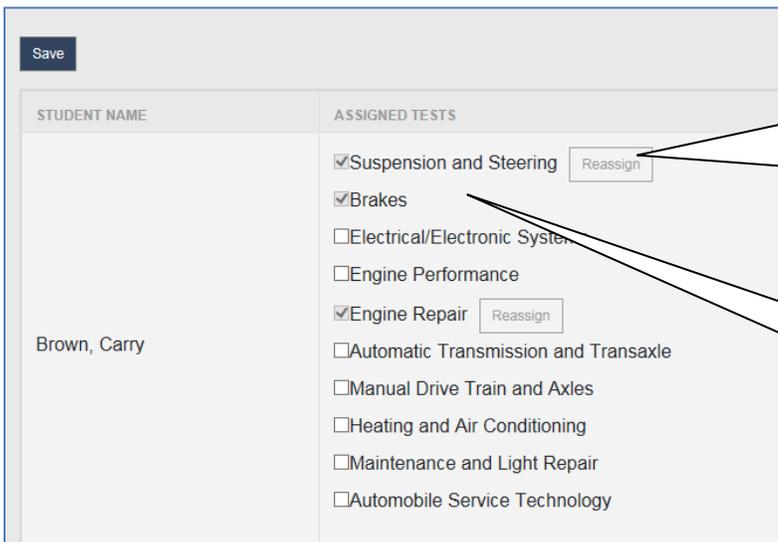# ASE Entry-Level Certification Program

SECOND CHANCE RETEST

Students may take any or all tests in a series twice within the academic year. If a retest is desired, it may be administered anytime following a 30 day waiting period. Students will receive a different set of questions (test form) for each attempt.

For tests where the student's first attempt **did not result in a passing score**, the test will automatically be assigned 30 days after the first attempt and available for the proctor to unlock and administer for a second time. That is, *no additional action is needed by the instructor to reassign a failed test.*

For tests where the student's first attempt **resulted in a passing score**, the instructor must return to the test assignment screen and reassign the test they wish to have administered a second time. The "Reassign" button will not appear on the test assignment screen until 30 days following the first attempt.
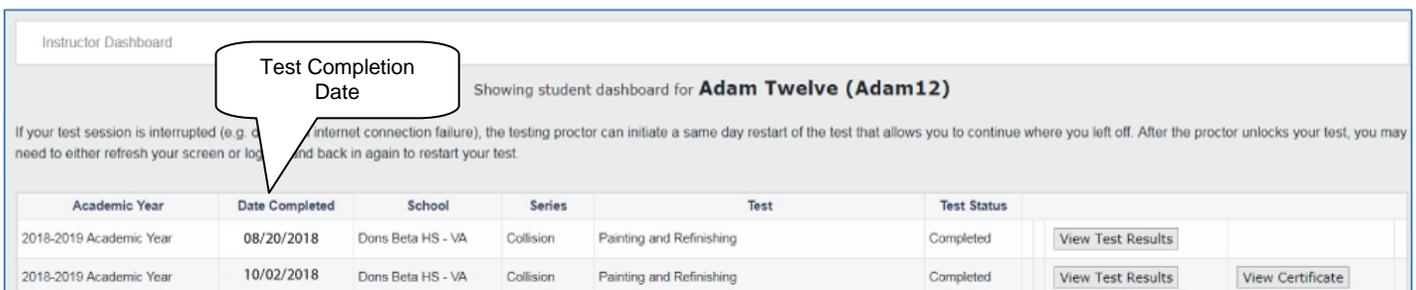

This "Reassign" button only appears for tests that were passed on the student's first attempt. If the instructor wishes to have the test administered a second time, they must reassign the test here.

Tests that were failed on the first attempt are automatically reassigned after 30 days and therefore do not require a reassign button.

Differentiating Test Results
The date each test was completed appears on the various score reports and system screens to allow users to properly differentiate test attempts.

For Instructors - In the example below, the instructor can review the test completion date to determine which result is from the first attempt and which was the second. Remember, to group test names together on longer lists, the list may be sorted A-Z or Z-A by clicking on the column headers.

Test Completion Date

For Proctors - The proctor screen contains various filters that will help manage the long list of test assignments. By entering a combination of the student's name, test series and test name, specific groups of tests can be isolated. The Date/Time Test Completed information can then be used to distinguish between the first and second attempts. In the example below, the list has been sorted to isolate the Suspension and Steering tests. Notice that the first attempt was taken on 08/20/2018, and after 30 days, the unlock button for the second chance retest is now available.

For Students - The test completion date is displayed on the "My Exams" list on the student dashboard and on the student level score report.