Please read carefully.

Students planning to attend Kilgore College but who have taken the TSI Assessment at another institution or test site

- must complete the Kilgore College Cross Institutional Request form and submit it to the testing center.
- **Only the TSI Institutional Administrator at each testing site can access scores through the Cross Institutional system** therefore; scores can only be retrieved when this individual is available.
- There is no fee for this service.

Students NOT planning to attend Kilgore College who want to send their TSI Assessment scores to another institution must follow one of the steps below:

1. Request the Testing Center at the college where you plan to enroll retrieve your scores from the ACCUPLACER/TSI Assessment examination platform.
2. Take a copy of your score report to the institution where you plan to enroll
3. Complete a Kilgore College score request form requesting a copy of your test scores and submit them to the college where you plan to attend.

The Kilgore Testing center will respond to score requests within 48 hours according to our normal weekly operating schedule. There is no fee for this service.

Please note: some requests may take longer than 24 hours to retrieve scores if taken beyond one year or if requested during high volume testing periods such as finals weeks and late registration periods.

Students who have copies of their TSI Assessment scores and would like to submit their scores to Kilgore College should send them to the Registrar’s office. The fax number for this office is 903-983-8607 and the email is registrar@kilgore.edu.