



The Best Place to Start &
Your Community Partner!

Distance Testing Request Process

(for EPCC College Placement Testing)

www.epcc.edu/services/testingservices

Telephone: (915) 831-3221

If you live outside of the El Paso, TX area and plan to attend EPCC, then Testing Services can help you arrange to take the EPCC college placement tests 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 EPCC Admissions application.** You will need your EPCC ID number in order for you to continue to step 2... – call (915) 831-2265 for further information.
2. Contact the testing center of your local area college/university to ask if they will proctor your placement test for you. The local test site must have Internet access and be willing to proctor the TSI Assessment On-line Computerized Tests. The proctor must complete the “Proctor Agreement” (page 2) and fax it to EPCC Testing Services at (915) 831-2342.
3. Pay for your EPCC placement test - \$29 for initial test (or \$15 per subject if a retest is necessary). Use the attached credit card payment form (page 3) to fax your payment authorization to EPCC.
4. Once Testing Services has received confirmation that you have completed steps 1 – 3 above, we will arrange for your test to be administered by your local proctor on a specified date. You will be responsible for paying any local proctoring fees charged by the local test center to proctor your test.
5. Before taking the TSI Assessment, you are required to take PAAM (Pre-Assessment Activity Module). PAAM is an online information module that will allow you to experience firsthand what you might find on the actual TSI Assessment. The module has sample questions for the writing, essay, reading and math part with immediate feedback on your responses.
6. Once you complete the PAAM, you will be able to take the TSI Assessment Tests, which consist of 3 sections: writing (both multiple choice and an essay if your scores qualify), reading and math. Also, look for the form “TSI Course Placement” to view EPCC course recommendations based on scores achieved. Your scores will determine which classes you will be able to enroll in at EPCC. Prepare well and do your very best on your test.
7. When the local test center notifies us that you have completed your test, Testing Services will post your test scores to your EPCC record. Contact a counselor or advisor about which courses you are eligible to enroll in at EPCC.

Good luck on your placement test and welcome to El Paso Community College! We look forward to having you join our other students who already know that EPCC is “The Best Place to Start!”

Helpful Telephone Numbers

Necessary Forms

Admissions Office: (915) 831-2265	Proctor Agreement Form (page 2)
Testing Services: (915) 831-3221 or 2347	Credit Card Payment Form (page 3)
Counseling Services: (915) 831-2423 or 2642	Thanks for choosing EPCC to begin Or continue your college education!
Campus Cashier: (915) 831-2107	



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Proctor Security Agreement for TSI ASSESSMENT On-line Tests

www.epcc.edu/services/testing-services

Telephone: (915) 831-3221 Fax: (915) 831-2342

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

Completed by Student:

Full Name:	
EPCC ID #	Date of Birth:
Telephone #: ()	Email:

Completed by Proctor: Call Testing Services for questions about the TSI ASSESSMENT Online testing process).

Proctor Name & Title: _____

Telephone: () _____ Fax: () _____

Email Address: _____

Institution: _____

City: _____ State: _____ ZipCode: _____

I agree to administer the TSI Assessment On-line Computerized Tests to the individual named above in a secure, proctored environment and to be present throughout the entire testing session.

I agree to verify the identity of the student by the use of a valid picture ID issued by a state or government agency (driver's license, passport, military ID, etc) or proper high school ID.

I agree to take all necessary precautions and actions to ensure the security and confidentiality of the TSI ASSESSMENT Computerized Placement Test item pools.

I agree not to reproduce or copy, in any fashion, in whole or part, any of the materials of the TSI ASSESSMENT system. I acknowledge that all said materials are copyrighted and I agree not to share in any way such materials with any unauthorized persons.

I understand that I will be provided a temporary proxy access to the EPCC on-line testing site to administer the tests and will not divulge my password to anyone for any reason. I will notify EPCC Testing Services (at the telephone numbers listed above or by email) upon completion of the test.

Signature: _____ Date: _____

When completed, please fax to EPCC Testing Services at (915) 831-2342.

Thank you for assisting us with our new student!



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Campus Cashier – Credit Card Payment Form

(for Distance Testing)

Cashier Telephone: (915) 831-2107 Fax: (915) 831-2823

Student's Full Name:	Date of Birth:
EPCC ID Number:	Telephone #: ()
Students Email address:	
Sections needed (please Circle): Full Battery ~ Writing (Essay / Multiple Choice) ~ Reading ~ Math	

Initial only One option	Account Number	Description of Service	Enter Amount to be Charged
	ACPT - \$29.00 11000-00000-51123	TSI ASSESSMENT Placement Test (Initial test for new student)	
	ACPT - \$15.00 per subject 11000-00000-51123	TSI ASSESSMENT Placement Test (retest session)	
Total Amount to be Charged to Credit Card			

Credit Card Holder Information (please print all information legibly in ink)

Name (as it appears on card):			
Home Telephone: ()	Work Telephone: ()		
Address:			
City/State/Zip Code:			
Credit Card Type (circle one):	DISCOVER	MASTER CARD	VISA
Credit Card Number:	3 digit sec. code (required):		
Expiration Date:			

I authorize El Paso Community College to charge the total of \$_____ to my credit card.

Card holder signature: _____ Date: _____

For questions about your credit card payment – contact the Cashier at (915) 831-2107.

For questions about test fees – contact Testing Services at (915) 831-3221 or 2347.

EPCC Cashier – Please contact Testing Services (831-3221) when payment is made

Receipt #: _____ Amount Paid: \$ _____ Date: _____

For Testing Use Only:

PAAM:

Voucher Created:

Date Tested:

Scores Entered: