

---

*matc*

**Milwaukee Area Technical College**

**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

---

Title: EXTERNAL TESTING

Code: EE0304

---

Policy Reference: N/A

---

The Dean of Continuing Education and Workforce Development will be responsible for districtwide external assessment and will conduct the assessment under the following guidelines:

1. Assessment relating to licensure or continuing education classes; i.e. insurance, nursing examinations.
2. Assessment producing income for MATC.
3. External educational assessment; i.e. ACT and SAT.

Decisions on charges to the external organization will be made on an individual basis, using 38.14 contracting, room rental only, or community service as the criterion.

External assessment under community service criterion will be conducted via a contract with MATC using nationally established standard rates.

The MATC Class Scheduling Department will schedule rooms.

All income from external assessment will be placed in an auxiliary account established for that purpose. All expenses will be paid from that account.

Admissions and/or course placement assessment of MATC students will continue to be coordinated and conducted through the Student Development Assessment Center; i.e. ASSET, TABE, GED, Advanced Standing, pre-Apprenticeship, and specialized assessment.

Office of Responsibility: Student Services

---

Approving Authority:

Kathleen Christensen

Date: 1/7/98