



## Score Verification Session Request Form

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Your request must be received in our office within 60 calendar days after the mailing of test results.

Completely fill out the request form and mail it to the address below. Please print all information.

Requested Session Date: \_\_\_\_\_  
*(Sessions are the third Thursday of every month.)*

Test Date: \_\_\_\_\_

Test Site: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

**Please print the requested information.**

First \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_

Street Address \_\_\_\_\_ Apt. No. \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Score verification is not intended to be a study session for retaking the test. Score verification sessions are held in Tampa, Florida, by appointment only.

Requests must be received at least 10 business days before the session date you would like to attend. Our office will send you an admission ticket by mail after we receive your request. If the request was received too late to accommodate your requested session, the admission ticket will list the next available session date.

Send this form to: **USF- IIRP  
ALF Testing Office  
4202 E. Fowler Ave., FAO199  
Tampa, FL 33620**

## Score Verification Session

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### Frequently Asked Questions

#### ***When are score verification sessions held?***

Sessions are typically scheduled the third Thursday of every month.

#### ***Where are the sessions held?***

Sessions are held at the University of South Florida in Tampa, Florida. The reporting address and a campus map will be mailed to you prior to your session.

#### ***How do I register to attend a score verification session?***

- Complete the Score Verification Request Form and submit it to the address indicated within 30 days of the mailing of your score report.
- Requests must be received at least 10 business days before the session date you would like to attend. If your request is received less than 10 business days before a session, you will be assigned to the next session date.
- Once your form is received and your information has been verified, you will receive an admission letter for your assigned date. If you do not receive your admission letter at least a week before your session, please contact our office.
- Walk-ins are not permitted.

#### ***What happens in a score verification session?***

- The session will last one hour.
- You will be provided a new test book that corresponds to the test that you took.
- You will be provided a computer printout of the items you attempted to answer but missed, and the answer that you chose.
- Only one version of each failed test will be provided per session date.
- Correct answers to the questions will NOT be provided.
- Staff persons conducting the session are not authorized to provide any test content information.
- If you wish to appeal a test item that you believe has a scoring error, an appeal form will be provided for that purpose for you to submit by the end of the session.
- Only registered examinees will be allowed to see the test materials.

#### ***What do I need to bring to a score verification session?***

- Your admission letter.
- Two valid forms of identification that are printed in English. The first ID must be government-issued and have a clear photo and your signature. Acceptable ID includes:
  - ✓ State-issued driver's license or identification card
  - ✓ United States military ID with visible signature
  - ✓ Government-issued passport
- The second ID must have either a photo or a signature, such as a Social Security card, student ID, or an employee ID. Any ID you present must be in your current last name. You will not be permitted to attend the session if you do not have the proper ID.
- DO NOT BRING any prohibited items such as cell phones or other electronic devices, scratch paper or written notes, books of any kind, food or drinks (including bottled water) to your score verification session.