INSTRUCTIONS FOR VIRUTAL TSIA2 TESTING

WHAT IS VIRTUAL TESTING?: Virtual Online Testing through Examity allows you to have your TSI Assessment proctored online from just about anywhere, even at home, when it is most convenient for you (24/7/365).

WHAT WILL I NEED TO TEST? To start, you must have your MCC student ID number, which you will receive by email once you complete your MCC admissions application. If you already have one, that is even better!

You will also need a **fast internet connection, speakers/microphone** and a **webcam** on a **desktop computer** or **laptop. Tablets and Chromebooks are not supported**. No additional software is required, however, your computer must meet the technical requirements for testing.

- **To ensure your computer is ready, run a test here: Examity Computer Readiness Check.** Also, run the **ACCUPLACER Minimum System Requirements Check**. Why ACCUPLACER? The TSI Assessment operates on the ACCUPLACER testing platform.

HOW DO I KNOW IF I NEED TO TAKE THE TEST? If you aren't sure which part of the test you need to take, contact your Academic Advisor or see the TSI Exemption Information. The list includes exemptions for a **Level-One Certificate** (less than 42 credit hours)**, SAT, ACT, STAAR,** and **TAKS** tests and more.

- **WHAT IF I HAVE SCORES FROM ANOTHER SCHOOL?** You can retrieve your TSI Scores here: ACCUPLACER Student Portal. You will need to know the Student ID# you used when you tested.

I'M READY TO TEST, WHAT'S NEXT?

- **STEP #1:** Complete the PAA for MCC   **Mandatory**
- **STEP #2:** Pay the MCC test unit fee through MCC's RegisterBlast.
  $21.00 for all sections, $17.00 ELAR only, $13.50 for Essay or ELAR Multiple Choice Only, $14.00 Math only, plus a $3.50 service fee per exam.

When steps 1 and 2 are complete, Your testing voucher will be created. It isn't immediate, please allow 24-business hours for you voucher to be created once you have completed steps 1 and 2. Please note, our business hours are Monday-Friday, 8:00am-5:00pm.

- **STEP #3: _WAIT_** for your testing voucher to arrive, then schedule your testing exam with Examity, **$25 + tax per test session.** The proctoring fee is paid directly to Examity**. Please see page 2 on how to schedule with Examity.

WHAT IF I NEED ACCOMMODATIONS FOR TESTING?: To request accommodations for testing due to a disability, please contact the Accommodations Office by sending an email to disabilities@mclennan.edu or by promptly calling 254-299-8122. Be advised that your accommodation request may require some time to process.

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HOW DO I SCHEDULE MY TEST WITH EXAMITY? The testing voucher will be in an email **from ACCUPLACER** containing your eight-digit voucher number. The subject line will read "*Remote Voucher Notification*." **You cannot test without a testing voucher!** Even if you schedule an appointment without it. Please wait until you receive the voucher to schedule your test.

- **To register on Examity** click https://prod.examity.com/Accuplacer/Register.aspx
  - **Select "***McLennan Community College***" as the Institution Name.
- You can schedule to take your test on the same day or you can schedule in advance. **$20** (Increases to $25 September 2020)
- In a hurry? To test in less than 24 hours, turn on the **OnDemand** switch at the top right of the scheduling page. There may be an extra fee for this service.
- Once scheduled, you will receive a confirmation email with login credentials. **Check out the videos on page 3 for more information**
- On test day, return to the Examity Dashboard at the day/time you scheduled to meet your proctor and take the test.

TIP: When you get your testing voucher, schedule your testing appointment ASAP. Check your calendar, first. Make sure you give yourself ample time to study. You can always reschedule. The closer we get to the Fall Semester, it will be more difficult to get the date/time you prefer. If all the times are greyed out on the day you chose, the testing schedule is full. Pick a different day.

FREQUENTLY ASKED QUESTIONS

I HAVEN'T RECEIVED MY LOGIN CREDENTIALS, WHAT DO I DO?: On the Examity Login screen use the "Forgot Your Password" feature at the bottom of the screen. This will allow you to reset your password. Your User ID is the email address you used to register your Examity profile.

WILL I NEED TO SHOW MY ID CARD? When setting up your profile, **you must upload a current and valid, unexpired photo ID card.** During the Examity authentication process, you will be asked to show the **same** current and valid, unexpired photo ID.

- **Acceptable Photo ID Cards:** Driver's license, state ID card, passport, military ID, national ID, tribal ID, naturalization card, certificate of citizenship, permanent resident card (Green Card), Middle School ID, High School ID, or College ID. Photos must be clear and recognizable.

IF I DON'T HAVE A PICTURE ID, CAN I STILL TEST? No, you cannot test. Your picture ID is used to verify your identity.

WHAT BROWSER DO I NEED TO USE TO TEST? Google Chrome or Firefox.

I'M NOT HAPPY WITH MY SCORES, CAN I RETEST? Yes, you can retest. Just pay for your MCC testing units and we will create another voucher for you. Then schedule with Examity, like you did the first time.

STILL HAVE QUESTIONS: Contact the Testing Center by phone at 254-299-8453, by text at 254-271-1910, or by email at testingcenter@mclennan.edu.

EXAMITY INFORMATION

- **Getting Started** - Examity Student Quick Guide
- Examity Information, scheduling, and computer requirements: https://examity.com/accuplacer-students/
- Additional Frequently Asked Questions: https://examity.com/student-qa/
- Video: Examity®: The Premier Online Proctoring Solution
- Video: Examity Student Validation Process
- Privacy & Security: Examity Privacy Policies

IS YOUR COMPUTER READY

- Getting Started - Examity Student Quick Guide: Taking the ACCUPLACER with Examity Also run the ACCUPLACER minimum system requirements: https://www.accuplacer.org/#/systemRequirement

TECHNICAL DIFFICULTIES?

Having some trouble? Examity may have a simple fix. Automated Proctoring Troubleshooting Guide

- **Call: 855-EXAMITY** (855-392-6489) -*select option 1*
- **Email:** placement@examity.com
- **Chat:** Directly through the Live Chat feature on the Examity dashboard.

NEED ADDITIONAL INFORMATION OR ASSISTANCE?

- General Information, Highlander Central – 254-299-8622, highlandercentral@mclennan.edu
  - o Student Admissions – studentadmissions@mclennan.edu
  - o Student Recruitment – recruitment@mclennan.edu
  - o Registration Assistance – register@mclennan.edu
- Advising, Career Services, & Orientation – 254-299-8614, advise@mclennan.edu
- Accommodations (Disability Services) – 254-299-8122, disabilities@mclennan.edu
- Bookstore – 254-299-8456, www.mclennanshop.com
- Completion Center/Success Coaches – 254-299-8226, sucess@mclennan.edu
- Continuing Education – 254-299-8888, cereg@mclennan.edu
- Counseling Services – 254-299-8210, counseling@mclennan.edu
- Financial Aid – 254-299-8698, financial_aid@mclennan.edu
- Student Accounts Receivable/Payments – 254-299-8627, studentaccountreceivables@mclennan.edu
- Technology Help Desk – 254-299-8077, helpdesk@mclennan.edu
- Veteran Services – 254-299-8432, fquinones@mclennan.edu
- COVID-19 & MCC Information