

Monroe Community College Accuplacer Retest Policy

Students will take the placement test only once for placement purposes. On rare occasions, under extenuating circumstances, authorization to retest may be granted. The option to retest should only be conveyed to the student by the office or individual that approves the retest. Students are responsible for preparing for their test with guidance from Admissions, Counseling & Advising, DCC Student Services, and/or other MCC student and academic support offices. The rare instances in which a decision is made that a student may retest will be based on an individual review of the student's overall academic profile. The following situations may reflect the need to grant authorization for retest:

- a) Failure of a non-high school graduate to meet federal Ability to Benefit (ATB) minimum scores for admission to MCC. These individuals may be given **one retest per semester** for which they are applying and are required to complete the entire test in one sitting.
- b) Students who are reapplying for admission who have placement testing results that are more than three (3) years old.
- c) Necessity to meet new program requirements requiring higher level mathematics than the previous program.
- d) Other situations as deemed appropriate by the approval authority.

Authority for retesting is normally granted by the Admissions Office. Chairs of Mathematics, English, and Transitional Studies and their delegates, Counseling & Advising or DCC Student Services staff may also approve retests when performing placement-related work with students. Overall academic records should be considered when making this determination, as well as an estimated likelihood of a successful outcome with remediation. Those with authority to approve retests must complete **blue retest slips** and inform student they must present the slip to testing staff upon retest check-in (applicable for conditions "c" or "d" above). Those testing under "a" or "b" can have authorization checked by reviewing the SAAADMS form on Internet Native Banner. In all retest situations, the authority granting the retest should strongly encourage students to take appropriate remedial action before retesting. **A retest wait time of at least two (2) to four (4) weeks** should be highly encouraged, along with remedial study.

Granting *additional* retests beyond the first are normally authorized under extreme mitigating circumstances and only after the student has shown proof that would demonstrate a high probability of a successful outcome (proof of remediation).

Current MCC students and high school/GED graduates who have tested within the last 3 years will be charged a \$10.00 retest fee. **In addition, there will be no retests allowed two (2) weeks prior to the beginning of the semester.**

Retesting for ESOL Students:

No retests within a ninety (90) day period, unless student provides a green slip from ESOL Coordinators. In retest situations, an alternate form of the test (Form 2 vs. Form 1) should be used.