

## **PLACEMENT TEST/RETEST PROCEDURES**

December 6, 2001

### Definitions:

TEST FEE: A \$10 fee charged for

- first placement test taken at YTC or
- placement test administered to a person who has not been enrolled in classes for the last 12 months *and* has not taken a YTC placement test for the last 12 months.

RETEST FEE: A \$50 retest fee charged for

- all other situations unless an exception is documented and approved through the Associate VP for Academic and Student Affairs Office.

No waiting period is necessary for the first retest after the first placement test administration. Additional placement retests will be allowed **6 months from the last test date**.

### **COMPASS or COMPASS/TABEPC**

Students will be allowed to take a second COMPASS test or the combination COMPASS/TABEPC with no waiting period after the first test administration. There will be a \$50 fee for a retest.

### **ASSET or ASSET/TABEPC**

Students will be allowed to take a second ASSET test or the combination ASSET/TABEPC with no waiting period after the first test administration, provided a different form is used (i.e. forms B1 and C1). There will be a \$50 fee for a retest.

### **Retests for Students not admitted based on Placement Test Scores**

Students referred to the **on campus Adult Education** for remediation will be allowed **one retest at no cost when CERTIFIED by the YTC Adult Education teacher** as acceptable completers of the remediation program. Students may retest with a \$50 fee without a recommendation from the Adult Education teacher.

**Students must bring a paid receipt to the Assessment Center for any test administration.**