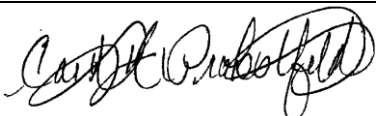


PROCEDURE

Subject	Florida Placement Test Retakes Page 1 of 2	Number: 4.04.01
Source	Vice President, Student Affairs	Reference (Rule #) 6HX14-4.04
President's Approval/Date: 02/25/2014		

Students who entered a Florida public high school in 2003-04 or thereafter and received a Florida standard high school diploma, and active duty military personnel are exempt from having to take the Florida common placement test – Postsecondary Education Readiness Test (P.E.R.T.)-for placement purposes. All other students (non-exempt) must satisfy entry assessment requirements by completing the P.E.R.T. These non-exempt students may also present test scores from the Accuplacer – College Entry Level Placement Test, the Scholastic Aptitude Test (SAT-I) or the American College Testing - Enhanced ACT as alternative placement test scores. The State Board of Education establishes cut-off scores for placement purposes. Placement test scores are not required for students applying for transfer or readmission status who have satisfactorily completed college level English, reading, and/or mathematics courses.

It is the policy of SCF that students can take the Florida placement test, P.E.R.T., a maximum of two (2) times per term. A “term” is defined as the Fall, Spring or Summer term per the College’s official calendar. Note: There is a retake fee for each subsection of the placement test. The State Board of Education Rule 6A-10.0315, F.A.C., requires that prior to a retest the student must provide verification that alternative remediation has occurred since the prior attempt. The remediation process for each subject area is detailed below.

All placement test scores remain valid for two (2) years. Students with expired placement scores are eligible to retake the Florida placement test only if they have never successfully completed the preparatory course(s) in the subject area. Placement test results will be used to aid in academic advising for exempt students and for accurate course placement and academic advising for non-exempt students.

I. Eligible for Test Retake

Students are eligible to request a retake of the Florida placement test under the following circumstances:

A. Never Attempted a College Preparatory Course:

1. Have never attempted a college preparatory course in the subject area for which they are requesting a retake, and;

2. All students must complete and provide a hard copy of the required proof of remediation to the Assessment/Testing Center prior to retesting. Students who are using the Disability Resource Center for testing accommodations should submit the hard copy of their remediation directly to the Disability Resource Center.
 - a. Mathematics subsection retest - students must complete and provide hard copy showing all work for the math questions located on pages 5-10 of the P.E.R.T. Study Guide found online at www.scf.edu/testing.
 - b. Reading subsection retest - students must complete and provide hard copy showing all work for the reading questions located on pages 11-16 of the P.E.R.T. Study Guide found online at www.scf.edu/testing.
 - c. Writing subsection retest - students must complete and provide hard copy showing all work for the writing questions located on pages 17-20 of the P.E.R.T. Study Guide found online at www.scf.edu/testing.

B. Attempted a College Preparatory Course:

1. Students who have attempted a college preparatory course and did not successfully complete the course must receive written permission from the department chair of the subject area for which they are requesting a retake. The department chair will provide the Assessment/Testing Center staff with a copy of this written permission.

II. Ineligible for Test Retake

Students are ineligible to retake the Florida placement test when their request is based upon, reasons including but not limited to the following:

- A. Students cannot be currently enrolled in the college preparatory course for which they base their request.
- B. Students who wish to circumvent remedial courses by retesting.

III. Appeal

All students requesting to appeal this policy may submit their written appeal to the Director of the Assessment/Testing Center. The Florida Placement Test Retake Appeal Committee will review the appeal and mail their decision to the student within ten (10) working days after receiving the request. A copy of the letter will be filed in the Assessment/Testing Center. All committee decisions are final.