



Center for Learning Assessment Alternate Placement Testing Review

Guidelines: A student who has completed placement testing for another college or university within the last 24 months may request a review of their testing results for placement purposes at Waubonsee Community College. This request is generated by completing an Alternate Placement Testing Review form and submitting an official copy of your test results and contact information for the prior college or university to the Learning Assessment Manager. Test results are not official unless sent directly from the institution where you tested to Waubonsee. Your request will be reviewed within three business days from receipt of **all required documentation**. You may wish to contact your prior institution to verify that your test results have been sent. Once we have received **all required documentation**, you will be notified as to the status of your request. If you are planning to become a full-time student, you will need to complete a New Student Information Form before you can enroll. This form is available on the college's website or from any campus location.

Instructions:

- Complete the information requested below and send to the Manager of Learning Assessment at the Sugar Grove campus, Collins Hall, Room 161.
- Contact the institution where you completed placement testing and request an official copy of your test results. Test results should be sent directly to the Manager of Learning Assessment.
- New full-time students will need to complete a New Student Information Form and send to the Office of Admissions and Records.

Student Name	_____	Today's Date	_____
Permanent Address	_____		
Primary Phone	_____	Secondary Phone	_____
SSN	_____	WCC X number	_____
Testing Institution	_____	Test Date	_____
Contact Name	_____	Contact Phone	_____
Contact e-mail	_____	Desired WCC course	_____

Furnishing false information to any college official, faculty member or office, may constitute grounds for sanctions as stated in the Code of Student Conduct. I certify that all the information provided is true and accurate. I understand that official documentation of placement test scores must be sent directly from the institution where I tested to the Manager of Learning Assessment before my request can be considered. My request can be approved or denied. If denied, I understand that I am still required to meet placement assessment requirements before I can enroll in class.

Student's Signature: _____ Date: _____

Center for Learning Assessment

Locations

Sugar Grove Campus
Collins Hall, Room 137
Route 47 at Waubensee Drive
Sugar Grove, IL 60554

(630) 466-7900, ext. 5700

Aurora Campus
Room 110
5 East Galena Boulevard
Aurora, IL 60506

(630) 801-7900, ext. 4182

Email: assessment@waubensee.edu

Hours of Operation

Monday through Thursday	8:00 a.m. to 8:00 p.m.	(Last test started at 7:30 p.m.)
Friday	8:00 a.m. to 4:30 p.m.	(Last test started at 4:00 p.m.)
Saturday	8:00 a.m. to 12:00 noon	(Last test started at 11:30 a.m.)

Testing Integrity Policies

- Photo identification is required for ALL testing.
- No electronic devices (i.e. pagers, cell phones, alarm watches, CD players, etc.) are allowed in the testing room.
- Exams must be completed in a single sitting and must be started one-half hour prior to the assessment center closing (see listed hours).
- Exams are not allowed to be completed in the testing center after beginning in a classroom setting.
- Multiple administrations of the same exam for the same student are not permitted.

For Office Use Only:

Name of Subject	Testing Institution	Test Instrument	Test Score/Placement	WCC Course Equivalent
English				
Math				
Reading				

- Request approved
- Request denied

_____ Date _____
Learning Assessment Manager

Scores entered by _____ Date _____

Learning Assessment Staff