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## Remote TSI & Accuplacer Test Registration

### Remote Testing for SHSU Students

SHSU students are permitted to take the [Texas Success Initiative \(TSI\) Assessment](#) and [ACCUPLACER](#) exams at a remote location when travel to SHSU Huntsville, Texas would pose a hardship for the student and their family.

**In order to efficiently assist you with your remote test, this application must be received by the SHSU Testing Center at least three (3) business days in advance of your anticipated test date. Same day processing is not allowed. If you have not heard from a staff member within 3 business days, please reach out to the office by email [test.ctr@shsu.edu](mailto:test.ctr@shsu.edu).**

### Request and register for a remotely administered **TSI ASSESSMENT**:

Locate a qualified proctor who is listed as [in-network](#) for Texas colleges and universities. (In-network colleges are accredited colleges or universities who follow the College Board's Accuplacer platform.)

### **Find a Proctor**

What is a Proctor?

A proctor is a certified and/or trained individual who is approved to administer examinations to a student on behalf of Sam Houston State University. The proctor must be qualified to serve in this capacity and agree to abide by the examination procedures and rules. It is the student's responsibility to initiate and maintain an ongoing relationship with the proctor.

### **What are the qualifications for a proctor?**

The [TSI](#) and [ACCUPLACER](#) tests may only be administered in the testing center of an [accredited college or university](#). In addition, the proctor must satisfy the following requirements:

- Must be an employee of the testing center of an accredited college or university
- Must not be related to the student or a friend of the student
- Must not be an undergraduate student
- Has no vested interest in the student's scores

Proctor candidates **may not** be:

- Relatives
- Personal friends
- Immediate supervisors
- Employee under your supervision
- Someone of your equal position (co-worker or colleague)
- Students

It is the student's responsibility to locate an acceptable proctor to administer the TSI/ACCUPLACER exams and to notify the SHSU Testing Center of their request; however, you can also email your zip code to [test.ctr@shsu.edu](mailto:test.ctr@shsu.edu) and request applicable colleges close to your location. Additional information on other local test centers can be found at <http://www.ncta-testing.org/>. We recommend that you contact local college or university test centers in advance to determine their policy with regard to testing students from other institutions. The student is responsible for any fees charged by the cooperating college or university as well as any fee payable to SHSU Huntsville, Texas.

If you have any questions, concerns, or problems with the selection of a candidate for proctoring your examinations, please email [test.ctr@shsu.edu](mailto:test.ctr@shsu.edu). SHSU reserves the right to require the student to select another proctor candidate.

### To request and register for a remotely administered **ACCUPLACER EXAM**:

- Follow steps above.