

Placement Test Review Request Form

Placement testing gives the IEC a snapshot of a student's English proficiency at a single point in time. We know that a test score doesn't always tell the full story — nerves, unfamiliar test formats, technical issues, or a student's specific strengths and weaknesses can all affect the result. If you believe your placement does not reflect your true level, this form starts a structured, fair review of that decision.

HOW THE REVIEW PROCESS WORKS

- 1-Express your intentions to the teacher
 - 2-Complete all sections and return it to the IEC office before Friday of week 1 for reviews.
 - 3-The IEC faculty meeting will analyze your case.
 - 4-You will receive written confirmation of your request and instructions to attend classes on week 2.
 5. If your textbooks are not in mint condition you might have to buy a new one.
- Note: Submitting this form does not guarantee a change in placement. It guarantees a fair, documented review of your case.*

STUDENT INFORMATION

Full Name: _____

IEC Student ID: _____

CURRENT PLACEMENT INFORMATION

You can find this information in your placement letter or by asking the IEC office.

Initial Level Placement: _____

REASON FOR REVIEW REQUEST

Check all reasons that apply. This helps us understand what may have affected your original result.

- ☐ I believe my speaking/listening level is higher than my placement reflects.
- ☐ I believe my reading/writing level is higher than my placement reflects.
- ☐ I experienced a technical problem during the test (e.g., audio, connectivity, software).
- ☐ I was unwell, unusually anxious, or otherwise not able to perform at my normal level.
- ☐ I have prior coursework, credentials, or experience not reflected in the test (e.g., prior English study, certificates, work/study abroad).
- ☐ My current class does not match the work I am able to do, based on the first week of instruction.
- ☐ Other (please explain below).

YOUR EXPLANATION

Please describe, in your own words, why you believe your current placement is inaccurate. (if you need extra space, you may continue the back of the paper)

REVIEW PROCESS ACKNOWLEDGMENT

- ☐ I understand my request will be reviewed by the faculty and staff.
- ☐ I understand the review may include reassessment of my test results, instructor feedback, and a short reassessment interview.
- ☐ I understand placement review requests must be submitted within the first five (5) days of the term to be considered.

Student Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Date Received: _____

Reviewed By: _____

Decision: _____