Information for liaisons and professors on OEPT Early Retest Requests, OEPT Test Review Requests

**Request a speedy re-test:**

Requests should be made within 3 days of the posting of the student’s test score. Please state the reason for the request. Generally, the OEPP will grant a speedy retest if the score is needed urgently and:

1. A new student arrived in the country fewer than 3 days before the test date and did not have sufficient time or opportunity to prepare for the test, including taking the OEPT practice test.
2. A student was ill while taking the test and the illness affected their test performance, as indicated on their test survey comments and verified by the department.

Email OEPTregistration@purdue.edu with subject line: OEPT speedy retest request

**Request a review of an OEPT test performance:**

Test review requests should be made within 3 weeks of the posting of the student’s test score.

Requests must originate with faculty or staff in the departmental graduate office who have interacted with the student and are familiar with the student’s English proficiency level and ability to communicate face-to-face; and who are informed about the timeliness of the student’s need for certification. Student-originated requests are not accepted.

Please review the OEPT scale on the OEPP website before requesting a review.

<http://www.purdue.edu/oepp/documents/OEPT2_Holistic_Scale.pdf>

 Generally, the OEPP will grant a test review:

1. If someone who works with or supervises the student deems that the OEPT score descriptors do not accurately reflect the student’s proficiency level in face-to-face communication.
2. If the above is true, and the score was 40, and the student is urgently needed to fill a TA position that semester or the following semester.

**Do not request a test review if:**

The score was 40, and the student is not needed for a TA position that semester or the following semester. In this case, register the student for the course so that he or she can be certified by that means. Alternatively, the student can retest after one year.

**Making a request for a test review:**

Send a completed OEPT Test Review Form or a letter with all the information indicated on the form.

**Certified by Internal Review:**

The OEPP does not change test scores. If, after reviewing a student’s test, the OEPP concludes it is reasonable to certify the student, the Liaison Score data base Certification entry will read *Certified by Internal Review*; No further action will be necessary.

**Certified by Internal Review at the beginning of ENGL 620 course:**

All students enrolled in ENGL 620 are reviewed at the beginning of the semester. Occasionally, during this process, the OEPP ascertains that a student can be certified without taking the class. In this case, the department will be notified and given the option of leaving the student in the class or giving the student the choice of staying in or leaving the class. The student will only be notified of the process if the department opts to give the student the choice to stay or leave the class. If the student then chooses to leave the class, the student’s record on the OEPT Liaison Score database will read *Certified by Internal Review.*