



SOUTH CAROLINA FIRE ACADEMY

141 Monticello Trail
Columbia, SC 29203
(803) 896-9800



Written and/or Practical Exam Appeal Form

Students requesting to retest a Written and/or Practical Exam after failing to obtain the required minimum score may file an appeal to the Accreditation Coordinator for a final retest opportunity. A student may only appeal based on the following criteria:

1. The testing environment was not adequate.
2. An external problem contributed to the failure.
3. An external problem contributed to not testing within 120 days.

The Accreditation Coordinator does not consider lack of preparation, negligence or vacations to be reasons for an appeal request. Detail why you are requesting this appeal on the reverse side of this form, limit your statement to no more than two pages using an additional sheet if necessary.

NOTE: IF YOU ARE APPROVED, YOU WILL HAVE 45 DAYS FROM THE APPROVAL LETTER TO TEST.

Please clearly print all information.

SCFID#									

STUDENT FULL LEGAL NAME (exactly as printed on your passport or other government-issued photo identification)		
Last Name	First Name	Middle Name

PRESENT ADDRESS (number, street, and apartment number)		
Street		
City	State/Province	Zip/Postal code
Telephone number (including area code)	Cell phone number (including area code)	
E-mail address		

List the course for which you are requesting an appeal. Follow the example below.

Course Code – Section Number	Course title	Initial Test Date
<i>Example: 1155 - 21001</i>	<i>Firefighter I</i>	<i>February 04, 2018</i>

Provide Rationale for Appeal Request on Reverse Side

STUDENT FULL LEGAL NAME (exactly as printed on your passport or other government-issued photo identification)		
Last Name	First Name	Middle Name

Rationale for Appeal Request: Please write legibly or attach a signed typed request to this form. Limit your statement to no more than two pages using an additional sheet if necessary. Include all relevant facts and dates.

Click or tap here to enter text.

Student Signature: _____ **Date:** _____