Learning Assessment and Testing Services

Retest Request Form

Students that have taken an initial ACCUPLACER placement test and re-test are eligible to submit a request for one additional re-test per subject area. Applicable retest fees and a one week waiting period applies.

Students may obtain an additional retest opportunity using one of the following remediation methods:

- Successful completion of a Waubonsee course in English or math with a grade of “C” or better
- Successful completion of a rigorous remediation/placement prep program other than PLATO (approval required)
- Successful completion of the PLATO preparation software with an average score of 70% or higher (see steps below)
- Successful completion of the Waubonsee Math Bridge Program

To access the PLATO software:

1. Complete this form and return to retestappeal@waubonsee.edu.
2. Complete the Plato online document by accessing: waubonsee.edu/plato. Within 24-48 hours, you will receive an email with further directions.
3. Successfully complete **all** PLATO modules in the appropriate test subject for: Math, Reading or English. In order to be eligible for a re-test review, an average score of 70% or higher for your assigned post-test must be achieved.
4. When all modules and post-test are complete, please contact the Testing Services Coordinator at 630-466-2291 (Sugar Grove), or 630-906-4103 (Aurora Downtown).
5. A verification of the PLATO modules and final score will be evaluated by the Testing Services Coordinator. Please allow 3-5 business days for the outcome of the review.

| First Name __________________________ | MI _______ | Last Name __________________________ |
| X # __________________________ | Contact Number __________________________ | Retest Subject(s) __________________________ |

Email Address: __________________________ Testing Location   [□] Aurora  [□] Sugar Grove

I understand any misrepresentation of using PLATO or false information may lead to the disqualification of my scores and future testing opportunities.

Student’s Signature __________________________ Date __________________________

--- FOR OFFICE USE ONLY ---

Desired Course Placement __________________________ Date Enrolled in PLATO __________________________

All PLATO modules completed with an average score of 70% or higher   [□] Yes  [□] No
Waubonsee Math Bridge successfully completed   [□] Yes  [□] No

Testing Services Dept. Coordinator Signature __________________________ Date __________________________

Updated 8/2019