

El Paso Community College - TSI Assessment Testing Referral Form

Part 1 - Completed by Student: (FORM MUST BE COMPLETED IN INK)

Last Name: _____ First Name: _____ Date of Birth: _____

EPCC ID: _____ Telephone: _____ Email: _____

My signature indicates that I have read, understood, and will comply with the rules of test participation as indicated on the front and back of this form. **Ranking Students:** I agree that the test(s) checked off are the test(s) needed.

Student Signature: _____ Date: _____

Testing for: <input type="checkbox"/> Assessment <input type="checkbox"/> Ranking <input type="checkbox"/> Veteran <input type="checkbox"/> Dual Credit <input type="checkbox"/> Early College <input type="checkbox"/> Home School		Name of School (Only if DC or EC): _____		
<input type="checkbox"/> Writing (Both Multiple Choice & Essay)	<input type="checkbox"/> Military Exemption	() Referred to NSO Office () Given NSO Appointment		
<input type="checkbox"/> Writing Multiple Choice Only	PTSE _____ If applicable:			<input type="checkbox"/> (Shows as MVEX in Banner)
<input type="checkbox"/> Essay Only	PTSW _____ ABW1			<input type="checkbox"/> NSO Needed
<input type="checkbox"/> Reading	PTSR _____ ABR1			
<input type="checkbox"/> Math	PTSM _____ ABM1			
* MUST Score a 350 or more on the TSI Math or have Military Exemption				
<input type="checkbox"/> Accuplacer-College Level Math	PACC _____ College Level Test Fee: \$15.00	Date: _____		

Part 2 - Completed by Testing Staff or Counselor/Advisor:

Test fees valid for 4 months from the date of payment.	FULL BATTERY (Writing, Reading, Math): \$29.00		ACPT - 11000-00000-51123	
	* First time testing at EPCC: Even if only one subject is needed.		Receipt # _____	
	* New to EPCC with previous test scores from another school.		Total: \$ _____	
RETEST/RANKING: \$15.00 per subject		Referred by Counselor/Advisor/Other: _____		
* Retest: Scores (current/expired) from any EPCC campus location.				
* Ranking: Even if it is the first time testing.				
Subjects: Writing & Essay, Reading, Math. Maximum total \$45.00				

Enrollment Status: New Returning Transfer DC/EC Cont Ed ATC Other **IPAAAM Date:** ____/____/____

Part 3 - Verified Part 1 & 2 and Scheduled appointment by Testing Services Staff:

Appointment Date: ____/____/____ Day: M T W Th F S Time: _____ Campus: _____ Staff: _____

Please note that Stand-by testing is available when sessions are full. Call specific campus for information.

MDP Campus	NW Campus	RG Campus	TM Campus	Valle Verde Campus
Rm A-101 831-7038 10700 Gateway East 79927	Rm M-68B 831-8870 6701 South Desert Rd 79932	Rm D-204 831-4050 103 Montana (Oregon) 79902	Rm 1607(Library) 831-5093 9570 Gateway North 79924	Rm S-75 831-2347 or 831-2344 919 Hunter Dr 79915

Must present acceptable form of a Photo ID: * Valid Texas DPS Driver's License or ID card * Valid passport/US Government immigration ID * Valid other state issued Driver's License * Valid US military ID card * College or High School ID card	COPIES OR PICTURES OF ANY FORM OF ID ARE NOT ACCEPTABLE	Sections	Questions	Time Limit
		Essay	1 Topic	TSI Assessment tests are self-paced. All test sections must be completed within a 5 hour maximum time period. * You may be required to complete an additional section of 30-48 questions per subject.
		* Writing Multiple Choice	20 Items	
		* Reading	24 Items	
		* Math	20 Items	

RULES OF TEST PARTICIPATION (below) and TOP 10 (back of this form) - Please adhere to the following:

- * You must present this form at the time of testing. *You will get a copy of your scores when you finish testing - Test scores are valid for 5 years*
- * It is recommended that you go to Campus Police and request a Visitor Parking Pass for the day of testing.
- * You must complete the Pre-Assessment Activity Module- PAAM and pay the test fee prior to making a testing appointment.
- * Absences on test date, late arrivals or failure to bring acceptable ID will be considered as a missed appointment and you may forfeit the test fees and refunds may not be permitted. You may have to pay again before given another appointment.
- * If you are unable to keep your appointment, you must call in to cancel at least 1 hour before the test session. As confirmation of your cancellation you will receive a cancellation code. CODE: _____
- * You may only cancel your appointment three (3) times. After the third cancellation, you will be required to pay again.
- * Once you have started entered your information into the test site, you will be considered to have taken the test. If you request to leave before completing all sections, you may be required to pay additional fees for another test session.
- * Do not bring children, friends, test aids, cell phones, calculators or other electronic devices to the test session.
- * Test scores may be released to other EPCC departments as appropriate to facilitate your enrollment and registration process.

Comments:

Learn more about testing at www.epcc.edu/testingservices - go to Placement Testing and search for more test practice links.

TOP 10 THINGS YOU NEED TO KNOW BEFORE TESTING

1

All students who are taking the TSI Assessment/Placement Test must complete the Pre-Assessment Activity Module (PAAM) before scheduling a test appointment. You must click on submit in order for your PAAM confirmation to be uploaded to the Banner system.

MUST complete PAAM before scheduling testing

1. Go to www.epcc.edu
 - a. Click on: Prospective Students
 - b. Click on: Placement Testing
 - c. Click on: Pre-Assessment Activity Module (PAAM)
 - *1 User ID is: EPCC # ID
 - *2 Password: your birthday (MMDDYY)
 - d. Complete Pre-Assessment Activity Module
 - e. Click on Submit and close browser
2. When done go the Testing Center to make a testing appointment

** If you need help with your EPCC ID number or password, go to the epcc.edu and go to **EPCC ACCOUNT RECOVERY** for assistance.*

2

You must present a valid picture ID on the day of the test see the test referral (front of this form) for acceptable forms of identification.

3

You will be given 5 hours per session to complete your test(s). Depending on your test(s) results you **MAY** be required to take additional Diagnostics and/or Adult Basic Education test(s) for Math, Reading, and Writing sections of the TSI.

4

The Testing Services staff will provide you with scratch paper, instructions, and a pencil. No other materials are allowed. The Math portion of the TSI contains a calculator that will pop-up on the screen if deemed necessary.

5

If you are unable to complete your test during the 5 hour period, you will be required to make an appointment at a later date to finish testing. You may have to test at another campus due to seat availability.

6

You must finish your incomplete test within 10 working days or your scores will expire and you will be required to repay a \$15 test fee **per test** for any test(s) not completed.

7

Test scores will be entered into the EPCC system, but you cannot be advised until all test(s) are completed.

8

Once you have completed testing, you will be provided with a copy of your test results. If you are a new student you will be sent to get or given an appointment for New Student Orientation (NSO). At that time you will see a counselor/advisor to be advised on your scores. If you are a returning/transfer student please see a counselor/advisor after 24 hours, when the scores are uploaded into the EPCC system.

9

If you are not able to keep your testing appointment you must call and cancel at least 1 hour before the test date/time. If you do **not** call you will be considered a no-show and you will forfeit the test fees. For Saturday appointments you must call the day before to cancel and reschedule.

10

By signing your test referral form you agree that you understand and will comply with the rules of test participation. We encourage you to please view www.epcc.edu/testing-services/placement for additional information.

Important Information regarding the Campus Carry Law

The law allows individuals who hold a concealed handgun license to carry a concealed handgun on Texas public community college campuses beginning August 1, 2017.

EPCC has designated certain areas as "**GUN FREE ZONES**" - Laboratories including their respective storage rooms, Intercollegiate outdoor playing fields, EPCC Police Dispatch Office, **Testing Areas**.

Go to www.Epcc.edu/Police/Pages/CampusCarry.aspx for additional information.