Criteria for ASSET/COMPASS Retest

I. Reason to doubt the validity of the test scores:

1. Illness (condition was obvious to test administrators or confirmed by doctor)
2. Previously undisclosed disability (retest in Disability Resource Center)
3. Documented injury that prevented student from doing his/her best
4. Irregularity in test situation (no clock for ASSET, interruption, fire drill, etc.)
5. Personal condition/situation that was brought to the attention of the test administrators during the test session or documented by the advisor during the initial advisement session
6. Scores are not consistent with previous academic background:
   A. High school grade point average OR English 11 Grade
      College Track = 75 or 2.5 or C
      Vocational Track = 80 or 3.0 or B
   B. SAT scores
      500 Math AND 500 Verbal/Critical Reading
   C. ACT scores
      23 Composite AND Math 23 AND English 22
   C. TABE, GED, or other standardized test scores or high school transcript that indicate 11th grade level or higher English, reading, and arithmetic skills are in place (students with a GED and those without a high school diploma or recognized equivalent)

II. Means in which a student can successfully remediate:

7. Earning Final grades of C or better for credit or non-credit classes in all areas of weakness (A student with a Midterm grade of C or better for credit or non-credit classes at HVCC in all areas of weakness will be eligible to retest during the last three weeks of that semester)
8. Complete a GED program and retake the placement test
9. Successful remediation in all areas of weakness

III. Appropriate amount of time has elapsed:

10. Test scores that are more than one calendar year old (automatic retest)
PROCEDURE FOR APPLYING FOR ASSET OR COMPASS RETEST

1. A student needs to notify the Office of Testing, Advisement, and Academic Placement in writing if he/she thinks that the test was not a valid indicator of basic skill levels. The student must include documentation and a detailed explanation which supports the reason for the Retest Request. A retest is defined as any placement test which is administered after the initial test was taken at Hudson Valley Community College.

2. The Coordinator of the Office of Testing, Advisement and Academic Placement will evaluate the student’s request within one week of the request.

3. The Coordinator of the Office of Testing, Advisement and Academic Placement will review any notes from the test administrator and the student’s records as well as contact the student for any additional necessary documentation to determine: 1.) whether there is reason to doubt the validity of the test scores, 2.) if the student successfully participated in remediation, or 3.) if the appropriate amount of time has elapsed since the student last took the test.

4. The Coordinator of the Office of Testing, Advisement and Academic Placement will document the decision in the Retest files, and notify the student whether he/she qualifies for a retest, either within one week of the request or one week from the receipt of all requested documentation.

Requests can be made in any of the following ways:

In Person or By Mail:
Coordinator, Office of Testing, Advisement, and Academic Placement
Guenther Hall, Room 227
Hudson Valley Community College
80 Vandeburgh Avenue
Troy, NY 12180

By FAX:
518-629-8171