Admissions and Academic Policies Committee
Approval Documentation

Policy (Attached): Placement Test Re-Test

See attached policy.

Date of Committee Approval: April 27, 2015

Approvals:

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J. Patrick Moynahan  
Date: 5/15/15

J. Patrick Moynahan

Provost  
Sue Ott Rowlands  
Date: 6/24/15

Sue Ott Rowlands

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Placement Test Re-Test Policy

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<td>Responsible Official:</td>
<td>Amy Danzo</td>
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I. Policy Statement

Testing Services at NKU is interested in enacting a policy that would allow NKU students to re-take English, math and reading placement tests. Allowing students to re-test may help students bypass developmental courses that they may not necessarily need. This, in turn, will lead to less student financial debt and a higher likelihood of more earned credit hours per introductory semesters. Currently, the catalog reads:

“Students who do not meet the college readiness standards are required to take a placement test in every area in which the standard is not met. Placement tests must be taken prior to orientation and registration in any course at NKU. Each placement test can be taken only once.”

The policy of only being able to take the placement test once was first seen in the 2012-2013 catalog. However, it was an unwritten policy that was followed for an undocumented number of years before its first appearance in the catalog.

Policies that Govern Re-take Eligibility:

a. Students will be allowed one Placement Test re-test. They must wait 30 days between tests unless they can prove that they attended a course or completed tutoring in that specific test content.

b. Students’ placement will be determined by the highest score among the attempts.

c. If a student re-tests and tests into a higher-level course prior to the start of his/her developmental course, he/she will be responsible for notifying his/her advisors and changing his/her schedules.

d. Students may not attempt a re-test after they have already been enrolled in the subject-area course past the last day to add for the current semester.
This policy would speak to the following Strategic Plan Objectives:

5.3 (f): Improve customer service and cross-divisional

Placement Test re-tests will involve a fee paid by the students. The fee is currently set at $10.00 per test. This fee will help Testing Services recoup the cost of the test, as well as the proctoring fee for the test. This fee has already been approved and is included in the current Fee Schedule. Note: This is a reduced cost, as the current proctoring fee is $25.00 for the first two hours of testing.

II. Entities Affected

NKU admitted students.

III. Authority

IV. Definitions

V. Responsibilities

This policy will be implemented and administered by Testing Services. Advisors will be responsible for referring students to Testing Services who are interested in re-testing.

VI. Committee

VII. Procedures

These policies require inclusion in the catalog, page 13, beneath the "Placement Testing" heading.

VIII. Reporting Requirements
IX. Exceptions

Any exceptions to the policy regarding Placement test re-takes will be deferred to the Director of Learning Assistance Programs and the Director of Testing Services.

X. Training

Advisors, staff, and faculty would be notified of the new policies. E-mails will be sent via Blackboard and department chairs/directors. It will also be included on Testing Services’ web page and inclusion on other university web pages will be encouraged.

XI. Communications

References and Related Materials

References:
Related Forms:
Revision History: