Eastern Florida State College
COLLEGEWIDE
RETEST GUIDELINES

1. Placement should be determined during the First Term of Enrollment. Test scores are valid for two years. When enrollment occurs, the “clock stops.” If placement indicates developmental education coursework, the non-exempt student is required to complete the developmental education in accordance with State Statute and/or Administrative Code. Exempt students may elect to participate in developmental education even though it is not required.

2. Under no circumstances will retesting be permitted while the student is enrolled in a developmental education course in the subject of retesting after the term add/drop deadline has passed.

3. If no enrollment has occurred and there is reason to believe skill level has improved, placement retesting may be repeated twelve months from the initial testing with no additional retest fee.

4. Retests are permitted one time per subject area.

5. Retesting in PERT may occur after 30 days from initial test administration and payment of $10 retest fee per subject. The student shall be encouraged to review subject material and study prior to retesting.

6. For purposes of Dual Enrollment, High School students will be permitted one placement test administration at no cost during a calendar year (12 month time period). They may retest up to two times per subtest during a 12 month period of time with a minimum of 30 days between test administrations for a payment of $10 retest fee per subtest. In the event that the 2nd retest attempt does not qualify as college ready, they must wait 12 months from the initial test date to retake the placement test without cost.

7. Test scores determine developmental education class sequence. If the non-exempt student enrolls in preparatory classes, the student must successfully pass the preparatory sequence. Exempt students may enroll in developmental education even though not required.

8. Proof of successful completion of Alternate Remediation in lieu of developmental course enrollment must be attached to the Retest Referral Form in order for exit testing in PERT and/or competency exam to be administered. Student must achieve passing score in PERT exam subtest prior to enrolling in college level Gordon Rule courses.

9. Non-Exempt students must pass both the reading and writing portions of the PERT or complete developmental Reading II and Writing II before enrolling in Gordon Rule courses.

10. Transfer students must take the complete PERT battery unless an official transcript is produced and college level math AND/OR English with a grade of "C" or higher from an U.S. regionally accredited institution can be verified.

11. Should the computer-based initial placement test be consistently disrupted and documented by the test administrator (at least two or more times) students may be retested, free of charge, with the approved paper and pencil test version.

12. Any waiver (other than due to technical disruption) of the $10 Retest fee or for any Appeal for Retesting when circumstances are inconsistent with the Retest Guidelines must be approved via the Appeal Process. Factors that would reasonably predict score improvement must be documented and included in the Appeal. The first authorization level rests with the Campus Test Specialist, followed by the Coordinator of Collegewide Testing, and ultimately with the Associate Vice President of Academic Programs whose decision regarding retesting is final.