



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 enroll in 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 course in the subject of retesting, after the term add/drop deadline has passed, without written authorization by the Instructor.
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. Retesting in PERT may occur after 30 days from initial test administration and payment of \$10 retest fee per subject. The student is encouraged to review and study subject material prior to retesting.
5. Retesting is unlimited but in order to retain validity of the Placement test instruments and to permit sufficient time for subject review, retests are permitted according to the following schedule:

	Initial	1st Retest	2nd Retest	3rd Retest	4th & +
Person Responsible	Campus Assessment Specialist	Campus Assessment Specialist	Campus Assessment Specialist	Coordinator of Collegewide Testing	Dean, Student Academic Support Services
Fee	None	\$10	\$10	\$10	\$10
Time Interval	After App	30 days	Satisfied Review	Satisfied Review	When approved
Test	PERT	PERT	ACCUPLACER	PERT	ACCUPLACER +

6. Review options include no-cost, online independent study opportunities deemed beneficial to skill development and may be discussed with the College Testing staff. Written documentation of successful skill progress at specific benchmarks is required to satisfy review when required.
7. 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.
8. Test scores determine developmental education class sequence. If the non-exempt student enrolls in preparatory classes, the student must successfully pass the preparatory sequence or earn college ready placement test scores by retesting. Exempt students may enroll in developmental education even though not required.
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 college level communication skills 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. Any waiver of the \$10 Retest fee must be approved by the Dean of Student Academic Support Services.