

## Test IN PERSON at a NON-PVAMU Test Site

To test at a non-PVAMU test location, testers must obtain a TSI Remote Voucher from the Office of Testing Services. To receive that voucher, testers will need to follow the steps below:



PRAIRIE VIEW  
A&M UNIVERSITY  
TESTING SERVICES

### STEP 1 – LOCATE A TEST SITE

Tester(s) can search for a test site in their area using the Test Center Locator:

<https://studentportal.accuplacer.org/#/studentsitesearch>.

- \* **NOTE:** If you cannot find a test center using the locator, contact a Testing or Assessment Center at the nearest educational institution (College or University) in your area to see if a test proctor can administer the exam.

### STEP 2 – REGISTER FOR THE TEST

Once testers have located a test site, they will go to [www.pvamu.edu/tsi](http://www.pvamu.edu/tsi) and complete the registration process for testing by clicking “Register for TSIA.”

- **In the TSIA Registration Form,**
  - If you found the site **using the test center locator**, you must provide the following: **Institution’s Name, Address, Email, and Phone Number.**
  - If you found the site **without using the test center locator**, you must provide the following: **Institution’s Name, Address, Email, Phone Number, Name and Title of Test Proctor.**

### STEP 3 – TEST SITE VERIFICATION

Upon the tester's completion of the TSI Pre-Assessment Activity, the TSI registration form and payment of the exam fee. Testing Services will contact the test site to verify that they are still administering exams for non-students.

- \* **NOTE:** Testing Services will contact the tester to assist them in finding another remote location if the site cannot be verified.

### STEP 4 – RECEIVE TEST VOUCHER

Once a test site has been verified, testers will receive further instructions via email to set up their test date and time with the proctoring location.

- \* **PROCTORING FEE NOTE:** Test sites will charge a proctoring fee to administer the exam to non-students. This is separate from the exam fee paid to Testing Services, and proctoring fees vary per test site.