TSI Assessment - Remote Testing for UTA Students

Students are permitted to take the TSI Assessment test at a remote location when travel to UTA would pose a hardship for the student and their family. To request and register for a remotely administered TSI Assessment test, you must:

1. **DETERMINE YOUR TSI STATUS.** If you have any questions with regard to your TSI status, please contact the TSI Advisor at 817-272-3140 or email the TSI Advisor at TSI@uta.edu.
2. You must complete the [UTA Pre-Assessment Activity](https://www.uta.edu/universitycollege/TSI-Pre-Assessment) before you can take the TSI Assessment(s).
3. Locate a qualified proctor. PLEASE FILL OUT THE TOP PORTION of the Proctor Security Agreement and submit that form to the proctor who will be administering the test. The proctor must submit the Proctor Security Agreement form from their institution directly to our office.
4. Submit the [UTA TSI Assessment Student Test Registration for Remote Testing Form](https://www.uta.edu/universitycollege/TSI-Pre-Assessment) to our office. Your UTA student account will be charged $10.00 for each section you select. Please pay Student Services directly for the testing fee(s).

There is no waiting period before re-taking any section(s) of the TSI Assessment. If you choose to re-test, repeat Step 3&4

**TSI Status**

Your TSI status is noted on your Student Center in MyMav. CLICK on the TSI Status link at the very bottom of your Student Center page under the Admissions bar. [https://www.uta.edu/mymav/](https://www.uta.edu/mymav/). If you have any questions with regard to your TSI status, please contact the TSI Advisor at 817-272-3140 or email the TSI Advisor at TSI@uta.edu. Information is also available below:

[http://www.uta.edu/ksi](http://www.uta.edu/ksi)

**Finding a Proctor**

It is the student’s responsibility to locate an acceptable proctor and to notify Testing Services of their request. Information on local test centers can be found at: [http://www.ncta-testing.org/find-a-cctc-participant](http://www.ncta-testing.org/find-a-cctc-participant). We recommend that you contact an accredited local college or university test center in advance to determine their policy with regard to testing students from other institutions. The student is responsible for any fee(s) charged by the cooperating college or university as well as any fee charge(s) payable to UTA.

The TSI Assessment test 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 that student.
- Must not be an undergraduate student.
- Has no vested interest in the student’s scores.

**Requesting Remote TSI Assessment Testing**

When we receive the completed and signed forms from you and from the proctor, we will send the TSI Assessment access information directly to your proctor. You will arrange the DESIRED TEST DATE that you have provided to us and select that specific date but any time with the testing office at the college or university where you will be taking your TSI Assessment test(s). You are responsible for any proctoring fees the institution charges to administer the test(s). If you are unable to test on the specific desired test date, you have provided please contact this office to request an update. **REQUIRED: Three (3) business days advance notice to process and send the information to the proctoring institution.**

REVISED JULY 7, 2017
### Student Instructions for TSI Assessment

<table>
<thead>
<tr>
<th><strong>ID Required</strong></th>
<th>Bring a current government issued photo id. Acceptable ID: Driver’s license, Passport, Military ID, State or National ID Card, Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scratch Paper</strong></td>
<td>Will be provided by the testing center. All scratch paper must be turned in to the proctor at the end of the test session to be shred. Failure to turn in your scratch paper may result in cancellation of your test scores.</td>
</tr>
<tr>
<td><strong>Calculator</strong></td>
<td>Not permitted</td>
</tr>
<tr>
<td><strong>Dictionary or Thesaurus</strong></td>
<td>Not permitted</td>
</tr>
<tr>
<td><strong>Cell Phones</strong></td>
<td>No electronic communication devices of any kind are permitted during the test. This includes but is not limited to: cell phones, tablets, I-Pods, hand-held computers.</td>
</tr>
<tr>
<td><strong>Score Reports</strong></td>
<td>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(s) are available for the exclusive use of The University of Texas at Arlington and will not be reported to any other college or university.</td>
</tr>
</tbody>
</table>

You are required to follow all directions from the proctor at the cooperating college or university. The proctor will log-in to the Accuplacer test site for you using their UTA assigned username and password. Follow directions on the screen to complete your test.

When you have finished the test(s), raise your hand for a proctor. You may print an unofficial score report for your records by clicking on the PRINT icon on the browser. UTA students can request, in person, from the Registrar’s Office, a copy of their TSI Assessment score record in a sealed envelope that the student will deliver to another college or university. If you have questions about the administration of the TSI Assessment please contact:

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**Testing Services Office | The University of Texas at Arlington**
601 S. Nedderman Dr. | University Hall – Basement - Room 004
Arlington, TX 76019-0555 | Office #: 817-272-2362
Office Fax #: 817-272-7532 | Office E-Mail: testing@uta.edu
TSI Assessment Student Registration for REMOTE TESTING

Please read the following test policy before registering at the college or university you have selected:

- YOU MUST BE A UTA STUDENT.
- You must complete the UTA Pre-Assessment Activity before taking the TSI Assessment test(s).
- You are responsible for knowing your correct TSI status.
- You are responsible for making arrangements at an accredited college, university, or approved Testing Center and pay any fees that are required for administering the test(s).
- There is no required waiting period before re-taking any section(s) of the TSI Assessment test. USE this form to request a re-test if you plan to retake any section(s). You may use the same location or use another approved testing site. If you select another college or university for the re-test, you must also provide the completed and signed Proctor Security Agreement from that institution or approved Testing Center.

I have read and understand the above regulations. I am aware that I must be a UTA student, be accepted for admission, OR have an application on file with the UTA Admissions Office, AND I must complete the UTA Pre-Assessment Activity before this application will be approved and processed.

Desired Test Date

TO REGISTER:

1. Complete the registration form and email or fax this form to UTA Testing Services Office.
   E-mail: testing@uta.edu / Fax: 817-272-7532
2. Once the completed and signed forms are received, we will contact your proctoring institution and send the UTA access information. Please allow 3 days for processing (weekends/holidays not included).
3. Contact the proctoring institution to arrange to take the TSI Assessment test(s).

You may be entitled to know what information UTA collects concerning you. You may review and have UTA correct this information according to procedures set forth in UTS 139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government code.

ALL INFORMATION MUST BE COMPLETED BEFORE PROCESSING – PRINT CLEARLY

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTA Student ID#</td>
<td>Gender (M/F)</td>
<td>Date of Birth (MM/DD/YY)</td>
</tr>
<tr>
<td>Street Address</td>
<td>City, State, Zip Code</td>
<td></td>
</tr>
<tr>
<td>Primary Phone #</td>
<td>Secondary Phone #</td>
<td></td>
</tr>
<tr>
<td>E-Mail Address</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please indicate which section(s) of the TSI Assessment you plan to take. Each section should take less than two (2) hours to complete. If you sign up for more than one section, and complete the first section early, you may request to continue on to the next section, based on the space/availability of the Test Center.

THE FEE(S) WILL BE CHARGED TO YOUR UTA STUDENT ACCOUNT AND ARE NON-REFUNDABLE

☐ Writing $10  ☐ Reading $10  ☐ Mathematics $10

Student signature required ___________ Today’s Date ___________

REVISED JULY 7, 2017
Proctor Security Agreement

Request to Take TSI Assessment at an accredited institution or approved testing location

(This top section **MUST** be completed by the student prior to forwarding this form to the proctor – Print legibly)

Student’s Name: ___________________________________ UTA MAV ID# ______________________

E-Mail: ________________________________________________ Phone: ________________________

Please indicate which section(s) of the TSI Assessment you plan to take. Each section should last no more than two hours. If an examinee is registered for more than one section and finishes early, he/she may start the next section if the test center has space/time availability.

☐ TSI - Writing  ☐ TSI - Reading  ☐ TSI - Mathematics

Proctor Qualifications:

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

Please complete the following information regarding the proctor who has agreed to administer/proctor the TSI Assessment test(s).

(This section **MUST** be completed by the PROCTOR - Please PRINT legibly)

Proctor’s Name: ______________________________________Department: _________________________

Institution: _______________________________________________________________________________

Mailing Address: _________________________________________________________________________

City: __________________________________ State: __________________  Zip:_____________________

Institution E-Mail: _________________________________________________________________________

Phone #: ____________________________________ Fax#: ______________________________________

I, PROCTOR named above, 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: __________________________

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THIS FORM MUST BE SENT BY THE PROCTOR FROM THEIR INSTITUTION DIRECTLY TO UTA

Testing Services Office, The University of Texas at Arlington | 601 S. Nedderman Dr. | University Hall – Basement - 004
Arlington, TX 76019-0555 | Office #: 817-272-2362 | Office Fax #: 817-272-7532 | Office E-Mail: testing@uta.edu

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