



## Distance Testing Request

(for the UTEP TSI Assessment)

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If you live outside of El Paso County and plan to attend UTEP you can arrange to take the UTEP TSI Assessment at a local college or university near you so that you can save travel time and costs to come to El Paso for your required testing. Just follow these easy steps:

1. Complete your UTEP Admissions application – call (915) 747-5890 for further information.
2. Once you receive your UTEP student identification number call Andrew MacDonald at 915-747-6633 to register for the Distance TSI Assessment.
3. Complete the Pre-Assessment Module (PAM) The PAM is a Texas state mandated practice activity for all students prior to attempting to complete the TSI Assessment. Once you have completed the PAM you are eligible to attempt the TSI Assessment and move on to step #4. Click here (insert link to PAM instruction page) for the instructions for completing the PAM..
4. Contact the testing center of your local area college/university to ask if they will proctor your TSI Assessment for you. The local test site must have internet access and be willing to proctor the TSI Assessment. The proctor must complete the "Proctor Agreement" (page 2) and fax it to the UTEP Assessment & Testing at (915) 747-8013.
5. Once we receive confirmation that you have completed steps 1 thru 3 above, we will arrange for your testing information to be sent to your designated local proctor. You will be responsible for paying any local proctoring fees charged by the local test center to proctor your test.
6. You will take the TSI Assessment which may include Math, reading and writing. Prior to taking your test we recommend for you to review the TSI Assessment practice questions at <http://www.collegeboard.com/student/testing/accuplacer/>. You are allowed to use a simple four function calculator only for the PAM. Within the TSI Assessment there is a built in calculator in the application and you are not allowed any outside calculators. Your scores will determine which classes you will be able to enroll in at UTEP. Prepare well and do your very best on your test.
7. When the local test center notifies us that you have completed your test, we will upload your test scores into the UTEP database. Once the TSI Assessment scores have been uploaded you can continue the admissions process.

UTEP Student Assessment & Testing  
 500 W University Ave  
 Academic Advising Center Bldg. Room 127  
 El Paso, TX 79968  
 (915)747-5009  
 (915)747-8013 Fax



## Proctor Security Agreement

This form is used to document the agreement of test proctors from other colleges and universities test proctors who agree to administer the TSI Assessment to prospective UTEP students. The student will be responsible to pay any proctoring fees charged by the local test center/proctor.

Completed by Student:

Full Name:	Date of Birth:
UTEP ID Number:	Telephone: (     )
Email:	

**COMPLETED BY PROCTOR:** (Call UTEP Student Assessment & Testing for questions regarding TSI Assessment)

Proctor Name & Title:	
Telephone: (     )	Fax: (     )
E-mail Address:	
Institution	
<p>I agree to the following:</p> <ul style="list-style-type: none"> <li>- Administer the TSI Assessment to the individual named above in a secure, fair, and distraction-free environment.</li> <li>- Verify the student's current picture ID, issued by a state or government agency (driver's license, passport or military ID).</li> <li>- Ensure the integrity and confidentiality of the TSI Assessment.</li> <li>- Not to reproduce or copy, in any fashion, in whole or part, any of the materials of the TSI Assessment. I acknowledge that all said materials are copyrighted and I agree not to share in any way such materials with any unauthorized persons.</li> <li>- I understand that I will be provided a temporary proxy access to the UTEP TSI Assessment testing site to administer the tests and will not divulge my password to anyone for any reason.</li> <li>- I will notify UTEP Student Assessment &amp; Testing (at the telephone numbers listed above) upon completion of the testing.</li> </ul>	
<p>Signature: _____ Date: _____</p>	
<p>When completed, please fax it to the UTEP Student Assessment &amp; Testing at (915) 747-8013 or email to <a href="mailto:andrewmc@utep.edu">andrewmc@utep.edu</a></p>	

The ACCUPLACER® License Agreement, under which the TSI Assessment is administered, requires that ALL testing be done in a secure and proctored setting. No student should be allowed to take the test without the constant supervision of an approved proctor. This ensures the integrity of students' test scores and the security of the TSI Assessment tests. Failure to comply with any of the following guidelines can result in the cancellation of the students' scores. Only those people meeting all of the proctor eligibility criteria are permitted to act as proctors to administer the TSI Assessment exam.

### **Proctor Eligibility Criteria**

1. Proctors must be responsible adults familiar with accepted practices for administering standardized tests.
2. Proctors may not be a peer of the student.
3. Proctors may not be a friend of the student.
4. Proctors must have no vested interest in students' scores.
5. Proctors must not be related to the student.
6. Proctors must not be employed part- or full time at a test preparation company.
7. Proctors may not participate in any coaching activities that address the content of the ACCUPLACER® or TSI Assessment exams.
8. Proctors may not administer any TSI Assessment being administered to a member of their household or immediate family.
9. Proctors must be authorized by the institution to proctor exams in a remote location.
10. Examples of acceptable proctors:
  - a. Designated Military Education officer (E-7 and above)
  - b. High School counselor
  - c. High School Teacher of Record
  - d. High School Administrator (such as a principal, asst. principal or librarian)
  - e. Two-year or four-year institution of higher education testing professional

### **Proctor Duties**

1. Proctors should be familiar with the administration and test security procedures.
2. During the test administration, proctors may assist students with equipment during the exam and provide additional scratch paper and pencils if necessary.
3. Proctors should walk around the room to ensure students are working on the correct test and to guard against any attempts at cheating.
4. Proctors should never read, eat, drink, engage in conversation or perform any activity not related to the test administration.
5. Proctors may not take any TSI Assessment test or review in any manner the content of the tests.
6. A human proctor must be physically present throughout the administration of the exam.
7. Web cameras or other monitoring devices may not be used for remote testing.