



Center for Learning Assessment Placement Testing Appeal Request

Guidelines: A student who has completed placement testing for Waubonsee Community College within the last 24 months may petition to retake placement testing one time only. A petition is generated by completing a Placement Testing Appeal Request form and submitting your request to the Center for Learning Assessment at either the Sugar Grove or Aurora Campus. You should allow three (3) business days for processing of your request before you contact the Center for Learning Assessment at (630) 466-7900, extension 5700 to find out the status of your request. If your request is approved, you will need to schedule an appointment to retest. Retest fees are listed below and must be paid at the time of testing. After you complete your retest, allow three (3) business days for test processing before you meet with a Counselor to discuss your test results and course options. Please note that The Family Educational Rights and Privacy Act of 1974 (FERPA) does not permit providing test scores over the telephone.

Instructions:

- Complete all of the information requested below and on the reverse side and send to the Center for Learning Assessment at the Sugar Grove Campus, Collins Hall, Room 137 or the Aurora Campus, Room 110.
- After three (3) business days, contact the Center for Learning Assessment at (630) 466-7900, extension 5700, to find out the status of your Placement Testing Appeal Request.
- If your request is approved, schedule an appointment to retest at (630) 466-7900, extension 5700.
- Pay the applicable fee(s) listed below.
- Three (3) business days after completing your retest, meet with a Counselor to review your test results and course options. Call Counseling and Advising at (630) 466-7900, extension 2361.

Student Name _____ Today's Date _____

Permanent Address _____

Primary Phone _____ Secondary Phone _____

WCC X Number _____

Check the placement exam you want to appeal:

English (Writing Skills \$5.00 / Essay \$10.00) **Mathematics** (\$5.00) **Reading** (\$5.00)

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 my request can be approved or denied. If denied, I understand that I am still required to enroll in courses based on my placement testing results.

Student's Signature: _____ Date: _____

Waubonsee Community College does not discriminate on the basis of race, color, religion, sex, age, national origin, veteran's status, marital status, disability or any other characteristic protected by law in its programs and activities. For more information on the college's nondiscrimination policies, contact the director of Human Resources at (630) 466-7900, ext. 2367; Waubonsee Community College, Route 47 at Waubonsee Drive, Sugar Grove, IL 60554-9454.

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Name _____ X _____

Please list below the steps you have taken to improve your skills.

Locations

Sugar Grove Campus
Collins Hall, Room 137
Route 47 at Waubonsee 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@waubonsee.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.