

How to schedule an appointment for ESL Assessment

Student **must have a SJCC student ID number** in order to schedule and take the ESL Assessment. Follow this steps to schedule an ESL Assessment Appointment:

- 1) Go to webpage <http://www.sjcc.edu/current-students/assessment-center>
- 2) Under “ESL courses require an assessment,” click link “[Click here to Schedule an ESL Assessment](#)”

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Assessment Center

FUTURE STUDENTS

- Academic Calendar
- Admissions and Records Office
- Apply Now
- Assessment Center**
- Self-Guided Placement
- Child Care Resources
- College Catalog
- Degrees, Certificates, and Employment
- High School
- International Students

ESL COURSES REQUIRE AN ASSESSMENT

Click here to Schedule an ESL Assessment
or call 1 (408) 288-3170 or come to SC-203

You may also contact the ESL Department at (408) 288-3719

If you have ESL Courses completed from a community college, talk to a counselor during drop-in hours.

ESL Placement

All incoming credit ESL students are required to take the ESL Placement Test, which includes a short writing assignment. Students must also take the ESL Accuplacer test, which includes a listening and reading component given on the computer. For more information on how to enroll, please download the "How to Register for Credit ESL Classes" document.

If you plan to take only noncredit ESL classes, complete the Noncredit Application Form. If you are coming from a local Adult Education program, you can contact your Transition Specialist for your Adult Education program or the Transition Specialist at San Jose City College in room T-124 of the Technology building and get further directions to apply to the appropriate level noncredit courses. Noncredit classes are free!

ESL Assessment Testing Location: Student Center (SC) Room 203


- 3) Put your Student ID and Birth Date. Click “Continue” to go to next page.

San Jose City College

To make an Appointment log-on here:

1. Enter your Student ID
2. Enter your birthdate
Example: 09/20/2001
3. Click Continue

4) To make a new appointment, click "Make new appointment"



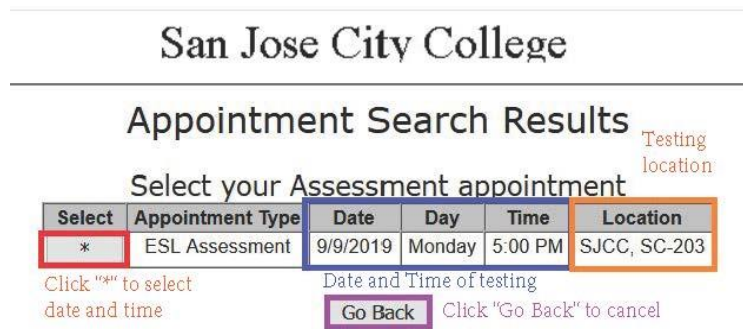
The screenshot shows the "San Jose City College Assessment Appointment Menu". It features a header with the college name, followed by the title "Assessment Appointment Menu". Below the title, it says "Please select the desired option". There are five buttons: "Make Appointment" (highlighted with a red box), "View or Cancel Appointments", "View Appt. History", and "Logout". A message "No appointments have been scheduled" is displayed between the first and second buttons.

5) Review the available dates and times for the ESL Assessment.

a. Click on the "*" to choose the date and time that you want to come take your test.

Note: If you do not see a test date and/or time listed, then either space have been filled that slot or it is not available for ESL Assessment.

b. To cancel scheduling an appointment, click "Go Back"



The screenshot shows the "San Jose City College Appointment Search Results" page. It has a header with the college name and the title "Appointment Search Results". Below the title, it says "Select your Assessment appointment". There is a table with the following columns: "Select", "Appointment Type", "Date", "Day", "Time", and "Location". The "Select" column has a "*" in a red box. The "Appointment Type" is "ESL Assessment", "Date" is "9/9/2019", "Day" is "Monday", "Time" is "5:00 PM", and "Location" is "SJCC, SC-203". Below the table, there are instructions: "Click '*' to select date and time" and "Click 'Go Back' to cancel".

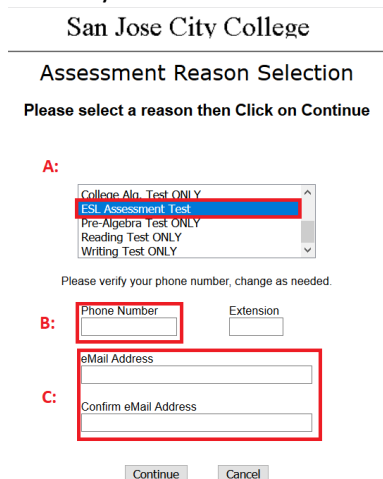
Select	Appointment Type	Date	Day	Time	Location
*	ESL Assessment	9/9/2019	Monday	5:00 PM	SJCC, SC-203

6) Assessment Reason Select

a. Scroll down and select "ESL Assessment Test"

b. Provide your phone number

c. Provide your email



The screenshot shows the "San Jose City College Assessment Reason Selection" page. It has a header with the college name and the title "Assessment Reason Selection". Below the title, it says "Please select a reason then Click on Continue". There are three sections: A: A dropdown menu with "ESL Assessment Test" selected; B: "Phone Number" and "Extension" input fields; C: "eMail Address" and "Confirm eMail Address" input fields. There are "Continue" and "Cancel" buttons at the bottom.

7) Click "Continue" and view your confirmed appointment information on the next page.

8) If you need to cancel, view your appointment, or log out, click "Go Back" to return to the appointment menu.