



HUTCHINSON COMMUNITY COLLEGE

Placement Exams Retesting Procedures & Guidelines

Office of Assessment Services

Hutchinson Community College, (HutchCC), in collaboration with the Kansas Board of Regents, has established course placement requirements (prerequisites) that include mandatory placement exams. The Assessment Services Office is responsible for scheduling, proctoring, and managing the records of placement exams, as well as implementing clear and consistent procedures for placement testing and retesting.

Academic Assessment Guidelines & Conditions:

1. Course placement exams used at HutchCC will be administered according to standardized assessment procedures:
 - a. Proper verbal and written instructions and testing materials will always be provided to test takers.
 - b. Adherence to timing instructions, when applicable, will be followed.
 - c. A suitable environment, which allows for proper lighting, ventilation, seating, and temperature control, and which is reasonably free from noise and other distractions or disturbances, will be provided.
2. The Assessment Services Office will coordinate the administration of placement exam retesting when one or more of the following conditions exist:
 - a. When an individual's most current test scores are 2 or more years old.
 - b. When there is evidence of improper testing conditions.
 - c. When a student is unable to complete a test due to unforeseen illness or accident or when the student notifies the proctor (prior to test completion) of such an illness.
 - d. When course placement guidelines do not include a decision zone to accommodate the standard error of measurement inherent in standardized assessments and the placement exam (non-A C T) score falls within 2 points of the mandatory course placement cutoff score.
 - e. When a retest is specifically authorized by a student's Academic Advisor, the appropriate academic Department Chairperson, the Coordinator of Accessibility Services, and/or the Coordinator of Assessment Services (or their designee or designees) **due to a legitimate educational need**.
 - f. High school students pursuing concurrent enrollment with HutchCC are permitted to test once an academic year, regardless of their previous placement testing history, for the duration of their high school education. Further retesting within the same academic year may occur only when authorized by the Director of Admissions, the appropriate Outreach Coordinator, the Coordinator of Accessibility Services, or the Coordinator of Assessment Services (or their designee or designees) **due to a legitimate educational need**.

3. The Assessment Services Office will *not* administer placement retesting under the following conditions:
 - a. When a student has 2 or more current placement scores on file for a particular content area (unless specifically authorized by the appropriate Outreach Coordinator, academic Department Chairperson, Academic Advisor, the Coordinator of Accessibility Services, or the Coordinator of Assessment Services, or their designee or designees).
 - b. When a student, properly placed, does not pass a prerequisite course and is attempting to retest to score into the next course in the sequence (e.g. a student is properly placed in MA105 Intermediate Algebra, does not pass with a "C" or better, and would like to retest to score into MA106 College Algebra).
 - c. When a student, properly placed, seeks to retest in order to skip over the next course of a required sequence, unless the retest is specifically authorized by the appropriate academic Department Chairperson. (e.g. student is properly placed into and then successfully passes MA098 Basic Algebra wishes to retake the math placement test in order to score into MA106 College Algebra rather than enrolling into MA105 Intermediate Algebra).
4. Placement retesting authorization may be forwarded to the Coordinator of Assessment Services (or the appropriate Outreach Coordinator) by phone, email, or through face-to-face discussion.
5. Students who object to their mandatory course placement score results may submit a written appeal to the appropriate academic Department Chairperson. Such appeals should include an explanation as to why the student believes their placement score or scores are insufficient and warrant additional consideration.

Common Retesting Scenarios:

Student A:

- a. *Scenario:*
 - Earned an AccuMath (Accuplacer E L A G) score of 35 last year = placement into MA098 Basic Algebra
 - Student does not meet condition 2a, 2b, 2c or 2d
- b. *Outcome:*
 - Student may retest only if authorized (2e) by an appropriate HutchCC staff member.

Student B:

- a. *Scenario:*
 - Earned an AccuMath (Accuplacer E L A G) score of 59 = placement into MA098 Basic Algebra
- b. *Outcome:*
 - Student may retest one time without conditional authorization (2d).

Student C:

- a. *Scenario (2017):*
 - Earned an A C T Math score of 17 (2015) = too low for specific course placement

- Earned an AccuMath (Accuplacer E L A G) score of 74 (2013) = placement into MA105 Intermediate Algebra

b. Outcome:

- Student may retest due to condition 2a. Although the student has 2 standardized scores on file, at least one of the scores is over 2 years old and may be disregarded.

Student D:

a. Scenario (2017):

- Earned an A C T Math score of 19 (2017) = too low for specific course placement
- Earned an AccuMath (Accuplacer E L A G) score of 76 (2017) = placement into MA105 Intermediate Algebra
- Student does not meet conditions 2a, 2b, 2c, or 2d

b. Outcome:

- Due to condition 3a, Student may retest only if authorized (2e) by an appropriate HutchCC staff member.

Student E:

a. Scenario (2017):

- AccuWriting (Accuplacer Sentence Skills) of 30 (2016) = placement into EN 098 Foundations of Composition and *recommended placement* into EN 106 Integrated Language Studies
- Student does not meet conditions 2a, 2b, 2c, or 2d

b. Outcome:

- Student may retest only if authorized (2e) by an appropriate HutchCC staff member.

Student F (English Composition Concurrent Credit High School Student):

a. Scenario (2017):

- Earned an A C T English score of 16 (2016) = does not qualify for concurrent classes
- Earned an AccuWriting (Accuplacer Sentence Skills) score of 60 (2017) = does not qualify for enrollment into EN 101 (English Composition 1)

b. Outcome:

- Student does not meet conditions 2a, 2b, 2c, 2d, or 2f. High Schools student may retest only if authorized (2e) by an appropriate HutchCC staff member.