

St. Charles Community College
ASSESSMENT APPEAL PROCEDURES

APPEAL INFORMATION

- Visit www.stchas.edu/assessment for test preparation resources.
- An appeal can be taken one time only.
- A \$10 fee is required for each appeal – use the form on the back of this page.
- Students that did not place in a course can repeat the appeal process.
- Students that did not start a course they placed into can re-assess (at no charge) after one year - even if they appealed their initial placement.
- Students **MUST** re-assess (at no charge) if it has been at least three years since they last assessed and never enrolled in an English, Math or Reading course.
- Any student that is re-admitted after withdrawing and/or failing all of their coursework **MUST** re-assess (at no charge) if it has been three or more years from the month they withdrew or failed the course(s) in question.
- Should you require assistance in meeting academic challenges, the college offers courses in math, reading, study skills and English as well as instructional support services through our **Academic and Career Enhancement (ACE) Tutoring Center**.
- Contact **Disability Support Services**, in advance, at 636-922-8581 if you need special accommodations for the Academic Skills Assessment.

ENGLISH

The English Department encourages students to appeal their writing placement when they believe it is incorrect. Expect to write two essays. The first essay will be a “take home” assignment consisting of approximately 500 words. The “take home” assignment is located on our website – www.stchas.edu/assessment. This essay will be typed and submitted to the Assessment Center when you appear to complete the second essay, which will be approximately 300 words written on a computer under the supervision of a proctor. **Once you start an English course, no appeal will be allowed.**

MATH

The Math Department encourages students to appeal their placement when they believe it is incorrect. The student will re-assess using a different form of the original assessment test. Students should spend time reviewing skills needed on the assessment before re-testing. If after appealing you feel that your score does not reflect your current math skills, you may discuss your situation with the appropriate math department Chairperson located in ADM 2242 (636-922-8496). Bring any supporting documents, such as ACT scores, high school transcripts and the assessment report to the appointment. **Once you start a math course, no appeal will be allowed.**

READING

The Reading Department encourages students to appeal their placement when they believe it is incorrect. The student will re-assess using Accuplacer. Students should spend time reviewing skills needed on the Accuplacer assessment before re-testing. **Once you start a reading course, no appeal will be allowed.**



Assessment Appeal

Today's Date: _____

Original Test Date: _____

Student Name: _____

Student ID #: _____

Cashier Note: Account # 18-20100-4646

Reading Appeal

\$10 Fee Paid _____

Math Appeal

\$10 Fee Paid _____

English Appeal

\$10 Fee Paid _____

Complete this form and take it to the Cashier's office, ADM 1119 to pay the fee. The student must present this form along with a paid receipt to the Assessment Center staff at the time of the appeal. Photo identification is required for all testing.

No assessment will begin in the final hour of the Assessment Center's hours of operation or final two hours if the student is taking the English or math assessment appeal.

Hours of Operation

Monday 8:30 a.m. 4:00 p.m.

Tuesday 8:30 a.m. 4:00 p.m.

Wednesday 8:30 a.m. 6:45 p.m.

Thursday 8:30 a.m. 6:45 p.m.

Friday 9:00 a.m. 4:00 p.m.

X

Student Signature