

# PREPARING FOR YOUR TSIA VIRTUAL TEST SESSION

Your testing appointment is coming up soon, so here are some tips to help you to get ready for test day. Note, if you need to reschedule go to the <u>Examity Dashboard</u> and click on the **Schedule/Reschedule** link on the right side after you log-in.

If you forget your appointment and are listed as a "**no show**", you will have to pay full price for a new testing appointment. This is a good time to verify the time of your appointment. Refund information for no show and incomplete exams is provided below.

## **SET YOURSELF UP FOR SUCCESS:**

- **Rest** A good night's sleep improves memory recall.
- Fuel Up Eat some healthy foods and be sure to hydrate.
- **Breathe** If you are feeling anxious, take slow, deep breaths to relieve stress.
- **Go to the Bathroom** It seems obvious, but it is something many test-takers forget to do until it is too late. Since the test is untimed, it may be lengthy.

## **GROUND RULES:**

- Tablets and Chromebooks are not supported. Only use desktop computers or laptops.
- During the test, refrain from talking and using headphones.
- Remain seated for the duration of the exam.
- No hand-held calculators are allowed.

# **PREP YOUR TEST AREA:**

- Find an isolated, quiet space for testing.
- The workspace should be clear
- Put away your cell phone
- Layout your scratch paper and pencil/pen. They will be inspected.
- Have your valid **photo ID card** and **testing voucher number** available.
- Run a final Computer Readiness Check (see links below)
- Check that your computer is connected to a power source.
- **Test Day Video:** Examity Student Validation Process
- Test Day Video: Examity Live Test Video-Student Version

# IF POSSIBLE, USE A HARDWIRED INTERNET CONNECTION:

- Though Wi-Fi is always convenient, a direct connection (ethernet cord) is best. You will have a stronger connection during your exam.
- If not, remind roommates and family members to **avoid activities that will monopolize internet bandwidth**, like streaming videos or gaming.

## **CONTINUE TO THE NEXT PAGE**

## AT LEAST 15 MINUTES BEFORE YOUR TESTING APPOINTMENT:

- Log in and access your Examity® Dashboard.
- Make sure your valid photo ID card has been uploaded into your profile and the photo is clearly visible.
  - 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.
- You will have plenty of time to connect with your proctor and troubleshoot any technical issues that may arise.

#### IS YOUR COMPUTER READY?

• To ensure your computer is ready, run a test here: <a href="Examity® Computer Readiness Check">Examity® Computer Readiness Check</a>. Also, run the <a href="ACCUPLACER Minimum System Requirements Check">ACCUPLACER is the testing platform.</a>

#### **TECHNICAL DIFFICULTIES?**

- If you get an "Invalid" error message when typing in your voucher number, go back to the email from Accuplacer and verify.
- Having some trouble? Examity may have a simple fix. Automated Proctoring Troubleshooting Guide

#### **FOR ASSISTANCE**

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

## **TSIA COLLEGE READY SCORES**

- Mathematics 950-990 or 910-949 with Diagnostic Level of 6
- ELAR 945-990 with an Essay of 5-8 or 910-944 with a Diagnostic Level of 5-6 and Essay of 5-8

Your scores will be verified and entered into our database after we receive the ACCUPLACER notification that you have completed your test.

**To request a refund from Examity** for no show or incomplete appointments, please send an email to <a href="mailto:placementrefund@examity.com">placementrefund@examity.com</a> with the following information:

- Name:
- Email:
- Exam ID: 951XXXXXX (Each exam you schedule gets a different ID#)
- **Order#:** (Found on your Receipt)