Remote TSI Proctoring Procedures

Students planning to enroll at Kilgore College requesting a proctor for the TSI Assessment at an institution other than KC MUST follow these procedures.

STUDENTS MUST FIRST COMPLETE THE FOLLOWING STEPS AT LEAST 48 HOURS PRIOR TO DESIRED TEST DATE:

1. Complete the admissions application through ApplyTexas online Pay the testing fee to the Cashier’s office ($40 full test, $20 partial test). **Students may also be required to pay a proctoring fee at the institution providing the proctoring service.**
2. Complete the pre-assessment activity and provide Certificate of Completion to the Testing Center
3. Complete the remote Proctor Agreement.

Once the admission application is verified, the remote Proctor Agreement, payment and pre-assessment activity certification are received by the Testing Center, a remote voucher or proctor credentials will be created.

**Proctor Guidelines & Instructions:**
A student must locate a proctor who meets the following criteria:
- Not a relative of the student, and who does not live in the same household as the student
- Not involved in test preparation
- Is an employee at a college, university, high school or library

Upon receipt of the signed agreement from the proctor (for proctors not in the remote network), an email will be generated containing proctor credentials or the voucher number which will be entered in order to launch the exam.

**After the test:**
- The student’s score report will appear
- The proctor is required to be in full view of the student throughout the entire administration of the exam
- The proctor should print a copy of the results for the student and dismiss him/her
- The proctor is asked to send an email to testing@kilgore.edu when the student has finished testing.

**General testing guidelines:**
- The exam is untimed. Students should be given no more than 5 hours in one sitting to complete the exam. Students who do not finish the exam within the 5 hour period may reschedule to finish the exam and must complete the test within 14 days.
- Students may only take restroom breaks during testing and should be accompanied by a proctor. Cell phones and other electronic devices may not be used during breaks.
- Scratch paper provided by the proctor is permissable. The student is NOT allowed to use any other items or open any tools (including a calculator) or windows outside of the exam. The student must be immediately dismissed should he/she violates this policy.
- Students may not remove any scratch paper from the testing room.
- The student must power off completely all cellular and electronic equipment and CANNOT take such items into the testing room.

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Thank you for agreeing to proctor the exam for the above named student. The purpose of the TSI Assessment is to determine the appropriate placement in college-level courses.

Upon receipt of this form, you will receive an email with a voucher number that you will enter to launch the test. You must log him/her into the test.

Your signature below acknowledges that you understand and agree to adhere to the testing policies of the test sponsor and of the Kilgore College-Kilgore Testing Center.

As proctor, you agree to the following:

1. Require student to pay any proctoring fees charged by your institution
2. Require the student to provide one of the following approved forms of photo ID: a current driver's license, a state-approved ID, a college ID, a current state or federal ID card, a current passport, a tribal ID card, a naturalization card or certificate of citizenship.
3. Prohibit the student from using any materials or aides that have not been specified by the TSI Assessment testing instructions. Cell phones and calculators should be strictly prohibited.
4. You will be present the entire testing session, from log-in to submission of the test.
5. You are NOT a family member or relative, you do not live in the same household as the student, and you are not involved in test preparation.
6. You are an employee at a college, university, or high school
7. You will not copy, in any fashion in whole or part, any of the materials of the ACCUPLACER system.
8. You acknowledge that all said materials are copyrighted, and agree not to share in any way, such materials with any unauthorized persons.

If you have any questions or issues during the exam, please contact the Testing Center at 903-983-8241 or by email at testing@kilgore.edu or mbonner@kilgore.edu.

Please print all information clearly

Printed Name__________________________________ Name of institution__________________________
Institution address_______________________________City__________________ State___  Zip______
Job Title_______________________________________email address ___________________________
Proctor Signature________________________________Date__________
Phone number_________________________________ Proposed test date________________________

**Requests should be made at least 48 hours prior to desired test date (weekends excluded).**

Please submit this form by e-mail or fax to
mbonner@kilgore.edu or testing@kilgore.edu
903-988-3707 fax

Thank you.
Remote TSI Assessment Student Profile

Students requesting to take the TSI Assessment at an institution other than Kilgore College must provide the following information in order to be accommodated:

1. Students must submit the admissions application online at www.applytexas.org at least 48 hours prior to requesting a testing appointment.

2. Students must pay the non-refundable $40 (full) or $20 (partial) test fee to the Cashier’s office and provide the confirmation or receipt number on this form. **Students may also be required to pay a proctoring fee at the institution providing the proctoring service.**

3. Students must complete the pre-assessment activity at http://www.atschoolorientation.net/intake.aspx?ReturnUrl=%2fkilgore%2ftp and provide a copy of the signed certificate to the testing center prior to requesting a testing appointment.

4. Students should login to Campus Connect at https://kc1200.kilgore.edu/cc3_scripts/cc_server.exe to obtain their KC student ID number to use for the TSI Assessment.

**Student Information**

Last name____________________________First name______________________Middle_________________

Address_____________________________City___________________State_______Zip________Country____

Student ID____________________________Ethnicity (circle one)  White    African American   Hispanic    Other

Gender (circle one) male female Date of birth (mm/dd/yyyy)________________________________

Email____________________________ Home Phone__________________Mobile Phone_________________

Payment Confirmation/Receipt number_____________________ Tests to be taken (circle one): TSI-all sections OR partial:  Reading only, Reading & Math, Reading & Writing, Math only , Math & Writing, or Writing only.

**Proctor Information**

Name of Institution to proctor exam_________________________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 and that I will be allowed up to 5 hours for each day of testing. 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________________________________

Please email or fax this form to: testing@kilgore.edu or mbonner@kilgore.edu

903-988-3707 (fax)

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