

**PETITION TO REPEAT ASSESSMENT**

Student's Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Semester Submitted: \_\_\_\_\_

**Assessment Retest Guidelines**

- Students may retake each of the three sections of the assessment test one time for initial placement purposes.
- Students are required to wait at least twenty-four hours between testing sessions.
- Once a student is enrolled in a class, retesting for that subject is not allowed.
- The assessment test cannot be used to exit out of a college preparatory course in which a student is enrolled or has been enrolled.
- Before a retest, it is strongly recommended that the student take time to review the subject matter of the respective assessment test(s).
- Assessment test results will be valid for three years.
- If no college English or math courses are taken for three years from the date of the last assessment test, students must retest to update their assessment results.
- Any retesting appeals must be made through the Dean of Enrollment Services.

Please explain the reason or reasons you are requesting to take the assessment:

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**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Return this completed form to the Assessment Center (T100 Bldg).**

***For Office Use Only***

Request for retest:     Approved             Denied

Dean of Enrollment Services Signature: \_\_\_\_\_

Reason (if denied): \_\_\_\_\_

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