


PROCEDURE

Subject	Florida Placement Test (FPT) Retakes	Page 1 of 2	Number: 4.04.01
Source	Vice President of Educational and Student Services		Reference (Rule #) 6HX14-4.04
President's Approval/Date: 7-1-09			

It is State College of Florida, Manatee - Sarasota policy that students can only take the Florida College Entry Level Placement Test (FCELPT) one time per semester. A semester is defined as Fall, Spring, or Summer. The State FCELPT test, either in written form (FPT), or the computerized form (CPT) was designated to be administered to a student only once a semester for placement into the appropriate English, reading, and mathematics courses, or other designated courses that have placement test scores as a prerequisite.

I. Eligible for Test Retake

Students are eligible to request the (FPT/CPT) under the following circumstances:

- A. Never Attempted a College Preparatory Course
 - 1. Have not attempted a college preparatory course in the subject area for which they are requesting a retake, and
 - 2. Test scores are at least one year old; and
 - 3. Have Counselor/Advisor or Department Chair approval to take the test due to special circumstances
 - a. Step One: Submit request to a counselor/advisor or Department Chair.
 - b. Step Two: Upon approval, the counselor/advisor or Department Chair signs a referral form which accompanies the student to the Assessment/Testing Center on either campus.
- B. Attempted a College Preparatory Course

Students may retake the FPT/CPT upon the recommendation of the Department Chair.

 - 1. Upon instructor recommendation, the request will be forwarded to the appropriate Department Chair.
 - 2. Upon Department Chair approval, a referral form will accompany the student to the Testing Center where arrangements will be made to retake the Placement Test.
 - 3. Students who are disabled should submit their written requests directly to the Disability Resource Center.

II. Ineligible for FPT/CPT Retake

Students are ineligible to retake the FPT/CPT when their request is based, but not limited to, the following reasons.

- A. Students who were not prepared for the test at the time of testing.

- B. Students who are currently enrolled in the college preparatory course for which they base their request.
- C. Students who wish to circumvent remedial courses by re-testing.
- D. Students who were not aware of the significance of the testing at the time of testing.

III. Appeal

- A. Students requesting to appeal the Department Chair findings may submit their written appeal to the appropriate Dean of Instruction.
- B. For disabled students requesting to appeal the Department Chair findings may submit their written appeal to the Vice President of Educational and Student Services.

The findings of the Deans or Vice President of Educational and Student Services are final and will be mailed to the student requesting the appeal within ten (10) working days after receiving the request. A copy of the letter will be filed in the Assessment/Testing Center.