



WAUBONSEE COMMUNITY COLLEGE

LEARNING ASSESSMENT AND TESTING ALTERNATE PLACEMENT REVIEW

Do you have placement scores from another college or university? Waubonsee Community College evaluates placement test scores from other colleges and or universities for placement in Waubonsee courses. Scores must be current and within the 3-year expiration guideline.

Process for submitting scores:

- **Student must have an X number on file at Waubonsee Community College**
If you are a new student, complete a Student Application visit:
<https://www.waubonsee.edu/admission/enroll-waubonsee>.
- **Complete the Alternate Placement & Testing Review Form (below)**
- **Official Test results must be sent to Waubonsee Community College directly from your college or university. Or scores can be shared through the Accuplacer Student Portal at www.accuplacer.org**

Fax # (630) 466-7252

OR

Share Scores via Accuplacer Student Portal

www.accuplacer.org

(See Reverse side for process to share scores)

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 were sent. Once the review is complete, we will notify the student of the outcome. Please note the transference of placement scores are listed in your student record and will be evaluated as a placement attempt.

Complete the information requested below:

STUDENT NAME _____ WCC X NUMBER _____

STUDENT TELEPHONE _____ COLLEGE/UNIVERSITY _____

TESTING DEPARTMENT CONTACT NUMBER _____

PLACEMENT SCORES TEST DATE _____ SUBJECT(S) REVIEWED _____

STUDENT'S EMAIL _____

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 Testing Services Department Coordinator before my request will 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 may enroll in class.

Student's Signature: _____ Date: _____

Waubonsee Community College does not discriminate on the basis of race, color, religion, gender, sexual orientation, 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 Executive Director of Human Resources at (630) 466-7900, ext. 2367, Waubonsee Community College, Route 47 at Waubonsee Drive, Sugar Grove, IL. 60554-9454.

Process for sharing Accuplacer scores through the Student Portal:

Go to accuplacer.org

- 2) Click on **Information to Students** (lower right on screen)
- 3) Click on **Your ACCUPLACER Score Report**
- 4) Complete the requested fields and click **Search**
- 5) Click on **Send Reports**
- 6) Check your email (don't forget to look in spam) for an email from ACCUPLACER.
- 7) In the email, click on **View Individual Score Report(s)**
- 8) On the Score Reports page, find the test result that you would like to share with another institution and click **Share Score Report** Note: your score report will only be considered an official copy if you share it using this feature.
- 9) In the pop-up, search for and select the institution you wish to share your scores with and **Submit**