

# 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:  Assessment  Ranking  Veteran  Dual Credit  Early College  Home School Name of School (Only if DC or EC): \_\_\_\_\_

|                          |  |                          |                                     |
|--------------------------|--|--------------------------|-------------------------------------|
| <input type="checkbox"/> | Writing (Both Multiple Choice & Essay) | <input type="checkbox"/> | Military Exemption                  |
| <input type="checkbox"/> | Essay Only                             | PTSE _____               | (Shows as MVEX in Banner)           |
| <input type="checkbox"/> | Writing Multiple Choice Only           | PTSW _____ ABW1 _____    | <input type="checkbox"/> NSO Needed |
| <input type="checkbox"/> | Reading                                | PTSR _____ ABR1 _____    | ( ) Referred to NSO Office          |
| <input type="checkbox"/> | Math                                   | PTSM _____ ABM1 _____    | ( ) Given NSO Appointment           |

\* MUST Score a 350 or higher on the TSI Math or have Military Exemption or other TSI Exemptions Date: \_\_\_\_\_

\*Accuplacer-College Level Math PACC \_\_\_\_\_ College Level Test Fee: \$15.00  Signed Success Navigator

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

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

Enrollment Status:  New  Returning  Transfer  DC/EC  Cont Ed  ATC  Other **IPAAM 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<br>10700 Gateway East 79927 | Rm M-68B 831-8870<br>6701 South Desert Rd 79932 | Rm D-204 831-4050<br>103 Montana (Oregon) 79902 | Rm 1607(Library) 831-5093<br>9570 Gateway North 79924 | Rm S-75 831-2347 or 831-2344<br>919 Hunter Dr 79915 |

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

**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 will forfeit the test fees and no refunds will be permitted. You must pay again before being 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 entering 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 will 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/services/testing-services](http://www.epcc.edu/services/testing-services) - go to Placement Testing and search for more test practice links.**

# TOP 10 THINGS YOU NEED TO KNOW BEFORE TESTING

1

As a State Requirement 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 appointment

1. Go to [www.epcc.edu](http://www.epcc.edu)
  - a. Search Box Enter: PAAM
  - 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 [epcc.edu](http://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 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 be 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/testingservices/placement](http://www.epcc.edu/testingservices/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/Services/Police/campus-carry](http://www.epcc.edu/Services/Police/campus-carry) for additional information.