

## Testing Services

### Test Services: Free High School Testing Policies

- Students must have a COM ID# and completed the TSI Pre-Assessment Activity in order to receive a voucher.
- Students must have a voucher in order to receive a free test.
- Every student must show a picture ID before testing.
- Students will take DE/ABE sections at schools and at COM campuses.
- 4 hours is the maximum amount time Testing Services will be at a school. Hours must be continuous, no stopping and resuming sessions. Students who are not finished will have to come to the COM Main Campus to finish.
- No “walk-up” testers. If they have not been evaluated and issued a voucher they will be turned away from that session, but will receive a voucher once they completed the free testing requirements.
- No re-testing out at the schools. All re-testers must come to COM and retest.
- Graduating seniors coming to COM will be given a voucher to take the TSI at the COM main campus. (seniors who receive a voucher and would like to transfer their scores to another institution will be charged a \$29 test fee)
- Students must finish their exam within 14 days from the start of the exam. If the test closes students will have to pay for the parts they missed.
- The voucher is only good for 90 days, if the voucher expires the student will have to pay for the parts they need.
- Issuing voucher cutoff date will be at the end of April. No more vouchers will be issued after this date.

### Voucher Procedure

1. Student's will be assessed by a COM Advisor (ie, COM ID# and PAA complete)
2. Once a batch of students meet the testing requirements, the Advisor will submit the approved spreadsheet to the Testing Coordinator.
3. Testing Coordinator will create vouchers and electronically submit vouchers to either a COM Advisor or HS official to distribute to the students.
4. Students wanting to test at the HS will present voucher for admission or may come to the COM testing center to take their TSI exam

### Test Day Procedure

- Students will present TSI voucher, Photo ID and pre-assessment.
- Once student provides these materials they will be admitted.
- Proctor will place student into the test.
- Once test is over proctor will hand students their scores and send to an advisor.

Notice: Testing Services has the authority to make any changes to the policy or procedures during the High School testing period.