

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Placement Testing and Testing Exemptions Policy	Effective Date	14/06/2026
	Category	Enrollment Management	Last Review date	
	Policy Number	EMA-005	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Enrollment and Admission	Approved By	President

Overview

Placing a student into the right starting point, Foundation coursework or degree-level study, is one of the most consequential decisions AIU makes about that student's likely success. This policy establishes AIU's placement testing requirements, approved exemptions, and placement procedures for undergraduate applicants, so that students are placed based on genuine academic readiness rather than assumption. It is grounded in Accrediting agency requirement, which requires that student support, including academic placement and Foundation-level preparation, be sufficient in nature and scope to promote every student's academic success, and that assessment integrity, including placement testing integrity, be protected.

Scope

This policy applies to First-Time Freshman, Transfer, Conditional Admission, Readmitted, Scholarship, and Sponsored applicants, and to any applicant required to complete placement testing as part of the admission process.

Purpose

- Establish the University's placement testing requirements and approved exemptions
- Ensure applicants are placed into Foundation or degree-level coursework based on demonstrated academic readiness
- Protect the integrity and security of placement testing
- Demonstrate compliance with sufficient student support and academic integrity

Policy

Article 1: Nature and Purpose of Placement Testing

Placement testing evaluates an applicant's academic readiness for university-level coursework and determines appropriate placement into degree-level or Foundation courses. Placement testing is separate from the admission decision and does not itself determine admission eligibility, except where otherwise specified in EMA-003 or EMA-004. The University administers placement tests in English Language and Mathematics, and reserves the right to introduce additional assessments as approved by the appropriate academic authority.

Article 2: Testing Requirement and Exemptions

Unless exempt, applicants complete all required placement tests before registering for their first semester. Requirements are determined by intended program, high school curriculum, transfer credit evaluation, and admission category. Applicants may be exempt from placement testing by satisfying approved exemption criteria, including IELTS, TOEFL, SAT, ACT, Advanced Placement, International Baccalaureate, A-Level qualifications, approved college-level transfer credit, or another University-approved examination. Approved exemption scores and accepted examinations are published annually by the Admissions Office and recorded in **Appendix A** to this policy.

External examination scores must be valid at the time of application and remain within the validity period established by the issuing organization or by University policy; expired scores are not accepted unless otherwise approved. The University reserves the right to verify all external results directly with the issuing

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Placement Testing and Testing Exemptions Policy	Effective Date	14/06/2026
	Category	Enrollment Management	Last Review date	
	Policy Number	EMA-005	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Enrollment and Admission	Approved By	President

organization, and placement exemptions and admission decisions may be withheld until verification is complete.

Article 3: Transfer Student Exemptions

Transfer applicants who receive approved transfer credit for equivalent college-level English or Mathematics courses may be exempt from the corresponding placement test, consistent with Accrediting agency's requirement that transfer students receive equitable treatment. Testing exemptions become effective only after the Registrar has officially evaluated and approved the transfer credit under EMA-007.

Article 4: Placement Outcomes and Foundation Placement

Based on placement results, an applicant may enroll directly in degree-level courses, be placed into Foundation English, Foundation Mathematics, or both, or receive an approved exemption. Applicants who do not achieve the required placement scores are enrolled in the appropriate Foundation or remedial courses, in accordance with the University's approved Placement Matrix (**Appendix B**), before registering for designated degree-level courses. Placement decisions are recorded in the University's student information system. Certain programs may require additional placement examinations or minimum competency levels, published annually by the Admissions Office.

Article 5: Testing Procedures and Accommodations

Applicants are responsible for scheduling their placement examination, arriving on time, presenting valid identification, and complying with Testing Center regulations (**Appendix C**); failure to comply may result in cancellation of the examination. Applicants requiring reasonable testing accommodations due to a documented disability, medical condition, or other approved circumstance may submit a request before the examination; supporting documentation may be required. Consistent with STU-003 (Disability Services and Accessibility Policy), Testing Center staff do not inquire about disability status beyond what is necessary to process an accommodation request the applicant has voluntarily raised.

Article 6: Testing Security and Academic Integrity

The Testing Center maintains the security, confidentiality, and integrity of all placement examinations. Applicants complete placement examinations honestly and independently; academic misconduct in a placement examination, including cheating, impersonation, use of unauthorized materials, falsification of identification, or receiving unauthorized assistance, is addressed with the same seriousness as academic misconduct under STU-001 and Accrediting agency requirement, and may result in invalidation of results, cancellation of admission, disciplinary action, or suspension of future testing privileges.

Article 7: Retesting and Test Validity

Applicants may retake placement examinations in accordance with the University's approved retesting procedures. The Admissions Office publishes the applicable waiting period, maximum number of attempts, retesting eligibility, and fees (**Appendix D**). University-administered placement test results remain valid for the period the University establishes; applicants who defer admission beyond the approved validity period may be required to repeat the examination.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Placement Testing and Testing Exemptions Policy	Effective Date	14/06/2026
	Category	Enrollment Management	Last Review date	
	Policy Number	EMA-005	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Enrollment and Admission	Approved By	President

Article 8: Exceptions

Exceptions to this policy may only be approved by the Executive Director of Enrollment and Admission, in consultation with the VPSA where required.

Responsibilities

Office	Responsibilities
Admissions Office	Determines applicant testing requirements; verifies exemption eligibility; communicates requirements; coordinates with the Testing Center; maintains related admissions records.
Testing Center	Schedules examinations; verifies identity; administers tests; maintains testing security; reports official results; maintains testing records.
Registrar	Records approved testing and transfer credit exemptions; maintains official academic records.
Applicant	Completes required examinations; provides documentation supporting exemption requests; complies with testing procedures; meets published deadlines.

Appeals

An applicant who disputes a placement testing decision or exemption determination may appeal under EMA-003, Article 8.

Related Policies

- EMA-002 Admission Requirements and Application Management Policy
- EMA-003 Admission Criteria and Procedures
- AEMA-004 Academic Qualifications for Undergraduate Admission
- EMA-007 Transfer Student Admission Policy
- STU-003 Disability Services and Accessibility Policy

President Signature	Signature: _____ Date: _____
----------------------------	------------------------------

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Placement Testing and Testing Exemptions Policy	Effective Date	14/06/2026
	Category	Enrollment Management	Last Review date	
	Policy Number	EMA-005	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Enrollment and Admission	Approved By	President

Appendix A: Approved Placement Tests and Exemption Criteria

Assessment	Purpose	Outcome
AIU English Placement Test (Accuplacer ESL)	English placement	Foundation or degree-level English
IELTS Academic / TOEFL iBT	English exemption	Subject to published minimum scores
SAT Evidence-Based Reading & Writing / ACT English & Reading	English exemption	Subject to published minimum scores
Accuplacer Advanced Algebra & Functions (AAF)	Mathematics placement Engineering & Biotechnology	Foundation or degree-level Mathematics
Accuplacer QRAS	Mathematics placement Business & Design	Foundation or degree-level Mathematics
SAT / ACT Mathematics	Mathematics exemption	Subject to published minimum scores

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Placement Testing and Testing Exemptions Policy	Effective Date	14/06/2026
	Category	Enrollment Management	Last Review date	
	Policy Number	EMA-005	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Enrollment and Admission	Approved By	President

Appendix B: Placement Benchmarks

Placement Level	Score Range
Review Band (English)	21–55 (Accuplacer ESL average)
Foundation English Level 1	56–74
Foundation English Level 2	75–94
Degree-Level English	95–120
Foundation Mathematics Level 1 (STEM, AAF)	210–244
Foundation Mathematics Level 2 (STEM, AAF)	245–262
Degree-Level Mathematics (STEM, AAF)	263–300
Foundation Mathematics (Non-STEM, QRAS)	200–244
Degree-Level Mathematics (Non-STEM, QRAS)	245–300

Applicants placed within the Review Band may be referred for an admissions interview before placement into Foundation English Level 1.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Placement Testing and Testing Exemptions Policy	Effective Date	14/06/2026
	Category	Enrollment Management	Last Review date	
	Policy Number	EMA-005	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Enrollment and Admission	Approved By	President

Appendix C: Placement Testing Procedures

Process	Requirement
Test Registration	Scheduled through the Admissions Office or Testing Center.
Identification	Valid Civil ID, passport, or other approved identification required before testing.
Test Administration	Conducted under Testing Center supervision.
Results	Communicated officially through the Admissions Office.
Retesting	Conducted in accordance with University procedures and Appendix D.

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Placement Testing and Testing Exemptions Policy	Effective Date	14/06/2026
	Category	Enrollment Management	Last Review date	
	Policy Number	EMA-005	Next Review date	14/06/2029
	Responsible Entity	Executive Director of Enrollment and Admission	Approved By	President

Appendix D — Retesting and Fees

Applicants are allowed a maximum of two attempts at University placement tests. An additional testing fee applies to each re-attempt. The highest valid score across all attempts, or the highest approved standardized examination score, is used for placement.

President Signature	Signature: _____ Date: _____
----------------------------	------------------------------