RETESTING CUNY ASSESSMENT TESTS POLICY

Policy Id:
TST. 006 – Retesting CUNY Assessment Tests Policy

Contact:
Office of Testing and Evaluation

Last Modified:
April 1, 2013
RETESTING CUNY ASSESSMENT TESTS POLICY:
A documented passing score on a CUNY skills assessment test, no matter when completed, qualifies the individual as proficient. Similarly, there is no time limit on SAT, ACT, and New York State Regents examination scores that qualify the individual as skills proficient. However, applicants for admission or readmission who have not yet met one or more of the basic skills requirements must be re-tested if the most recent assessment test result in the area(s) will be more than two years old as of the date the individual wishes to matriculate. Students will be retested with the current test in effect and in accordance with the current passing standards.

Retesting Procedures

Courses
- Colleges re-test students in top-level developmental English and ESL semester-length courses in reading and writing or top-level developmental semester-length courses in mathematics during “windows” established each semester. These windows are generally set for the last two weeks of the semester.
- Colleges re-test students in top-level short courses/modules that end at other dates only at the end of the short courses/modules. Re-tests for students in short courses or modules must be preceded by a minimum of 20 hours of instruction (15 hours for math courses, on a pilot basis, at the discretion of the chief academic officer).
- Colleges may re-test individual students no more than 2 times during a semester. Re-tests must be preceded by a minimum of 20 hours of instruction (15 hours for math courses, on a pilot basis, at the discretion of the chief academic officer).
- Departments or programs may recommend a few outstanding students from intermediate-level ESL or English reading or writing courses, or intermediate mathematics courses for exit testing. Such students may not be re-tested without the approval of the appropriate Chair or Program Director.
- Students in top-level reading developmental mathematics courses must be tested under the direct supervision of the college’s testing Office. Class teachers may not be present during the testing.
- Students in developmental and ESL writing courses write their essays in rooms designated by the testing office or, with the agreement of the testing office and the appropriate department or program, they may write their essays in their regular classrooms. Class teacher may not be present during the testing.

Workshops/Immersion Programs
- Workshops and other intensive instructional programs preparing students for the CUNY basic skills tests must offer a minimum of 20 hours of instruction (15 hours for math instruction, on a pilot basis, at the discretion of the chief academic officer).
- Students may participate in an intersession workshop and be retested at its conclusion, after a minimum of 20 hours of instruction (15 hours for math instruction, on a pilot basis, at the discretion of the chief academic officer).
- Students in June workshops may be re-tested once, at the conclusion of the workshop, after a minimum of 20 hours of instruction (15 hours for math instruction, on a pilot basis, at the discretion of the chief academic officer).
- Students in Summer Immersion Programs may be re-tested twice. Re-tests must be preceded by a minimum of 20 hours of instruction (15 hours for math instruction, on a pilot basis, at the discretion of the chief academic officer).
• Matriculated students may enroll in skills workshops only at their home college and they may be re-tested only at their home college, except with written permission from the testing office (or other designated office) at their home college. On completion of the workshop, students will be retested at their home college.

Instructional Interventions
• Students in an official workshop of lab, under departmental or learning center direction, must participate in a minimum of 20 hours of intensive instruction to qualify for retesting (15 hours for math instruction, of a pilot basis, at the discretion of the chief academic officer). Workshop or Writing/Learning Center Directors are responsible for certifying that students have completed the required instruction before the testing office may give students permission to be re-tested.
• Ordinarily matriculated students receive such instruction only at their home college and are re-tested only at their home college, except with written permission from the testing office (or other designated office) at their home college. On completion of the instruction, students will be retested at their home college.