



# Sam Houston State University

Member The Texas State University System

## TESTING CENTER

### **TSI ASSESSMENT & ACCUPLACER** **Remote Testing for SHSU Students**

**In order to efficiently assist you with your remote test, this application must be received by the SHSU Testing Center at least three (3) business days in advance of your anticipated test date. Same day processing is not allowed. After receipt of your remote test application, the Testing Center staff will verify information provided and contact you regarding payment. If you have not heard from a staff member within 3 business days, please reach out to the office by calling 936-294-1025 or by email ([test.ctr@shsu.edu](mailto:test.ctr@shsu.edu)).**

SHSU students are permitted to take the Texas Success Initiative (TSI) Assessment and ACCUPLACER exams at a remote location when travel to SHSU Huntsville, 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>, to complete the PAA.
2. Next, locate a qualified proctor who is listed as **in-network** for Texas colleges and universities (see Find a Proctor on page 2).
3. Complete the **student portion** of the **Proctor Candidate Form** (page 4).
  - If the proctor is **in-network** for Texas colleges and universities, email or fax application this application directly to the SHSU Testing Center for processing. You do not have to forward this form to the in-network proctor.
  - If the college or university is **out-of-state** or **non-network**, please forward this application to your selected proctor for completion. The selected proctor will be responsible for sending this application directly to the SHSU Testing Center (via email or fax) for processing.
4. Payment: If your selected proctor is **in-network**, the student must call and pay the SHSU testing fee of \$50 (or retest fee) before your application will be processed. If your selected proctor is **out-of-state** or **non-network**, the selected proctor must complete their portion of the application and email or fax the completed application to the Testing Center. Once our office has received the application, the student is responsible for calling to pay the SHSU testing fee of \$50 (or retest fee).

To request and register for a remotely administered **ACCUPLACER EXAM**:

- Follow steps 2-4 above.

#### **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>.

#### **ACCUPLACER Status**

Please contact your advisor or academic department regarding your ACCUPLACER status.

## **Find a Proctor**

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?**

The TSI and ACCUPLACER tests 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

Proctor candidates **may not** be:

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

It is the student's responsibility to locate an acceptable proctor to administer the TSI/ACCUPLACER exams and to notify the SHSU Testing Center of their request; however, you can also email your zip code to [test.ctr@shsu.edu](mailto:test.ctr@shsu.edu) and request applicable colleges close to your location. Additional information on other 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.

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.

## STUDENT INSTRUCTIONS FOR TSI ASSESSMENT/ACCUPLACER

ID Required:	<p><u>Bring a current government issued photo ID. Acceptable ID: driver's license, passport, military ID, state or national ID card, student ID.</u></p> <p><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.</p>
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.
Personal 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	<p>You may print an unofficial score report for your records at the conclusion of the test session.</p> <p>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.</p>

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 at 936-294-1025 or [test.ctr@shsu.edu](mailto:test.ctr@shsu.edu).



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## 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](mailto: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 \_\_\_\_\_

- 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/ACCUPLACER** 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. **Retest fees apply when applicable.**
- Students are responsible for any additional charges that may incur at the selected Testing Site

#### Test(s) to be proctored:

TSI: Reading \_\_\_\_ Writing \_\_\_\_ Math \_\_\_\_

ACCUPLACER: Reading \_\_\_\_ Writing \_\_\_\_ Math \_\_\_\_

ACCUPLACER: ESL \_\_\_\_

ACCUPLACER: For the Chemistry Department (Math Only) \_\_\_\_

Please list the in-network college/university \_\_\_\_\_ (if this section is filled out, the student must send this form directly to the SHSU Testing Center for processing after signing this document. The proctor is not required to fill out any portion of this form.

Out-of-state or non-network college/university \_\_\_\_\_ (if this section is filled out, the student must forward the application to the selected proctor and the proctor must complete the sections required. In addition, the selected proctor must also send this form via email or fax to the SHSU Testing Center for processing.

**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 \_\_\_\_\_

**STUDENT - Please contact the potential out-of-state/non-network proctor to confirm availability. If available, have the proctor complete the following information below.**

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### **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.

### **Time Limits**

**TSI:** TSI exams are untimed; however, will comply with center opening and closing hours. The times below is for scheduling purposes. The student is required to complete the exam in one sitting. If the exam length does not fit within your office hours/schedule, please do not accept the responsibility of proctoring this exam.

Reading – approximately 2 hours

Math – approximately 2 hours

Writing – approximately 2 hours

**ACCUPLACER – 3 HOUR TIME LIMIT**

**ACCUPLACER ESL – 3 HOUR TIME LIMIT**

**ACCUPLACER (CHEMISTRY STUDENTS) – 3 HOUR TIME LIMIT**

**Is the out of state/non-network proctor 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/ACCUPLACER exam. I agree to take all necessary precautions and actions to ensure the security and confidentiality of the TSI and ACCUPLACER content.**

**I agree not to reproduce or copy, in any fashion, in whole or part, any of the materials of the TSI/ACCUPLACER 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 at ([test.ctr@shsu.edu](mailto:test.ctr@shsu.edu)). Questions or concerns can be sent to [test.ctr@shsu.edu](mailto:test.ctr@shsu.edu) or call 936-294-1025.