



TSI ASSESSMENT/ACCUPLACER REMOTE TESTING REQUEST

Student Instructions

Prior to Testing:

1. Apply for Admissions at <http://lonestar.edu/apply>.
2. Log in to My Lone Star <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 for 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.
4. Select the type of Proctor you will be using on page 2. If using a face-to-face Proctor at another institution, ask your Proctor/Test Administrator to fill out page 2 in its entirety.
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 or through My Lonestar following the instructions sent to you by the Lone Star College Testing Center staff (this will be sent to you via email).
7. Make an appointment to test at your Remote Location.

Student Name: _____
 DOB: _____
 E-Mail: _____

Lone Star College Student ID# _____
 Address: _____
 Phone: _____

Students: Please return this form to your home campus:

<p>TSI (for College Level Placement)</p> <p><input type="checkbox"/> ALL PARTS: \$29</p> <p>OR</p> <p><input type="checkbox"/> Reading: \$10 <input type="checkbox"/> Writing: \$10 <input type="checkbox"/> Math: \$10</p> <p>ACCUPLACER (Advanced Math Placement ONLY) <input type="checkbox"/> Math: \$10 <input type="checkbox"/> ESL: \$24 or \$6 per section</p>	<p>I authorize Lone Star College to post the testing fee to my student account for the amount indicated on this form (for campuses using My Lonestar option.</p> <p>Signature: _____ Date: _____</p> <p style="text-align: center;">*Once posted, you will be notified how to make the payment*</p> <p>AVANT (Foreign Language Placement) <input type="checkbox"/> \$25 Language _____</p>
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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	nhcassessment@lonestar.edu (email)/281-618-7193 (fax)
LSC-Tomball	tcetesting@lonestar.edu (email)/832-559-4247 (fax)
LSC-University Park	upac@lonestar.edu (email)/281-401-5336 (fax)



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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.

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: _____

By signing below, I agree to the security terms above.

Proctor Signature _____

Date: _____

- ❖ 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.

LSCS Use Only

PAA Completed on _____

Fee Posted to Student's Account on _____

Date payment made _____