

Section:	V.3.17	
Title:	Standardized Test Scores	
Effective Date:	September 25, 2017	
Approved By:	Director of Admissions	
Responsible Unit:	Undergraduate Admissions (609) 771-2131; tcnjinfo@tcnj.edu	
Related Documents:	<ul style="list-style-type: none"> • Admissions Mission Statement and Guiding Principles • SAT website • ACT website 	
History:		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
2.0	September 25, 2017	Revised
1.0	July 11, 2011	New policy; Initial Release

I. INTRODUCTION

The College of New Jersey Office of Undergraduate Admissions currently uses standardized test scores as part of the application review process.

II. DEFINITIONS

- A. **SAT:** a college admission test consisting of two main section and an optional essay portion
 - a. Evidence-Based Reading and Writing
 - b. Mathematics
 - c. Essay (Optional)
- B. **Super-Score:** An SAT score calculated by combining the strongest Evidence-Based Reading and Writing score and Mathematics score observed across multiple test reports for a single student.
- C. **ACT:** a college admission test consisting of five sections
 - a. English
 - b. Math
 - c. Reading
 - d. Science
 - e. Writing
- D. **TOEFL:** Test of English as a Foreign Language

III. POLICY

- A. Standardized tests are required for an admission decision to be made on a freshman application
 - a. SAT and ACT exams are the only standardized tests acceptable for application review.
 - b. SAT II Subject tests are not required for application review.

- B. Standardized test scores are considered official when they are received:
 - a. Electronically from the testing agency responsible for the SAT or ACT
 - b. Printed on an official high school transcript
 - c. Printed on an official high school document that contains either:
 - i. School seal
 - ii. School letterhead

- C. Admissions does not accept self-reported test scores

- D. Admissions will only review an applicant's strongest test scores if multiple test reports are submitted
 - a. If a student submits multiple SAT score reports, the highest scores for both the Evidence-Based Reading and Writing and Mathematics sections will be combined to calculate a "Super-Score", which will be used for the candidate's application review.
 - b. If a student submits multiple ACT score reports, only the highest Composite score will be used for the candidate's application review. The Admissions Office will not calculate a "Super-Score" across multiple ACT score reports.
 - c. If a student submits both SAT and ACT score reports, the Admissions Office will use a conversion scale to compare the different test scores. The Admissions Office will use the strongest score indicated on the conversion scale for the candidate's application review.

- E. Transfer students are required to submit standardized test scores unless one of the following conditions are met by the transfer application deadline:
 - a. The student graduated from high school five or more years ago
 - b. The student earned a bachelor's degree from a four-year institution
 - c. The student earned 45 credits or more from another institution

- F. International applicants must submit the TOEFL exam if English is not their native language