You must follow these procedures in order to properly register for testing:

1. Students are encouraged to register for the exam and pay the non-refundable $40 testing fee online. Telephone payments should be directed to the Cashier’s Office at 903-983-8108.
2. If payment is made by phone, you must contact the testing center to schedule a test date and provide payment confirmation.
3. Complete the pre-assessment activity prior to taking the TSI Assessment. The activity for KC is available at http://www.at schoolorientation.net/kilgore/ttp. You must print certification statement at the end of the activity and bring with you to testing appointment.
4. Pay the non-refundable $40 (full test) or $20 (partial test) fee by money order, cash or credit card in the Cashier’s Office.
5. Contact the testing center at least 24 hours prior to the desired test date to schedule an appointment for testing. You must pay testing fee prior to scheduling an appointment.

Bring KC’s Pre-assessment Activity Certification and KC student ID number in order to test

### Online Registration Procedures:

1. Students are strongly encouraged to register and pay online at www.kilgore.edu/testing-kilgore.
2. Registering online DOES NOT guarantee that you have been scheduled for testing. You will receive confirmation of your appointment.
3. Testing staff will contact you to confirm your testing appointment once both the registration form AND payment confirmation have been received

### On test day bring the following items with you:

- A valid, recognizable photo ID
- Your pre-assessment activity certificate (signed and dated)
- KC student ID number (you must retrieve from Campus Connect prior to arrival)

### General Information:

1. The length of the test depends on each individual student. Students testing more than 5 hours will be rescheduled to the next available date.
2. Students needing accommodations MUST contact the Special Populations Office prior to scheduling an appointment for testing.
3. Students may retest without a waiting period as the testing schedule allows.
4. Score reports are available immediately after testing.
5. Cellular devices are STRICTLY prohibited in the testing center and upon arrival to test any cellular equipment must be turned off completely.
6. The TSI Assessment is available at both the Kilgore and Longview Campuses. (This schedule is for The Kilgore Campus only).