Workflow

HB5 – COLLEGE PREP MATHEMATICS AND ENGLISH LANGUAGE ARTS COURSES

1. The Developmental Studies Department will schedule and provide training for all ISD Math and English instructors who are teaching the course. Training will be in August in conjunction with the counselor's breakfast. Contact the Director of Public Education for specific dates and time.

2. Identify two Point of Contacts at each location/ISD, who will receive the exam distributions and information from Central Texas College. Required to include the following information: Name, email, phone number, and title. Recommend to be a campus administrator or curriculum specialist.

3. Request examinations/prompts from the Developmental Studies Department POC for the final examination/essay prompts. Requests for examinations/essay prompts could take up to 2 business days for a response. Final Examinations will be in a password protected Adobe pdf file.

4. Once the examination/essay is completed by the student, and the student scored a passing score as determined on the MOU, the score must be emailed to the Registrar's Office at CTC within 7 days of examination/essay completion. It is required that the following student information needs to be on file with CTC in order to create a student account: Full Name, Address, Date of Birth, Phone Number, Email, and Gender.

5. Districts are required to keep the completed student exams/essays on file for at least one calendar year.

6. The CTC Developmental Studies Department will request randomly selected student exams/essays for review to ensure proper grading procedures are followed.

7. CTC has the right to request data to include but not limited to pass rates, enrollment numbers, attendance records, and examinations grades