TSI via Examity – FAQ for Students

How to register for online TSI Assessment?

1. <mark>The steps below are for Dual Credit students only:</mark>

   - Students must have completed the steps to apply to TCC and have a TCC ID number.
   - Student must email directly from their TCC email address requesting a TSI Referral to one of the following email addresses:
   - SO-Dualcredit@tccd.edu
     toia.phillips@tccd.edu
   - Student must specify which TSI test they are taking - Reading/Writing (recommended) as you can take Math a separate day and it is not needed for dual credit approval.
   - Advisor will then create a TSI referral and send the Students next steps along with instructions on how to create an Examity Account and the Testing Services Agreement.
   - Student will then email Testing Services including in the email the signed testing agreement & a copy of their photo ID .
   - Testing office will then contact the student via their TCC email.

2. **How do I make an appointment with Examity to take the TSI Assessment?**

   - Students will use the voucher code to create an Examity account and schedule test appointment
   - After creating an Examity account, student will receive confirmation email from Examity with their login credentials. Student will be required to change their temporary password when logging in to Examity dashboard for the first time.
   - Student will schedule their test appointment by selecting desired date/time
   - In accordance with FERPA guidelines, students ***MUST*** use their MyTCC student email

3. **How will I receive my score results?**

   - Student will have the opportunity to print or save their Score Report at the time they successfully complete their test appointment with Examity.
   - Student may access their score report at anytime through the [ACCUPLACER Student Portal](#).
   - TSI scores from a successfully completed test appointment will be available in the student's TCC Record within 1-business day, in most cases.

4. **What are my options if I don't have the technical resources/equipment to take the online TSI Assessment?**

   - Contact the TCC Information Center at: 817-515-8223 or Asktcc@tccd.edu
   - Contact your High-School Dual Credit Counselor

5. **How will this process differ from testing in our lab?**

   - The main difference is using a live proctor via webcam with Examity. The live proctor will monitor student while testing & the student will be video recorded. Students may

use scratch paper; however, they will be required to show both sides of scratch paper to online proctor at the beginning and end of test appointment. Food and beverage, electronics such as phone, smartwatch, TV, along with aids such as dictionaries or thesauruses aren't permitted.

5. How do I contact Testing Services?

- Testing Services email by campus
    - NE.TestingServices@tccd.edu
    - SE.TestingServices@tccd.edu
    - TR.TestingServices@tccd.edu
    - SO.TestingServices@tccd.edu
    - NW.TestingServices@tccd.edu

6. Are there specific testing times?
- No. Examity offers proctored test appointments 24 hours/day, 7 days/week.

7. Will the TCC TSI test fees change?
- **No**.
- However, TCC will only pay for three $20 Examity (proctor services) appointment fees for TCC bound students.
- View: [TSI Assessment fees for TCC](#)

8. Are there *any* additional costs incurred by using Examity?
- Yes, Examity charges $20 per proctored test appointment.
- TCCD will cover the cost of **three (3)** $20 proctored test appointments for TCC bound students ***ONLY.***

9. How long will TCC continue to cover the cost of Examity Proctor Fees (3/TCC Student)?
- TCC will cover the cost for up to three (3) proctor appointment fees per TCC Bound student through August 16, 2020, or until in-person testing resumes. Whichever comes first.

10. Can students test for other institutions at this time?
- Yes, however students testing for another institution will be required to pay both the TCC TSI test fee, and *each* proctored test appointment fee of $20 with Examity. Fees must be paid prior to obtaining a test voucher and scheduling a test appointment.
- View: [TSI Assessment fees for TCC](#)

11. Do I have to take all parts at once or can they split it up?

- While not required to finish all parts in one testing appointment, it is highly encouraged. Students have the following options for taking their test:
    i. If a student needs all sections, they can elect to take writing and reading in one testing appointment and taking math in another testing appointment (**suggested only, not required**)
    ii. Second option- student takes all three parts in one test appointment
    iii. Whether the test is completed in a single appointment or multiple appointments, **no breaks will be permitted during testing**
- Students *MUST* complete their assigned test sections during their scheduled appointment
    i. Failure to complete any/all sections in a single appointment will require another test referral (from coach/advisor/counselor) *and* another voucher (from testing). The student will also be required to schedule another appointment with Examity and start the *entire test over*. *See example below*
    Example - A student wants to take reading & writing in one appointment, but wants to take math at another time. This student will need **TWO** referrals, one for the reading & writing sections and another referral for the math section. This will require two vouchers leaving the student with one voucher for retesting. Any testing/retesting needed after the student's *third* testing appointment, student will be required to pay a $20 proctor fee *prior to obtaining a voucher/scheduling a test appointment.*

12. Are students able to take breaks once they have started the test?

- No – *unless* student has been approved for accommodations by SAR Coordinator

13. What if a student is a no-show and misses their scheduled test appointment?

- Students *WILL NOT* need a new voucher for missed test appointments, however they *WILL* need to reschedule another test appointment via Examity dashboard

14. What are the technical requirements needed to test with Examity?

- Desktop computer or laptop (no tablets, Chromebooks, smart phones)
- Google Chrome is preferred browser – disable pop-ups
- Working speakers, microphone, webcam (built-in or external)
- Internet speed of *at least* two Mbps for download/upload. Hot spots not recommended.

- Students can test their system capabilities here
- Live Support will be available for students needing assistance during their test appointment.

15. How will the proctor verify the student's identity and authenticate the test?
- The student will be required to upload an approved/acceptable ID and answer security questions
- Acceptable forms of ID include:
    i. Driver's license, High School ID, Military ID, Middle School ID, State or federal approved ID, College ID, Passport, Tribal ID card, Naturalization card or certificate of citizenship
    ii. Please note ID's ***MUST*** be valid and current
- The proctor will go through a five-minute validation process with the student prior to starting the test
- See Examity Student Guide for additional information

16. Does a student have to make payment prior to obtaining a voucher and scheduling their test appointment?
- Students must pay any testing fees (via WebAdvisor) prior to receiving a voucher
- Once a voucher has been created, student can schedule their test appointment
- If a student is unable to make payment online, they should contact Testing Services

<u>Helpful links</u>

How the test works – Video Tour

Live Test Demo