



## **Placement Exams Retesting Procedures & Guidelines**

*Office of Assessment Services*

Hutchinson Community College, (HutchCC), in collaboration with the Kansas Board of Regents, has established course placement requirements (prerequisites) that include placement exams. The Assessment Services Office is responsible for scheduling, proctoring, and managing the records of placement exams, as well as implementing clear and consistent procedures for placement testing and retesting.

### ***Academic Assessment Guidelines & Conditions:***

1. Course placement exams used at HutchCC will be administered according to standardized assessment procedures:
  - a. Proper verbal and written instructions and testing materials will always be provided to test takers.
  - b. Adherence to timing instructions, when applicable, will be followed.
  - c. A suitable environment, which allows for proper lighting, ventilation, seating, and temperature control, and which is reasonably free from noise and other distractions or disturbances, will be provided.
2. The Assessment Services Office will coordinate the administration of placement exam retesting when one or more of the following conditions exist:
  - a. When an individual's most current test scores are two or more years old.
  - b. When there is evidence of improper testing conditions.
  - c. When a student is unable to complete a test due to unforeseen illness or accident or when the student notifies the proctor (prior to test completion) of such an illness.
  - d. When placement exam (non-ACT) score falls within two or less points away from the designated course placement cutoff score.
  - e. When placement exam (non-ACT) score falls within three or more points away from the designated course placement cutoff score, retesting may occur only when authorized by a student's Academic Advisor, the appropriate academic Department Chairperson, the Director of Accessibility Services (or their designee or designees) on a case-by-case basis, using professional judgment and examining the student's unique circumstances.
  - f. High school students pursuing concurrent enrollment with HutchCC are permitted to test once an academic year, regardless of their previous placement testing history, for the duration of their high school education. Further retesting within the same academic year may occur only when authorized by the Director of Admissions, the appropriate Outreach Coordinator, the Director of Accessibility Services (or their designee or designees).

3. The Assessment Services Office will *not* administer placement retesting under the following conditions:
  - a. When a student has two or more current placement scores on file for a particular content area (unless specifically authorized by the appropriate Outreach Coordinator, academic Department Chairperson, student's Academic Advisor, the Director of Accessibility Services (or their designee or designees)).
  - b. When a student, properly placed, does not pass a gateway course with developmental support, seeks to retest in order to place into a gateway course without developmental support.
4. Placement retesting authorization may be forwarded to the Assessments Services staff (or the appropriate Outreach Coordinator) by phone, email, or through face-to-face discussion.
5. Students who object to their course placement score results may submit a written appeal to the appropriate academic Department Chairperson. Such appeals should include an explanation as to why the student believes their placement score or scores are insufficient and warrant additional consideration.