Kilgore College students planning to test at an institution other than KC must follow the procedures listed below to request a remote voucher.

1. Pay the ($40 full test fee or $20 partial test fee to the Kilgore College Cashier’s office on the Kilgore campus by phone at 903-983-8108 or in person and indicate the receipt number on the Student Profile.
2. Complete the pre-assessment activity and send a copy of the email verification
3. Complete page 2 of the TSI Assessment Remote Testing Request Form.

Special Note: Vouchers will not be issued or accepted during the months of January, August or December.

Once ALL of the above steps have been completed, a remote voucher will be created and you will receive an email confirmation.

Taking the exam:
1. Schedule an appointment with your proctor.
2. Pay any required proctoring fees to the institution that is proctoring your exam. These fees are in addition to the test fee that you pay to Kilgore College.
3. Take a copy of your voucher along with an unexpired photo ID to your testing appointment. You will receive your voucher in an email from ACCUPLACER.
4. Use your legal name and KC student ID number to take the TSI Assessment.

Proctoring Guidelines:
- Only certified proctors will be able to administer the exam.
- If the proctor requested is not listed as an ACCUPLACER Remote Testing Site, you may test using the approved online proctoring service EXAMITY.
- If you use EXAMITY you must pay the $25/session fee and schedule an appointment from the following website: www.examity.com/accuplacer. This fee is in addition to the test fee that you pay to Kilgore College.

General Testing Guidelines:
- The exam is untimed however; you will be required to abide by your proctors hours and scheduling policies. If you do not finish the exam you must complete the exam within 14 days to avoid having to retake the entire exam.
- You must power off completely all of your cellular and electronic equipment and you CANNOT take such items into the testing room.
Kilgore College students planning to test at an institution other than KC must follow the procedures listed below to request a remote voucher.

1. Submit the admissions application online at www.applytexas.org at least one week prior to requesting a testing appointment.

2. Pay the non-refundable $40 (full) or $20 (partial) test fee to the Cashier’s office by phone at 903-983-8108 or in person and provide the confirmation or receipt number on this form. You may also be required to pay a proctoring fee at the institution providing the proctoring service.

3. Complete the pre-assessment activity located at www.kilgore.edu/testing and provide a copy of the email verification of completion.

4. Submit this form at least 2 days prior to your desired test date (weekends and holidays excluded).

Special Note: Vouchers will not be issued or accepted during the months of January, August or December.

Student Information

Last Name __________________________ First Name __________________________ Middle __________________________

Address __________________________ City __________________________ State ______ Zip ______ Country____

Student ID __________________________ Ethnicity: □ White □ African American □ Hispanic □ Other

Gender □ male □ female Date of birth (mm/dd/yyyy) ________________

Email __________________________ Home Phone __________________________ Mobile Phone __________________________

Payment Confirmation/Receipt number __________________________ Amount paid __________________________

Select the section to be taken: □ All Sections □ Reading only □ Math only □ Writing only □ Reading & Math
□ Reading & Writing □ Math & Writing

Proctor Information

Name of Remote Testing Site __________________________ City ________________ State ______ Zip ______

Student Certification

I certify that the information provided is true and correct to the best of my knowledge. I agree to follow all testing procedures and guidelines. I understand that I must complete my exam within 14 days and understand that my testing voucher and payment are only valid for 90 days. I further understand that any prohibited behavior on my part will result in the cancellation of my scores.

Signature __________________________ Date __________________________

Submit this form by email to testing@kilgore.edu or fax to 903-988-3707.

Updated 7/18