

# TSI Off-Campus Testing Voucher Requests

- 1) Complete your Pre-Assessment Activity (PAA) [HERE](#). You will be required to create an account on this website to complete the PAA. Once finished, you will receive your PAA Completion Certificate in your email.
- 2) Register for the "TSI Assessment Online Remote" [HERE](#). Once finished, you will receive your test registration receipt in your email from RegisterBlast.
  - If you were previously registered to take the TSI, but your test was postponed due to COVID-19, please email the Testing Center directly at [testing@southplainscollege.edu](mailto:testing@southplainscollege.edu).
- 3) Please forward both the test registration receipt email and the PAA Completion Certificate email to the Testing Center at [testing@southplainscollege.edu](mailto:testing@southplainscollege.edu). **You must forward these documents to receive your testing voucher! If we do not receive these documents from you, we cannot create your voucher.**
- 4) Once we have received confirmation of your completed PAA and test registration, we will create a test voucher for you.
- 5) You will receive your Remote Voucher from ACCUPLACER in your email within 5 business days.
- 6) Read the entire Remote Voucher and follow the ACCUPLACER/TSI Remote Test Site Instructions to schedule an appointment to test within 90 days of the issue date.
- 7) You'll need your voucher number and a valid government-issued photo I.D. with you before we can start your test session.
  - There will be an additional \$15 proctor fee. If you do not want to pay the additional fee, please notify us that you would like to test on campus on one of the available test dates.
- 8) We will be notified by email upon completion of your test.
- 9) Please Note: We cannot release scores through email or by phone.
- 10) We will report your scores to our Admissions and Records Office within 3 business days.

## Important Notes:

- Any assessed fees are non-refundable.
- If you do not receive an email from ACCUPLACER regarding your remote testing request within 5 business days from the date you paid for the voucher, please check your spam or junk folder. Adding the email address, [NoReply@accuplacer.info](mailto:NoReply@accuplacer.info) to your contacts list will ensure proper delivery.
- Remote vouchers are only valid for 90 days. In the event of an expired voucher, you must complete a new form and additional fees may apply.