



# TSI Assessment Remote Testing Request

**Students desiring to test remotely off-campus must follow the procedures listed below to request a remote voucher.**

**Requesting a voucher:**

1. Pay the (\$40 full test fee or \$20 partial test fee) online at [www.kilgore.edu/admissions/testing-office](http://www.kilgore.edu/admissions/testing-office) then click the blue “Schedule Online and Pay” button at the top of the page.
2. Complete the Pre-Assessment Activity at <https://practice.accuplacer.org/login> then send a copy of the certificate to [testing@kilgore.edu](mailto:testing@kilgore.edu). (This is a mandatory exercise. Your exam will not be scheduled until your certificate is received.)
3. Complete this form entirely and accurately.
4. **If you are requesting to take your exam at home, please enter “ProctorU” in the “Name of Remote Proctor” space.**
5. **If you are requesting to take your exam at another institution, please enter the institution name in the “Name of Remote Proctor” space.**

**Taking the exam:**

1. If you are testing at another institution, contact that college’s testing center to schedule an appointment. If you are testing at home, follow the instructions for scheduling your exam on your voucher confirmation email. You will be required to pay a separate proctoring fee to the remote vendor ProctorU.
2. Pay the required proctoring fee to the institution or vendor (ProctorU charges \$28 per test) that is proctoring your exam. **These fees are in addition to the test fee that you pay to Kilgore College.**
3. If testing at another institution, take a copy of your voucher along with an unexpired photo ID to your testing appointment.
4. Use your **legal name**, KC student ID number and **your personal** (not a school) **email** address to take the TSI Assessment.

**General Testing Guidelines:**

- You must present a valid, unexpired photo id for testing.
- The exam is untimed however; you will be required to abide by your proctor’s hours and scheduling policies. If testing with a remote vendor, you must complete your exam in one sitting.
- Cell phones are strictly prohibited during testing.
- Vouchers will not be issued or accepted during late registration periods.

**Student Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

KC Student ID# \_\_\_\_\_ Ethnicity:    White    African American    Hispanic    Other

Gender:    Male    Female    Date of birth (mm/dd/yyyy) \_\_\_\_\_

Email \_\_\_\_\_ Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Receipt number \_\_\_\_\_ Amount paid \_\_\_\_\_

Select the portion to be taken:    Full Exam    Math Only    ELAR MC Only\*    ELAR & Essay    Essay Only\*

\*You must have a passing score on the ELAR multiple choice test in order to take the essay only and you must have an essay score 5 or higher to take only the ELAR test.

**Proctor Information**

Name of Remote Proctor \_\_\_\_\_ 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 \_\_\_\_\_

Once **ALL** of the above steps have been completed, a remote voucher will be created and you will receive an email confirmation with instructions on scheduling your exam with the remote vendor. Submit this form by email to [testing@kilgore.edu](mailto:testing@kilgore.edu).