

Hudson Valley Community College
Office of Testing, Advisement, & Academic Placement

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 Vandenburg Avenue
Troy, NY 12180

By FAX:

518-629-8171

**Hudson Valley Community College
Office of Testing, Advisement, & Academic Placement**

Retest Request Form

Name: _____ **Date of Request:** _____

ID: _____ **Contact number:** _____

Please review and check the appropriate box below that you believe qualifies you for a Retest.

Documentation must also be attached confirming the condition in the checked box.

- One calendar year has elapsed since the last test date
 - Illness (condition was obvious to test administrators or confirmed by doctor)
 - Previously undisclosed disability
 - Documented injury that prevented student from doing his/her best
 - Irregularity in test situation (no clock for ASSET, fire drill, interruption, etc.)
 - 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
 - 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 are 500 Math AND 500 Verbal/Critical Reading
 - C: ACT scores are 23 Composite AND Math 23 and English 22
 - D: TABE, GED, or other standardized test scores that indicate 11th grade level of English, reading, and arithmetic skills are in place
 - Earned grades of C or better for credit courses in all areas of weakness
(A student with a Midterm grade of C or better for credit courses at HVCC in all areas of weakness will be eligible to retest during the last three weeks of that semester.)
 - Successful remediation in all areas of weakness
 - Successful completion of a GED program
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Provide a detailed explanation for your Retest Request on the back of this sheet.