

Requesting a Retest

Additional Quick Reference Guides, training documents, and the Construction and Materials User Guides are available from ODOT.

Role(s): Field Lab Technician, Field Lab manager, Residency Administration, Project Inspector, Project Manager, Central Lab Admin, Central Lab Supervisor, Central Lab Manager, and Independent Assurance

Key to Action Buttons



Global Actions menu (top of the screen)



Component Actions menu (on headings)



Row Actions menu (on rows)

Requesting a Retest:

1. From the **Materials Worksheets** component, click the **Review Tests** link.
2. From the **Review Completed Tests** section, search for the sample record you want to requeue.
3. Click the check box to the left of the sample record's test method row to select it.
4. Click the **Request Retests** button.
5. In the **Request Retest** modal window, in the **Number of Retests** field, enter the number of test runs to be retested.
6. Still on the **Request Retest** modal window, select who the **Tester** will be.
7. Click the **Save** button.
 - **Note:** The system creates a Sample Record Test row in the Enter Test Results queue for each retest requested.
 - **Note:** The **Test #** field for the retest is numbered with the same base number as the original test appended with a decimal point and incremental number (for example, if two retests are requested for test number 1.0, the retests are numbered 1.1 and 1.2).

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- **Note:** The **Test Status** field of the original test is set to *Being Retested* while the Test Status field of the retest is set to *Retest*. The Test Result field of the retest is cleared. The **MAA** indicator of the retest is changed to *No* on the Sample Record Summary component's Tests tab as no more than one test from among the original test and all its associated retests can be counted towards material acceptance. The Tester ID field on the Sample Record Test Summary component contains the name of the testers assigned when requesting the retest.
- **Note:** Once all the test's retests have been marked complete in the Enter Test Results queue and have a test status of Test Complete, the original test will automatically move to a test status of Test Complete.