

# Ranger College

## TSI Proctor Responsibilities and Duties

The Texas Success Initiative (TSI) Assessment is a comprehensive instrument which assists colleges and Universities to determine college-readiness, developmental education, Adult Basic Education (ABE) and functional level.

Test Proctors will be assigned by the Institutional Administrator/Ranger College Administration. No other personnel are authorized to proctor the TSI. In order to ensure security and proper administration of the TSI Assessment, all Test Proctors must adhere to the following responsibilities and duties for test administration.

1. Proctors must ensure that all testing be done in a secure and proctored setting.
  - a. Students must have constant supervision to ensure the integrity of students' test scores and the security of the TSI assessment test.
  - b. Proctors must be familiar with administration and test security procedures.
  - c. Proctors must walk around the classroom to monitor students' activity.
  - d. No cell phones or electronic devices are allowed. Students must turn off their phone and place it on the desk in front of them for the duration of the test.
  
2. Requirements necessary before administering the TSI.
  - a. Proctors are responsible for securing the testing fee each time a student takes the test. The cost is \$30.00 of the initial testing of all three TSI Assessment sections (Math, Reading, Writing). Re-testing fees: 1 section = \$15.00, 2 or more sections = \$30.00
  - b. Students must provide one form of identification to include the student's name and photograph.
  - c. Proctors are responsible to ensure the students complete the Pre-Assessment Activity (PAA) prior to taking any component of the three part test. If a student is re-testing no PAA is required.
  
3. Testing guidelines
  - a. The only calculator allowed is the one provided within the TSI Assessment. If the math test allows, a pop-up calculator will be assessable on screen.
  - b. The Proctor can provide scratch paper and pencil. All papers must be collected at the end of testing and destroyed by secure means.

As Test Proctor, I fully understand the TSI Assessment procedures of which I agree to abide by. Failure to do so may result in termination of this position.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Testing Site: \_\_\_\_\_

Date: \_\_\_\_\_