications will be ranked and offers of admission will be given to the highest-ranked applicants.

To maintain your February 1st equal consideration status, all testing should be completed by February 23rd.

Completing your tests after this date might mean that your candidacy would not be considered in the first group of candidates looked at on that date. Your application would then be considered under a first-come, first-served basis for as long as space was available. For this reason, we encourage you make your testing appointment early so that your application file will be complete.

CHECK YOUR STATUS

You may check the status of your application by logging into ACSIS at acsis.algonquincollege.com and following the link to “Program Status”, or by calling the Registrar’s Office at:



613-727-0002 or 1-800-565-4723



613-727-7766

Note: Please have your student number available when calling. It is important to note that many Algonquin Programs continue to accept students on a first-come, first-served basis up until the second week of class.

For information about program status please consult the [Program Offerings](#).

HOW THE TESTING PROCESS WORKS

TESTING FEES

Please consult the Assessment Centre’s website for information about the fee structure and policy for your assessment. Testing fees can be paid online through VISA, MasterCard or American Express.

Applicants may also pay testing fees by cash, debit, or money order in person at the Assessment Centre during the registration period immediately preceding their test appointment.

Note: Personal cheques and money orders are only accepted for applicants completing tests at a site outside of Ottawa. In these cases, test materials will not be released to the invigilator until all cheques have cleared.

CHECKING IN TO THE ASSESSMENT CENTRE

Be early! Latecomers will not be allowed into the examination room once a testing session has started. You must show one current piece of photo identification. Only government issued documents such as drivers’ licenses, citizenship cards, passports, etc., will be accepted. The Assessment Centre is not able to admit anyone whose identity cannot be confirmed by their identification documents.

WRITING THE TESTS

Writing a test can be a stressful experience. You should be physically and emotionally healthy if you expect to do well. If you are ill, tired, or experiencing extreme levels of stress, it may be wise to reschedule your test. The Assessment Centre tests at least once a week all year long, so alternate dates can be arranged with sufficient notice.

CHEATING AND TESTING FRAUD

The Assessment Centre has a policy of zero-tolerance for cheating. Anyone found cheating will be asked to leave the testing room and their tests will be invalidated. Please do not bring any materials or electronic devices into the Assessment Centre that could give the impression that you intend to cheat during your test.

WHERE TO GO, HOW TO GET THERE

All test sessions are conducted at:

The Assessment Centre
Algonquin College
Woodroffe Campus
Room C224
1385 Woodroffe Avenue (*South of Baseline Road*)
Ottawa, Ontario
K2G 1V8

TO GET HERE BY CAR

From the Queensway, take Woodroffe South, turn left at the second traffic light after Baseline Road into the main entrance of the Woodroffe Campus. Proceed to the parking booth to get a visitors parking permit.

TO GET HERE BY BUS

Woodroffe Campus is located across from the Baseline Station and is a major terminus for a large number of OC Transpo routes.

For more information contact OC Transpo at:



613-741-4390



octranspo.com

ONCE ON CAMPUS

Look for the main entrance to Building C; the building with the flagpole and circular drive. Once through the main entrance, go up one flight of stairs to the second floor. Turn right. The first set of double doors on your left is the Assessment Centre, Room C224.

HOW TO PREPARE FOR YOUR ADMISSION ASSESSMENTS

ASSESSMENT PREPERATION RESOURCES


A description of all admission assessment types, including sample of questions, is available on the [Assessment Centre](#).

Please visit this site to familiarize yourself with content of each assessment type and the way in which you will be asked to demonstrate your knowledge of that content.


ACADEMIC UPGRADING OPPORTUNITIES

Algonquin's admission assessment tools are designed to help determine if an applicant possess the skills and knowledge needed to enter their chosen program. It is important to realize that it is difficult to meet these admission standards without having completed academic courses at that level. If you have not completed upper-year high school level courses in English and/or math you may want to consider completing academic upgrading prior to applying for a full-time program.

Algonquin College offers college preparatory courses through its Career and College Access Centre in subjects including English, mathematics, biology, chemistry and physics. Classes are offered during the day or in the evening. This program is offered on the Woodroffe Campus. For more information, please call:

 613-727-4723 ext. 5722 or 1-800-565-4723 ext. 5722

Algonquin College offers English as a Second Language (ESL) courses through its Language Institute. For more information, please call:

 613-727-4723 ext. 5700 or 1-800-565-4723 ext. 5700

SELF STUDY AIDS

If you would prefer to study or review on your own, there are a wide variety of resources available to help you. Due to the changing nature of the book field, the following titles are intended only as samples of what is currently available in the areas of study. These books are not specifically recommended. It is the responsibility of the application to determine if a particular publication is suitable or appropriate for the nature of the studies being undertaken.

Appropriate books may be found under some or all of the following categories in bookstores: English, ESL, self-improvement, study guides, study aids. If in doubt, ask the bookseller for more information on the publication being considered. In many cases, large booksellers maintain websites where you can research books and order them online.

Note: Since our tests have a difficulty level appropriate to a Canadian senior high school level, books which aim at developing ESL level or conversational English skills may not be challenging enough to prepare you for the tests. Most libraries and bookstores carry a wide variety of books dealing with high school level studies. Look for books that deal with mathematics or English at a grade 12 level.

Schaum's Outline Series

Schaum Publishing

English Grammar, Punctuation, Capitalization and Spelling, Basic Mathematics, College Algebra, Elementary Algebra and Geometry, Biology and Chemistry.

The High School Tutor Series

Algebra, Biology, Chemistry, Geometry, Physics, Pre-Algebra, Pre-Calculus and Trigonometry.

Publisher: Research and Education Association Press

The Easy Way Series

Mathematics, English, Arithmetic, Geometry and Algebra.

Publisher: Barron's Publishing

English Vocabulary Specific

Vocabulary in use: Upper Intermediate With Answers:

Self-Study Reference and Practice for Students of North American English

Author: Felicity O'Dell

Publisher: Cambridge University Press

Vocabulary for Advanced Reading Comprehension: The Keyword Approach

Author: John T. Crow

Publisher: Prentice-Hall Canada

English Reading Comprehension Specific

Easy Mini-lessons for Building Vocabulary: Practical Strategies that Boost Word Knowledge and Reading Comprehension

Author: Laura Robb

Publisher: Scholastic Canada, Ltd

Keys to Excellence in Reading Comprehension

Author: Marlene Roth, Warren Simmons

Publisher: Raintree Steck-Vaughn Publishers

Reading Comprehension in 20 Minutes a Day

Author: Elizabeth Chesla

Publisher: LearningExpress, LLC

Test of English as a Foreign Language

How to Prepare for the TOEFL

Publisher: Barron's Educational Series

Best Preparation for the TOEFL

Publisher: Research and Education Association

Prentice Hall TOEFL Prep Book

Publisher: Prentice-Hall Canada, Incorporated

HOW YOUR RESULTS ARE USED GETTING YOUR RESULTS

Your results will be available shortly after you have completed your assessment. Depending on availability, you may be able to meet with a college representative immediately to discuss your assessment scores and the admissions process.

Your official notice, of whether or not you are accepted, will come from the Registrar's Office.

Note: The assessment results are for your information only. They cannot and must not be interpreted as an indication of acceptance or rejection to your program of choice.

REPORT TO SELECTION PERSONNEL

A copy of your assessment results is provided to the Registrar's Office and/or to the selection committee of the program to which you have applied. The decision to accept or reject your application to your program of choice is made by the Registrar's Office and/or by the selection committee of the program to which you have applied. This decision is taken only after a careful examination of all the information in your file, and may not be limited to the results of your admission assessment.

WHAT IS THE ACCEPTANCE SCORE LEVEL?

For some programs, an applicant's performance on their admission assessment is the sole factor used to make admission decisions. In some cases, applicants must demonstrate a pre-determined level of proficiency in a required subject through their assessment in order to meet the admission requirements for that program. In other cases admission assessment results are combined with other factors, such as relevant experience, the development of a portfolio, or an interview, in order to make admission decisions. Lastly, some programs simply rank all applicants by their scores on an admission assessment and accept the highest ranked applicants. For more information about how to interpret your assessment results please visit the [Assessment Centre](#).

APPLICATIONS TO OTHER COLLEGES

Please be aware that these assessment tools, while used at Algonquin College, do not represent any type of provincial standard. Your results on an admission assessment completed for a program at Algonquin College may not be accepted for admission decisions by other colleges. Please contact the Registrar's Department of those colleges' to which you plan to apply for information about their admission requirements.

HOW LONG ARE THE TESTS GOOD FOR?

An admission assessment is valid for a single academic year. If you want to bring your assessment results forward to the next application cycle, please make the request in writing to the Assessment Centre.

THE ASSESSMENT CENTRE

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