



Sam Houston State University

Member The Texas State University System

TESTING CENTER

TSI ASSESSMENT & ACCUPLACER Remote Testing for SHSU Students

SHSU students are permitted to take the TSI Assessment at a remote location when travel to SHSU Huntsville, Texas or to The Woodlands Center, The Woodlands, Texas would pose a hardship for the student and their family. To request and register for a remotely administered TSI Assessment:

1. You must complete the Pre-Assessment Activity (PAA) before you can take the TSI Assessment, go to the following web page, <http://www.shsu.edu/dept/registrar/texas-success-initiative/testing.html>.
2. Next, locate a qualified proctor (see below).
3. Complete the student portion of the **Proctor Candidate Form - TSI Assessment** and forward to your selected proctor for completion.
4. When your selected proctor is approved, you can pay the SHSU testing fee of \$50.

TSI Status

To view your current TSI status, visit [MySam](http://www.shsu.edu/) on the main SHSU web page, <http://www.shsu.edu/> and select the "Registration" tab. From the "Registration Toolbox" you can check your TSI status or view test scores.

Also, visit the following web page for more TSI information: <http://www.shsu.edu/dept/registrar/texas-success-initiative/index.html>.

Find a Proctor

It is the student's responsibility to locate an acceptable proctor and to notify the SHSU Testing Center of their request. Information on local test centers can be found at <http://www.ncta-testing.org/cctc/index.php>. We recommend that you contact local college or university test centers in advance to determine their policy with regard to testing students from other institutions. The student is responsible for any fees charged by the cooperating college or university as well as any fee payable to SHSU Huntsville, Texas. **Three (3) business days advance notice is REQUIRED for information to be sent to the proctoring institution.**

The TSI Assessment may only be administered in the testing center of an accredited college or university. In addition, the proctor must satisfy the following requirements:

- Must be an employee of the testing center of an accredited college or university.
- Must not be related to the student or a friend of the student.
- Must not be an undergraduate student.
- Has no vested interest in the student's scores.

STUDENT INSTRUCTIONS FOR TSI ASSESSMENT/ACCUPLACER

ID Required:	Bring a current government issued photo ID. Acceptable ID: driver's license, passport, military ID, state or national ID card, student ID. <u>Examples of unacceptable ID:</u> expired documents, credit card with or without photo, birth certificate, temporary driver's permit without photo, parent's assurance of identity, amusement park season pass, Child-Find ID cards.
Scratch paper	Will be provided by the testing center. All scratch paper must be turned in to the proctor at the end of the test session. Failure to turn in your scratch paper may result in cancellation of your test scores.
Calculator	Not permitted
Dictionary or Thesaurus	Not permitted
Cell Phones	No electronic communication devices of any kind are permitted during the test. This includes but is not limited to: cell phones, pagers, PDAs, I-Pods, hand-held computers.
Score reports	You may print an unofficial score report for your records at the conclusion of the test session. The scores from today's TSI Assessment test are available for the exclusive use of Sam Houston State University, Huntsville, Texas. SHSU students may request, in person, a copy of their TSI scores from the Registrar's Office to be put in a sealed envelope to be delivered to another college.

You are required to follow all directions from the proctor at the cooperating college or university. The proctor will log-in to the test site for you. Follow all the directions on the screen to complete your test.

When you have finished this test, raise your hand for a proctor. The proctor will assist you in the printing of your score report. If you have questions about the administration of the TSI Assessment, please contact the SHSU Testing Center as listed below.

Sam Houston State University
Testing Center – Box 2240
 1921 Avenue J, Room 102
 Huntsville, TX 77341-2240
 Phone: 936-294-1025
 Fax: 936-294-3268
 E-Mail: test.ctr@shsu.edu



Sam Houston State University

Member The Texas State University System

TESTING CENTER

Proctor Candidate Form – TSI & ACCUPLACER

For SHSU Students Testing at Remote Testing Sites

Return this form to SHSU Testing Center

Email test.ctr@shsu.edu

TO BE COMPLETED BY THE STUDENT

SELECT AN EXAM DATE _____ (a specific date must be entered)

Student's Name _____ SAM ID _____

(First, Middle, Last)

Student's Address _____

Address

City

State

Zip

Phone _____ Email _____

Gender (M/F) _____ Race _____ Date of Birth _____

Test(s) to be proctored:

TSI: Reading _____ Writing _____ Mathematics _____

ACCUPLACER: Reading _____ Writing _____ Mathematics _____

- Before you can take the TSI Assessment, you must be Pre-Assessed (PAA) online, go to the following web page, <http://www.shsu.edu/dept/registrar/texas-success-initiative/testing.html> and if you have any questions call the SHSU Registrar's Office, 936-294-1052. Have you been Pre-Assessed? **Yes** **No**
- The cost of the TSI Assessment is **\$50.00** and should be paid once the selected proctor has completed the form below, returned it to SHSU Testing Center, and been approved. This fee is non-refundable and non-transferable; therefore, if you miss your selected test appointment, the \$50.00 is forfeited and you must repay to schedule another proctored exam
- Students are responsible for any additional charges that may incur at the selected Testing Site

I understand and agree to abide by the guidelines as set forth in this remote test application.

Student Signature (must sign to process this application)

Date

What is a Proctor?

A proctor is a certified and/or trained individual who is approved to administer examinations to a student on behalf of Sam Houston State University. The proctor must be qualified to serve in this capacity and agree to abide by the examination procedures and rules. It is the student's responsibility to initiate and maintain an ongoing relationship with the proctor.

What are the qualifications for a proctor?

Proctor candidates include:

- Testing Center employee of accredited colleges and universities

Proctor candidates **may not** be:

- Relatives
- Personal friends
- Immediate supervisors
- Employee under your supervision
- Someone of your equal position (co-worker or colleague)
- Students

If you have any questions, concerns, or problems with the selection of a candidate for proctoring your examinations, please call the Testing Center at 936-294-1025. SHSU reserves the right to require the student to select another proctor candidate.

The Examination

The examination must be completed within the time specified. The student will complete each examination under the supervision of their proctor without the use of notes, texts, or other outside materials, unless otherwise specified in the proctor instructions. It is important that the proctor be able to administer the examination in an environment appropriate for testing: free from noise, distractions, etc.

Exams are untimed. The times below is for scheduling purposes. The student is required to complete the exam in one sitting (student cannot save and come back later). If the exam length does not fit within your office hours/schedule, please do not accept the responsibility of proctoring this exam.

Time permitted: Reading – approximately 2 hours
 Math – approximately 2 hours
 Writing – approximately 2 hours

STUDENT - Please contact the potential proctor to confirm availability, then have the proctor complete the following information below:

PROCTOR is Available on the Selected Test Date as Listed by Student: Yes ___ No ___

Proctor's Name _____

Organization _____ Occupation _____

Mailing Address _____

Street Address _____

City _____

State _____

Zip _____

Business Phone _____ Email _____

TO BE COMPLETED BY THE PROCTOR

Do you work at an accredited college or university? Y___ N___

If yes, please list the accreditation agency information _____

Accreditation Agency _____

Accreditation Agency Website _____

Is your college or university an approved College Board Remote Testing Site? Y___ N___

Do you work in a formal testing facility? Y___ N___

Do you have certifications or licenses from any national testing organizations? Please list:

Do you have a space dedicated only to testing? Y____ N____

How many computer stations are available for testing? _____

Can you provide constant, in-room supervision for the entirety of the exam? Y____ N____

Is proctoring a service that you offer regularly? Y____ N____

How many years has your facility been in operation? _____

Does your facility have a website with more information about your services? (Please provide URL)_____

Are you related to the student? Y____ N____

Are you this student's coworker or direct supervisor? Y____ N____

I agree that all the information that I have provided here is accurate. Y____ N____

I agree to administer the TSI Assessment. I agree to take all necessary precautions and actions to ensure the security and confidentiality of the TSI Assessment content.

I agree NOT to reproduce or copy, in any fashion, in whole or part, any of the materials of the TSI Assessment system. I acknowledge that all said materials are copyrighted, and I agree NOT to share, in any way, such materials with any unauthorized persons.

Proctor Signature

Date

NOTICE: Proctors are responsible for emailing this completed form to SHSU Testing Center (test.ctr@shsu.edu).