Student Instructions

Prior to Testing:

1. Apply for Admissions at http://lonestar.edu/apply.
2. Login to your My Lone Star account http://my.lonestar.edu with your Username and Password to complete the Pre-Assessment Activity (PAA). This must be done before the remote test is set up with your Proctor.
3. Contact an advisor to find out which test sections are required. Visit http://www.lonestar.edu/advising.htm for advising contact information or visit http://www.lonestar.edu/esol.htm for ESOL contact information.
4. Select the type of Proctor you will be using on page 2. If using a face-to-face Proctor at another institution, make sure the Proctor is willing to complete the mandatory Accuplacer certification. The Test Administrator/Proctor contact information must be filled out in its entirety. Please make sure your Proctor is aware of all requirements.
5. Submit completed Remote Testing Request form (both pages!) to the Lone Star College Testing Center that you are affiliated with (see contact info below). If you are a fully online student, you can select any campus.
6. Pay for the exam online at https://epay.lonestar.edu/C21101_ustores/web/classic/index.jsp and then notify your selected campus that you have paid.
7. Make an appointment to test at your Remote Location or with the virtual Proctors (email with instructions will be sent).

Student Name: ____________________________ Lone Star College Student ID# ____________________________
DOB: ____________________________ Address: ____________________________
E-Mail: ____________________________ Phone: ____________________________

Please select which exam (s) you will be taking and then submit the form to your home campus.

<table>
<thead>
<tr>
<th>TSI (for College Level Placement)</th>
<th>ACCUPLACER ESL (for ESOL Placement)</th>
<th>ACCUPLACER Math (for Advanced Math Placement)</th>
<th>AVANT (Language Placement)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ ALL PARTS: $29</td>
<td>☐ ALL PARTS: $24</td>
<td>☐ Math: $10</td>
<td>☐ $25 Language ____________________________</td>
</tr>
<tr>
<td>OR</td>
<td>OR</td>
<td>Reading only: $10</td>
<td>Reading Skills only: $8</td>
</tr>
<tr>
<td>OR</td>
<td>OR</td>
<td>Writing only: $10</td>
<td>Language Use only: $8</td>
</tr>
<tr>
<td>OR</td>
<td>OR</td>
<td>Math only: $10</td>
<td>Listening only: $8</td>
</tr>
</tbody>
</table>

LSC-CyFair cyfair.testingcenter@lonestar.edu (email)/ 281-290-3454 (fax)
LSC-Kingwood kingwood.testing@lonestar.edu (email)
LSC-Montgomery mctestingcenter@lonestar.edu (email)/936-273-7413(fax)
LSC-North Harris nhassessment@lonestar.edu (email)/281-618-7193 (fax)
LSC-Tomball tctesting@lonestar.edu (email)/832-559-4247 (fax)
LSC-University Park upac@lonestar.edu (email)/281-401-5336 (fax)
TSI ASSESSMENT/ACCUPLACER REMOTE TESTING

☐ Check here if you are requesting the Virtual Proctor option. **NOTE:** The Virtual Proctor is a third party Proctor that includes a $25 fee (B-Virtual). This is in addition to the testing fees paid to Lone Star College.

☐ Check here if you are using a face-to-face Proctor at another institution and ask your Proctor to fill out the information below.

**Test Administrator Instructions**

Dear Test Administrator:

Thank you so much for agreeing to administer the TSI Assessment for our Lone Star College student. You must meet the following qualifications in order to Proctor this exam.

**Proctor Agreement/Security Terms**

I agree that I meet the following Proctor Qualifications:

❖ I am familiar with accepted practices for administering standardized tests
❖ I have no vested interest in the student’s scores
❖ I am not related to the student
❖ I am employed by an educational institution

I agree to verify the identification of the student named above by the use of a picture ID issued by a state or federal agency. (Driver’s license, passport, military ID)

I agree to take all necessary precautions and actions to ensure the security and confidentiality of the TSI/ACCUPLACER test items. ONLY Scratch Paper and Pencils are allowed for these exams. NO hand-held calculators are allowed.

I agree NOT to reproduce or copy, in any fashion, in whole or part, any of the materials of the TSI Assessment/ACCUPLACER exam. I acknowledge that all said materials are copyrighted, and I agree NOT to share, in any way, such materials with any unauthorized persons.

**Test Administrator/Proctor:**

Please complete this section in its entirety. (All sections must be filled in!)

Proctor Name: ______________________________
Title: _____________________________________
Institution: _________________________________
E-Mail: ___________________________________
Phone/Fax#: ________________________________
Website: ________________________________

❖ You will receive an email from Lone Star College with instructions on how to administer the test along with a temporary username. You will receive an email from College Board with instructions on how to create your password. This email will come from NoReply@accuplacer.info. Please check your spam folder just in case it is routed there.
❖ If you are already an Accuplacer site and are listed as a Remote site, a Voucher number will be send instead.
❖ If you are not already an Accuplacer site, you will be required to complete the Accuplacer Certificate of Test Administration exam. A link with resources to prepare for this exam will be sent directly to the Proctor.

**LSCS Use Only**

☐PAA Completed on ______________________
☐Date payment made ____________________