



# SOUTH TEXAS COLLEGE

## Student Assessment Center Policies and Procedures

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*The Student Assessment Center Policies and Procedures Handbook is a guided manual to set guidelines in order to fulfill the mission of South Texas College, by providing excellent testing services that facilitate student enrollment, development, retention and success.*

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## **Statement of Equal Opportunity**

No person shall be excluded from participation in, denied the benefits of or should be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

## **About South Texas College**

**College Mission:** Founded in 1993, South Texas College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and associate degrees. More than 34,000 students attend STC, and a faculty and staff of more than 1,600 serve STC's five state-of-the-art campuses, three teaching centers and one virtual campus.

South Texas College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Baccalaureate and Associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of South Texas College. South Texas College's offerings are approved by the Texas Higher Education Coordinating Board and the Texas Education Agency.

**Vision Statement:** South Texas College is a world-class institution advancing regional prosperity through education for a better quality of life in our community.

**Purpose Statement:** South Texas College is an innovative, public, post-secondary institution providing quality education and career pathways for the people and communities of Hidalgo and Starr counties. The College achieves student success, nurtures talent development, and promotes economic vitality through collaborative and creative approaches to teaching, learning, and support services.

### **Core Values:**

1. **Student Success:** We promote student success and completion through the implementation of diverse strategies and initiatives.
2. **Opportunity:** We value providing access and opportunities to students to meet the needs of our communities.
3. **Excellence:** We value excellence in teaching, learning, and all support services.
4. **Innovation:** We encourage creativity and champion innovative approaches to teaching, learning, and services.
5. **Community:** We value engaging the community in students learning experiences and in the positive transformation of our region.

6. **Professionalism:** We demonstrate professionalism through collegiality, respect, and recognition for each other.
7. **Collaboration:** We value collaboration and communication among STC employees and STC constituents.
8. **Integrity:** We value integrity through honest and transparent communication and courageous dialogue.

### **Guiding Principles:**

1. South Texas College shares collective responsibility for student learning, student success, and regional prosperity.
2. Students succeed through mutual engagement with the College at each stage of their educational pathways.
3. South Texas College champions innovation through its willingness to transform the College's systems to meet the educational and workforce needs and challenges of our region.
4. Collaboration with educational and business partners is key to student, college, and community successes.

### **Strategic Directions:**

- **Clear Pathways**  
South Texas College provides students with clear pathways to facilitate coherent educational experiences and timely completion of a post-secondary credential leading to relevant employment and/or further educational experiences.
- **Access and Success**  
South Texas College is committed to increasing the college-going and college-completing rates in the region.
- **High Success Rate**  
South Texas College engages in effective, proven efforts to ensure student success and positively affect the economic and social mobility of residents in our region.
- **Collective Responsibility**  
South Texas College empowers faculty to work together within and across disciplines to design best learning experiences for students, leading to their academic success, career readiness, and timely completion.
- **Collaboration**  
South Texas College commits to effective interdepartmental and interdivisional collaborations and advances mutually beneficial community and educational partnerships that create a collective impact on student success.
- **Cost Efficiency**  
South Texas College seeks innovative redesign of college processes to promote new approaches to cost-consciousness and cost-efficiency

# About the Student Assessment Center

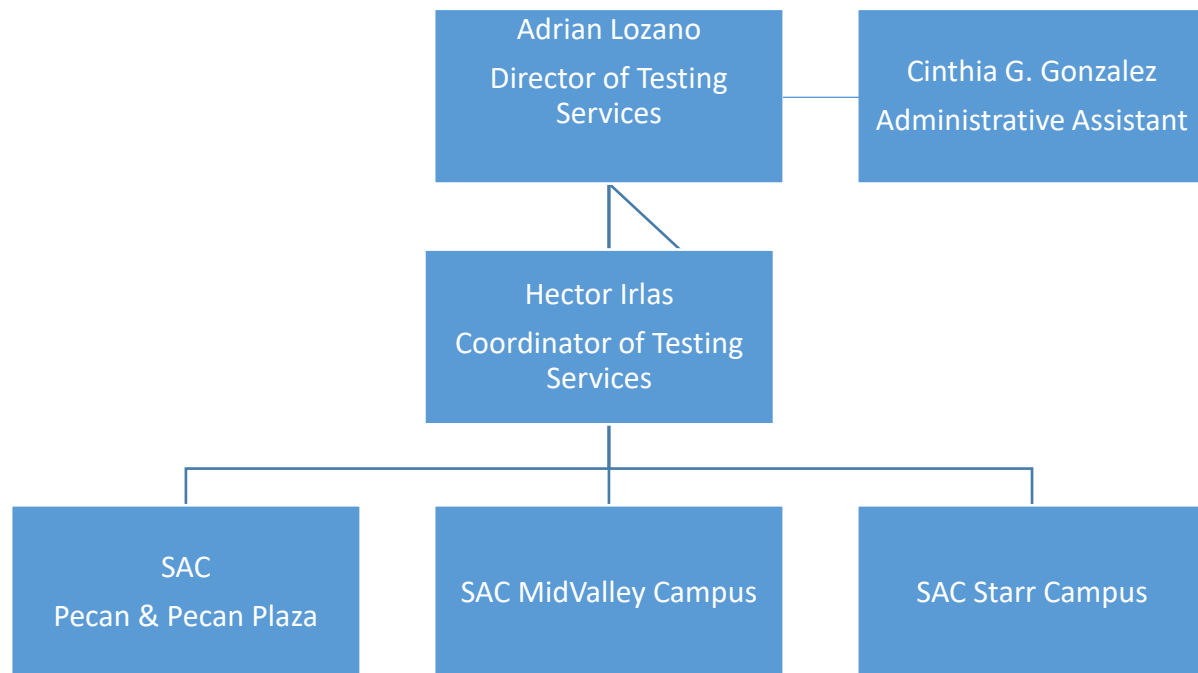
## Mission Statement

The Student Assessment Center will further the mission of South Texas College by providing quality services that facilitate student enrollment, development, retention and success.

## About the Student Assessment Center

The South Texas College Student Assessment Center offers quality and professional testing services to the students, faculty, staff, and to the regional community members. The Student Assessment Center currently offers TSI, GED, Pearson Vue exams, ACT, HESI, TCOLE, TCFP, and correspondence exams. The Student Assessment Center has offices at the Pecan, Pecan Plaza, Mid-Valley, and Starr Campuses.

## Organizational Staff:



## **Student Assessment Center Location, Contact Information**

### **Hours of Operation:**

#### **Pecan Campus**

Student Assessment Center  
3201 W. Pecan Blvd. K2.100  
McAllen, TX 78501  
Phone: 956-872-3484  
Fax: 956-872-3412

#### **Pecan Plaza**

2603 Pecan Plaza  
McAllen, TX 78501  
Phone: 872-3841  
Fax: 956-872-3845

#### **Mid-Valley Campus**

Student Assessment Center  
400 N. Border, F129  
Weslaco, TX 78596  
Phone: 956-447-6602  
Fax: 956-872-6674

#### **Starr County Campus**

Student Assessment Center  
142 FM 3167, G1.102  
Rio Grande City, TX 78582  
Phone: 956-488-6976  
Fax: 956-488-5858

### **Regular Hours of Operation for all Student Assessment Center**

Monday – Thursday 8:00a.m. to 5:30 p.m.  
Fridays – 8:00a.m. to 12:00 p.m.

### **Summer Schedule as Approved by President and Board of Trustees:**

Monday -Thursday 8:00a.m. to 5:30 p.m.  
Friday - Closed

Hours of operation are subject to change at any given time. Hours of operation may also change as a business necessity per supervisor discretion, or as directed by the Student Services Dean or Vice President at any time.

# **Student Assessment Center Staff Policies**

## **Dress Code**

All SAC staff are required to be dressed in a professional manner that is conducive to a professional office working environment. As such, all staff must adhere to basic professional dress code standards. South Texas College Student Assessment Center respects any garment worn deemed for religious purposes.

All clothing must be in acceptable condition without stains, rips, or holes and professional in appearance, length and fit. This rule applies to all South Texas College Student Assessment Center Employees including, full time, part time, workstudies, and for the duration of their assignment; temporary agency employees.

The following items are not permitted:

- Sandals/Flip-Flops
- Tennis Shoes
- Shorts/Athletic wear/Crop Top/Sports Bra
- Muscle Shirts/T-Shirts\*

The dress code listed above affects all SAC staff including: full time, and for the duration of their assignment, temporary agencies employees must adhere as well. Workstudies and part-time employees must comply as well.

\*T-shirts with South Texas College logos are permitted on Fridays and any weekend event or testing only. This rule does not apply to part-time and workstudies.

*\*\*List is not limited only to the items listed above, and any other clothing/garment found to be not conducive to a professional working environment, as per supervisor discretion, will be brought up to staff member immediate attention. Staff who do not follow the SAC dress code guidelines may be giving a reprimand, or further disciplinary action for repeated offenses. South Texas College Student Assessment Center respects any garment worn deemed for religious purposes.*

## **Vacation**

All staff requesting vacation must submit their request through TimeClock Plus. One week notice in advanced is highly recommended but not required. All vacation must be approved by a SAC supervisor and is open based on availability based on the dates requested. Approval of vacation leave is to the sole discretion of the SAC supervisor and is subject to date availability. No vacation requests made in the month of August will be approved, unless approved by the Director of Testing Services. Staff must follow vacation accrual based on STC Manual Policy 4306.

## **Sick Leave**

All staff submitting sick leave requests must do so through the STC TimeClock plus system. All employees must follow and comply with all sick leave procedures as per STC Manual Policy 4308.

If an employee attends work and is deemed to sick or may cause spread of illness to other employees, students or staff, the employee may be asked to leave and submit sick leave for the hours missed. Staff must communicate with a supervisor by phone call or text of their absence within one hour of their schedule working time, no emails are accepted.

## **Blackout Dates**

Blackout dates are dates during the year that have a high student demand and all staff availability are critical to the department delivering adequate services to our students. During blackout dates vacation requests will not be approved, unless otherwise approved by HR for FMLA purposes. If a staff member calls in sick a note from a medical professional will be required upon their return. Employees who have legal or scheduled court dates will be required to bring in documentation as well. The following are blackout dates for the Student Assessment Center for all areas:

August 1<sup>st</sup> thru First Class Day for Fall Semester\*

\*First class day can vary every year. The first class day will be published on the South Texas College Academic Calendar.

## **Tardiness**

All SAC staff must report to work based on their assigned regular working hours on a regular basis, unless otherwise approved by a supervisor. Staff who are consistently arriving late (after 8:15am or later) or leaving earlier than their scheduled hours, may face a reprimand and or disciplinary action to the discretion of the SAC supervisor. Staff must communicate with the Coordinator of Testing Services by either phone call or text of their tardiness within one hour of their schedule working time, no emails are accepted.

## **Making up Time Lost/ Having extra hours**

Any SAC staff who are under hours must ask an SAC supervisor for permission to make up missing hours during the week. If approved, the missing hours can ONLY be done during hours the office is open or in operation. Staff are not permitted to make up hours when the office is closed, unless approved by the Supervisor on a need basis. Employees who are under hours and not able to complete their hours for the week during regular business hours, will be required to submit appropriate leave for their missing hours for that week. Should the leave not be approved it will be treated as an unauthorized absence. Such leave will result in a dock-in-pay and further disciplinary action.

Employees should report to work at 8am. Employees who report earlier must have the permission of the Coordinator of Testing Services to do so. If approved, the employee is considered on the clock. If not approved to clock in early the employee is allowed to come in no more than 15 minutes early but would have to wait to punch in at 8:00 a.m.

## **Working Hours**

Employees are to work their regular scheduled hours from based on the approved College schedule on a daily basis unless otherwise approved by a supervisor. Employees must complete their 40 hours on a weekly basis. However during peak times or other times employees are needed employees may work over the 40 hour limit. Any hours over the 40 weekly hours, must first be approved by a supervisor as it is considered overtime. Unapproved overtime will be met with schedule changes and/or disciplinary action. Specifically, a change in schedule will be made to compensate for that time; please note that this will not be at the beginning or end of the work day, prior to lunch, after lunch, or on Fridays.



## **Punch In an Out Rules**

All Employees are to punch in and punch out using ONLY the TimeClock Plus machines located at the building where they are stationed. Employees are strictly prohibited from punch in and out using any other method other than the TimeClock machines previously mentioned. Any missed punches can be also be corrected on a TimeClock plus machines. Employees must use the Time clock correction form if they have 2 or more missed punches or they made a mistake on their correction as well. A supervisor may request more information specifically regarding any missed punch.

## **Work Space**

All employees should be aware that their office and space or any items on it are property of South Texas College and are NOT personal property. There is no expectation of privacy regarding an employee's workspace. The employee is advised to be mindful of your personal effects.

## **Travel**

Employee are to report to their home base for work on a daily basis. Employees are not to travel to another campus without prior authorization of an SAC supervisor. Employees are provided an opportunity to travel to in state and out of state conferences when available. Employees who are chosen to travel must have been employed at a minimum of one year from date of hire to first travel date. Employees are chosen on a rotation basis primarily, but may also be rechosen to travel again to a conference on a business necessity based on their primary or secondary duties at the supervisors discretion. All travel to conferences are optional and not required. Employees who choose not to travel for any reason will have to wait based on the rotation to be chosen again.

## **Professional Behavior and Professionalism**

All employees at the Student Assessment Center must display a professional attitude and behavior at all times while being employed at South Texas College. This behavior ***also includes non-working hours*** such as when the employee is ***out to lunch or in a break***. Such examples include, but not limited to:

- Character Issues/Confrontational Behavior
- Use of profanity/obscene gestures
- Committing a criminal act/fraud/DUI etc..
- Using college owned materials for personal use
- Drinking alcoholic beverages or using drugs of any kind
- Harassment of any kind including online and on social networks

Depending on the severity of the offense may be written up immediately and Human Resources will be contacted for further, if any, disciplinary action.

## **South Texas College Policy**

All staff must follow all rules, policies, procedures and guidelines as listed on the South Texas College Policy Manual. All employees should become familiar with the South Texas College Policy Manual. A copy of the manual is listed below.

<https://admin.southtexascollege.edu/president/policies/index.html>

Should you have questions regarding STC policies, please call Human Resources at x4448.

### **Expectations/Failure to comply/Disciplinary Action**

As a South Texas College and SAC Department employee, you are expected to adhere with industry standards and generally, office accepted practices, to adhere to South Texas College Policy #4901 Standards of Conduct, and abide by this document.

Failure to comply with procedures may result in disciplinary action up to and including termination, as per Board Policy 4911 Disciplinary Action Procedures and/or 4901 Standards of Conduct.

### **Procedures Revision & Notification**

These procedures are subject to revision and change. Staff will be provided an updated document appropriately. Receipt includes, but is not limited to, email, departmental meetings, or hand-delivery.

### **Test Security & Storage of Materials**

All exams with the exception of ACT tests and TSI testing accommodations are all administered online. ACT tests as required by the vendor are to be kept in storage under lock at all times. After testing has been completed all test booklets shall be returned to the Testing Coordinator, boxed, and sent to the mailroom to be sent to ACT, Inc for processing. TSI Testing Accommodations are kept in a secure filing cabinet under lock and key at all times. Access to the storage, is only accessible to STC Testing Center staff. Usage of TSI Special Accommodations must be approved by a Testing Center supervisor.

Exams such as GED, TCOLE, TCFP, TSI (except accommodations), and HESI are all examinations that are all administered online. Not physical booklets are ordered, procured, or needed to administer these exams.

For Test Security reasons all Testing Personnel shall pass testing certifications as required by the Test vendor before administering any exam at South Texas College.

Sign in sheets for all exams shall be kept in a binder and be kept under lock and key, after use, and is only accessible for Testing staff.

### **Emergency Plan**

Testing Staff shall follow the College guidelines, procedures, and recommendations based on the South Texas College Emergency Procedures. <https://www.southtexascollege.edu/safety/emergency.html>.

Testing Staff shall have posted the Emergency Preparedness Flyer provided by the College in each office space. <https://www.southtexascollege.edu/safety/files/emergency-preparedness-flyer.pdf>

## **Senate Bill 11**

The 84th Legislative Session, Senate Bill 11, Campus Carry law concerning concealed carry became effective on August 1, 2017 for South Texas College.

The 84th Legislative Session, House Bill 910, Open Carry law took effect in the state of Texas on January 1, 2016, but does not apply to university or college campuses, therefore the open carry of handguns is not allowed on college property.

The 87th Legislative Session, House Bill 1927, Firearm Carry Act law took effect in the state of Texas on September 1, 2021, eliminating the requirement to obtain a license to carry handguns if a person is not prohibited by state or federal law from possessing a gun. However, Campus Carry law still requires a license to carry permit on College property. Additionally, Open Carry law prohibits open carry of handguns on College property.

## **Gun Free Zone**

On April 25, 2017 the South Texas College Board of Trustees approved the following Gun Free Zone for the Student Assessment Center.

d. Testing Center Pecan Plaza - The concealed carry of handguns is prohibited on the premises of the testing center where by state or federal law or contract, at the sole discretion of the state or federal government or organization with whom the contract is entered, requires exclusion of a handgun in a specific location.
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At 2603 W. Pecan Blvd., McAllen, Texas in building C of Pecan Plaza.
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Please note that the Student Assessment Centers in Pecan Building K, Starr, and Mid-Valley, are not approved gun free zones. As such, students, faculty and staff, and visitors under Senate Bill 11, authorize a license holder to carry a concealed handgun on or about the license holder's person while the license holder is on campus of an institution of higher education.

### **Violation of Gun Free Zone at Pecan Plaza**

Only government employees, on or off duty, who carries a handgun must have a government issued badge. These individuals are allowed at 2603 Pecan Plaza to bring a firearm inside the Testing Center at Pecan Plaza. Any other individual with a handgun and "pursuant to section 30.06 penal code (trespass by holder of license to carry a concealed handgun), will be reported to STC Campus Police immediately.

### **South Texas College Information on Senate Bill 11**

For more information on Senate Bill 11 please visit, <https://www.southtexascollege.edu/about/notices/campus-carry.html> or contact the STC Police Department at (956) 872-4444.

## **General Testing Policies**

### **Student ID**

All students are required to bring a valid, non-expired picture ID, to all exams offered at South Texas College. Examples can include: a valid, non-expired, South Texas College ID card, high school ID card, or a government issued ID cards are permissible. Some exams offered at South Texas College, may require a second form of ID. For more information, please contact the Student Assessment Center at (956) 872-3484.

### **Testing Aids and Other Materials used during testing**

Testing Aids and other testing materials are not allowed during testing. Unless otherwise authorized by the testing vendor and only a SAC supervisor, no aids or other testing materials are allowed. Students who are caught using testing aids or other unauthorized materials may be asked to leave, and their exam results cancelled at any time. Students will be reported to the Student Rights and Responsibilities, where further action can be taken.

### **Personal belongings and electronic devices**

Personal belongings such as backpacks, books, and any electronic devices (including pagers, cell phones, and smart watches) are not allowed. Possession of these prohibited items or accessing these items during testing may result in termination of the exam and possible disciplinary action. Students will be reported to Students Rights and Responsibilities for possible disciplinary action. Lockers are provided for students to store their personal belonging with lock and key.

### **Family, Friends, Relatives not allowed inside testing room**

Test takers are not allowed to bring children or any family/friends/relatives with them inside the testing room. Only students taking the exam, and testing staff are allowed inside testing room at any time. Waiting chairs are located outside the testing room for family, friends or relatives to use. Any children/unaccompanied minors under the age of 17, must be supervised by an adult at all times in the SAC waiting area.

### **Assigned Seating/Wait Lines**

The Student Assessment Center may assign seating for any exam. Student may also be asked to wait in line at time of sign in.

## **Prohibited Items**

The following items are prohibited while taking any exam/assessment at South Texas College. The Student Assessment Center reserves the right to exclude any other items as deemed appropriate.

1. Any beverages
2. Briefcases, purses, backpacks, handbags, or any bag of any kind
3. Books, dictionaries, notes, papers, unless previously authorized
4. Calculators, unless authorized
5. Language translators or any spell checkers
6. Mechanical pencils, highlighters, ink or colored pens, markers, or correction tape/fluid
7. Watches, timers, smart watches, or any watches of any kind
8. Earplugs, ear muffs, and headphones of any kind
9. Hats and other head coverings, except those for religious purposes
10. Cellphones and paging devices
11. Tobacco, alcoholic beverages, illicit drugs, including e-cigarettes and paraphernalia of any kind
12. Firearms or weapons of any kind, according to the College and State Policies

## **FERPA**

The Student Assessment Center fully complies with FERPA (Family Educational Rights Privacy Act). FERPA is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond high school level.

To comply with FERPA, and protect student records at all times, the Student Assessment Center will:

- Ask for a valid non expired ID which can include: government issued, or STC ID to provide testing records to student
- Parents are not eligible to review student's records, as all STC students are eligible students under FERPA for attending a school beyond high school level. Parents need eligible student written consent and a picture ID to release test scores.
- Student needing test scores sent to another college/university must fill out and sign the Test Scores release form. The Test Score Release form is found at: <https://studentservices.southtexascollege.edu/testing/index.html>
- Student must include the institution name, address and fax number.

## **Accommodations**

Students may request for accommodations directly with the South Texas College Counseling department for TSI testing. Students will need to contact Counseling first to have their accommodations reviewed and approved before testing at the Student Assessment Center. Accommodations request for other examinations for exams such as Pearson Vue, GED, ACT, HESI, TCOLE, TCFP and SSFMA, must be done directly with the exam vendor first and approved.

## **Behavioral Guidelines and Academic/Testing Dishonesty**

### **Behavioral Guidelines:**

The following guidelines for any test administered at South Texas College must be adhered to before, during and after any exam. Test Takes must refrain from:

1. Refusing or not following instructions given by a Testing staff member.
2. Leaving the test center without notice or without proctor permission.
3. Opening any online test aids not authorized for testing, including web browsers, calculators, online search engines, any social media formats, email.
4. Attempt to tamper with a computer or other testing equipment.
5. Creating a disturbance or engaging in any disruptive behavior.
6. Using foul language, aggressive, confrontational or threatening behavior. We reserve the right to refuse service to any student who exhibits these behaviors and will be reported to STC campus police immediately.
7. Falsifying information, ID's, signatures of any kind.
8. Removing or attempting to remove a test booklet, test question, or any portion of a test in any way or format from the testing room.
9. Bringing any weapons, (visit Open Carry for more info), inside the testing room as per College and State Policies.

### **Testing Dishonesty:**

Any student who is caught using unauthorized materials, cheating on any exams, or submitting false test score documentation will be reported to the South Texas College Eyewitness Report and/or the test company/corporation who owns the rights to that test. Students test scores

may not be accepted, until the results of an investigation are concluded. Further disciplinary action may be taken by the test company who owns the testing materials or any STC department affected by such violation.

“Cheating” includes, but is not limited to:

- Copying from other students work
- Using materials not authorized by a testing proctor
- Possessing materials that are not authorized by a testing proctor
- Collaborating with or seeking aid from another student without authorization
- Knowingly submitting false test score documentation that does not accurately reflect true test scores
- Knowingly submitting false identification
- Substituting for another person, or allowing another person to substitute for oneself in taking any exams/tests administered by the Student Assessment Center.

### **Test Administration**

To ensure fairness, accuracy, and minimal distractions for test takers. STC Testing Staff shall:

1. Provide a test location that is free from distractions, interruptions, and any noise. If that is not possible, at that moment, they shall communicate to a supervisor for immediate action.
2. Testing Staff shall inspect the testing location to ensure proper lightning and ventilation before any exam is started. If any issues are present, staff shall communicate with immediate supervisor.
3. To ensure testing security there shall be at least (1) staff member inside the testing room at all times with a lab of at least (10) students. If a lab has more than (10) student present a secondary proctor must be inside the room at all times. If any Testing proctors must leave the testing room for any reason, they must communicate immediately via Teams, for proper coverage.
4. The Testing Center shall comply with all rules, requirements, and recommendations as set forth by each Test Vendor to ensure proper compliance with each test vendors testing requirements which may be different from the Testing Center policies and procedures.

## **TSI Assessment**

### **TSI Rule**

As of Fall 2013 semester, all students who plan to enroll as South Texas College and students in high school enrolling in a college level course must take the TSI assessment exam before enrolling in any college level credit coursework. The Texas Success Initiative exam is 5 hours long per test session but student are allowed up to 14 days to complete their exam.

### **TSI Exemptions, Exceptions and Waivers**

(a) The following students shall be exempt from the requirements of this title, whereby exempt students shall not be required to provide any additional demonstration of college readiness and shall be allowed to enroll in any entry-level freshman course as defined in §4.53(12) of this title (relating to Definitions):

(1) For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:

(A) ACT: composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment;

(B) SAT: a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment, and/or 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment; or

(2) For a period of three (3) years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.

(3) For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:

(A) on the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the TSI Assessment required under this title for those corresponding sections; or

(B) STAAR end-of-course (EOC) with a minimum score of Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a



minimum score of Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.

(4) A student who has graduated with an associate or baccalaureate degree from an institution of higher education.

(5) A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by the receiving institution.

(6) A student who has previously attended any institution and has been determined to have met readiness standards by that institution. For students meeting non-Algebra intensive readiness standards in mathematics as defined in §4.59(d)(1)(B) of this title (relating to Determination of Readiness to Perform Entry-Level Freshman Coursework), institutions may choose to require additional preparatory coursework/interventions for Algebra intensive courses, including MATH 1314/1324/1414 (or their local equivalent). It is the institution's responsibility to ensure that students are clearly informed of the consequences of successful completion of a mathematics pathways model which results in meeting the mathematics college readiness standard only for specific courses.

(7) A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.

(8) A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.

(9) A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.

(10) A student who successfully completes a college preparatory course under Texas Education Code §28.014 is exempt for a period of twelve (12) months from the date of high school graduation with respect to the content area of the course. This exemption applies only at the institution of higher education that partners with the school district in which the student is enrolled to provide the course. Additionally, an institution of higher education may enter into a Memorandum of Understanding with a partnering institution of higher education to accept the exemption for the college preparatory course.

(b) An institution may exempt a non-degree-seeking or non-certificate-seeking student.

(c) ESOL Waiver--An institution may grant a temporary waiver from the assessment required under this title for students with demonstrated limited English proficiency in order to provide appropriate ESOL/ESL coursework and interventions. The waiver must be removed after the

student attempts 15 credit hours of developmental ESOL coursework or prior to enrolling in entry-level freshman coursework, whichever comes first, at which time the student would be administered the TSI Assessment. Funding limits as defined in Texas Education Code, §51.3062(l)(1) and (2) for developmental education still apply.

(d) Any student who has been determined to be exempt in mathematics, reading, and/or writing under subsection (a) or (b) of this section shall not be required to enroll in developmental coursework and/or interventions in the corresponding area of exemption.

Source: THECB

### **TSI Registration**

To register for the TSI assessment, students are advised but not required to first submit an STC admissions application prior to the test administration. Once the Admissions form has been processed, the student may reserve a test date on-line through Marketplace at

[https://secure.touchnet.com/C20193\\_ustores/web/](https://secure.touchnet.com/C20193_ustores/web/)

Student must choose to test for the TSI Assessment Exam. The TSI Assessment is offered by appointment only via Marketplace.

### **TSI Fees and Payment**

The TSI Assessment fees is \$29 for ELAR and Math, \$20 for any two sections, \$10 for any one section, plus a \$25 reservation fee.

Payment of fees are done when registering for the TSI via Marketplace at

[https://secure.touchnet.com/C20193\\_ustores/web/](https://secure.touchnet.com/C20193_ustores/web/)

All funds are non-refundable, and only under special circumstances may the student be refunded their fees. Students may contact the Student Assessment Center to request a refund depending on their personal situation. All Testing Fees Appeals decisions are made by the Director of Testing Services, and sent to Cashiers Office for final approval.

### **TSI Pre-Assessment Activity**

Any student prior to taking their first TSI Assessment exam must first complete a mandatory TSI pre-assessment activity. Students can complete their TSI Pre-Assessment at the following link:

<https://practice.accuplacer.org/login>

- (1) Importance of assessment in students' academic career;
- (2) Assessment process and components, including practice with feedback of sample test questions in all disciplinary areas;
- (3) Developmental education options including course-pairing, non-course-based, modular, and other non-conventional interventions;
- (4) Institutional and/or community student resources (e.g. tutoring, transportation, childcare, financial aid).

All students are required to bring in proof of completion if taking the TSI for the first time. Any student who has never taken the TSI Assessment and who does not complete their Pre-Assessment Activity, will be required to complete it before starting their TSI assessment exam.

### **TSI Testing with Special Accommodations**

The Student Assessment Center administers the TSI assessment with braille and large print versions. Students needing special accommodations should contact or visit a counselor at the Counseling office and fill out a Student Disability Services Assessment Center Referral form. It is recommended that students give a minimum of a two week notice after completing form to be contacted for a test date. The referral will be forwarded from Counseling to the Assessment Center, for review, approval and contact of student for a mutual agreed test date. All TSI testing fees are applicable and must be paid before testing.

Staff must contact student requesting the accommodation based on the contact information on the Student Disability Services referral form. Any calls made to student must be recorded on the form with date and time student was contacted, along with what information was obtained. Proctor must work with student to be able to accommodate test request within time frame or deadline for that exam.

Proctor must inform the student before testing on the following:

- Date, time, and location of the exam
- Payment for the exam information
- ID's requirements and what to bring on the day of the exam

## **TSI Test Administration**

All students are required to bring a valid picture ID in order to present their TSI assessment exam. A student that fails to present a valid ID, will not be able to test. Students are will be offered to reschedule for a different testing time or day.

## **Late Arrivals**

It is recommended that all students arrive at least 30 minutes prior to the start of their exam. Any students arriving 30 minutes prior to the start of the exam will be considered a late examinee and will be allowed to test. Any student who arrive or call in to the SAC, 30 minutes after the start of the exam will be allowed to reschedule based on test date availability. Any student who arrives or call in to the SAC, 1 hour after the start of the exam will be subject to sign up for a different test date and will be responsible for all testing fees.

## **Picture ID**

Picture ID must be an original, current (valid) ID issued by a city/state/federal government agency or educational institution.

Acceptable Forms of ID: Must be a non-expired, valid official picture ID.

- US. Driver's License
- Texas ID
- U.S. Passport, U.S. Passport Card, Permanent Resident Card
- Foreign Passport with U.S. Visa
- Military ID
- Tribal ID
- Notarized Statement with Picture.
- Temporary ID issued only by the Texas Department of Public Safety
- School ID\*

Note: School ID Must be in plastic card format. Paper or electronic formats are NOT acceptable, unless government issued.

Unacceptable forms of ID:

- Birth certificate
- Child-Find ID card
- Credit, charge, bank or check cashing cards, even with photo
- Diploma
- Family portrait or graduation picture, even if the name is imprinted on the photo
- Fishing or hunting license
- ID issued by an employer
- Learner's driving permit (if it doesn't include a photo)
- Temporary/replacement driver's license (if it doesn't include a photo)

- Organization membership card
- Passport or other photo ID so old that the person presenting it cannot be identified
- Personal recognition/ Phone calls by anyone, including members of the test center staff, classmates, parents, counselors, and teachers
- Photo ID of parents
- Photo with your name embossed or printed on it by a photographer
- Photocopies or reproductions
- Photos issued by a business for promotional purposes (e.g., amusement parks)
- Police report of a stolen wallet or purse
- Printed, stamped, or photocopied signatures
- Published photo, including yearbook or newspaper
- Report card
- Social Security card
- Traffic ticket, even with a physical description and signature
- Transcript, even with photo
- Web page/ Social media with photo

Personal belongings and all electronic devices must be turned in and placed in a proper area away from testing area. All electronic devices must be turned off and turned in to testing staff.

## **TSI Test Proctoring**

### **Policy for students residing in the state of Texas**

The TSI Assessment is readily available thorough out the state of Texas. Students who reside in the state of Texas should contact their local college or university for TSI availability.

### **Policy for Students residing outside the state of Texas**

Students interested in attending South Texas College, must take the TSI assessment unless otherwise exempt. Students can choose to test for TSI using Examity or locating a professional proctor located at an approved educational institution that agrees to proctor the exam for the student. All TSI fees are non-refundable and non-transferable. Student makes a full commitment to test when signing up to test for TSI. Students should contact the Student Assessment Center at 956-872-3484 for more information.

### **Policy for International Students residing outside the USA**

Students residing outside the USA must use the Examity option only. STC cannot always verify the authenticity of international schools or verify credentials of proctor's outside of the US. Students wanting to test for the TSI Assessment through Examity. All students are liable for all testing and reservation fees for the TSI exam aside from any fees Examity or the proctoring institution may implement. All TSI fees are non-refundable, by signing up and paying fees,

student makes full commitment and understands of all fees being non-refundable and non-transferable.

### **Test Scores Acceptance Policy**

Student who brings in paper copies of TSI scores must be screened for score authenticity. All staff are required to access the College Board TSI score report to verify the scores match accordingly. If a paper copy does not match the test scores shown on the College Board TSI score report, the paper copies will not be accepted and only the scores shown on the College Board TSI report will be accepted. Students who are suspected of bringing in in fake, fabricated, or forged test scores will be reported as Academic Dishonesty to the Student Rights and Responsibilities.

# **GED TEST**

## **About the GED test:**

The General Education Development (GED) exams give students the opportunity to earn a certificate of high school equivalency. There are four sections of GED test including:

- Reasoning through Language Arts (150 minutes, including a 10-minute break)
- Mathematical Reasoning (115 minutes)
- Science (90 minutes)
- Social Studies (70 minutes)

The GED tests are offered in English and Spanish and can be taken three times consecutively.

## **GED testing dates and fees:**

Beginning January 1, 2014, all high school equivalency exams must be taken on computer at official GED testing centers. Paper based testing for GED is no longer available. For a list of testing dates and times students need to register for GED online testing at [www.ged.com](http://www.ged.com) site. Students can also register by calling 1-877-Exam-GED or 1-877-392-6433. GED Testing is also offered thru online testing.

GED testing fees must all be paid online at same site provided above, the fee structure for GED testing is below:

### **GED test on campus**

- \$36.25 per test- paid upon registration for each of the four tests

### **GED Online (as of 9/1/21)**

- \$42.25 per subject

## **GED Eligibility Requirements**

GED applicants must provide proof of identity and Texas residency before being permitted to take the GED tests. Identification must be issued by a government entity and contain the following:

- Applicant's name and date of birth
- A photograph of the applicant
- The applicant's signature
- The applicant's Texas address

Acceptable forms of valid identification are:

- Texas Driver's License
- Texas Department of Public Safety ID
- US Military ID
- Matricula consular ID card
- Postsecondary school ID- provided that it contains: name, address, date of birth, signature and current photograph.
- Passports (national or foreign) Must prove Texas Residency\*
- Out of State Driver's License- Must prove Texas Residency\*

\*Texas Residency- Temporary Texas Driver's License or ID, Texas voter registration card, lease agreement, utility bill, property tax receipt, or federal income tax return. Documents must be current and show applicants name and Texas address.

GED testing does have age requirements in such that testing is available for Texas residents age 18 and older. 17-year-olds may test only with parental/guardian consent and the TEA withdrawal form. Any GED applicants 16 years old may test only under court order.

### **GED Test Accommodations:**

All requests for testing accommodations for GED test takers must fill out a request for testing accommodations form based on disability. In order to apply for accommodations on the GED tests, student must first create a registration account at [www.ged.com](http://www.ged.com) and then proceed with submitting the request for official review by GED.

### **GED Test Results and Passing Scores:**

Test results are available for viewing by the end of the day when testing occurred. Student should log in into [www.ged.com](http://www.ged.com) and click on "My Scores" in the blue bar at the top or "Get your scores" on the scores tab. GED has a passing score of 145 on each test module. Test takers will need to reach a score of at least 145 on each module and a total score of 580 across the four module battery in order to receive their GED test credential. GED test takers can print out their GED certificate by going to [www.txged.com](http://www.txged.com) and clicking on Texas GED Certificate/Transcript Search link. Information like SS# and DOB are required. If student does not have a SS# they must use their G number. After completing this, student can print the verification letter or purchase the certificate with scores.



## **ACT Test**

### **About the ACT test:**

The ACT, abbreviation for American College Testing, is a standardized test for college admissions and high school achievement in the U.S.

The ACT test consists of four multiple-choice tests in English, Math, Reading and Science. The ACT test also offers the ACT with writing included the four multiple choice test plus the ACT plus writing section.

### **ACT Registration and Fees:**

To register for the ACT test and pay all fees associated with the ACT test, students must login into [actstudent.org](http://actstudent.org) site. All available test dates and fees are posted on this site. The Student Assessment Center strictly follows the test schedule provided by ACT, Inc. for its test dates. The Student Assessment center does not charge, collect or refund any fees regarding the ACT test administration. Student should contact ACT, Inc. for any issues regarding registration and fees.

### **ACT test services for examinees with Disabilities**

Student with disabilities needing to take the ACT test, shall contact ACT, Inc. at [www.actstudent.org](http://www.actstudent.org). The Student Assessment Center does not register any students nor collect its fees for the ACT test. If the student is approved for an accommodation by ACT, Inc., the Student Assessment Center will receive a list of names and approved accommodations weeks before the administration of the test.

### **ACT Test Administration**

Student who registers to take the ACT test at South Texas College shall follow the rules and regulations provided by ACT, Inc. when registering for the exam online. Location and items needed information are provided when students register for the ACT, Inc.

Students shall bring with them on the day of the exam:

- Acceptable photo identification
- Printed ACT admission or standby ticket with examinee photo printed on it.

A complete list of acceptable and unacceptable forms of identification are listed at the [www.actstudents.org](http://www.actstudents.org) website. Students must follow instructions from hired ACT staff before,

during and after test administration. ACT Proctors, Room Supervisors, and Test Center Coordinator, follow strict testing protocols as provided on the ACT test administration manual. Test staff can provide to students for use during test administration: sharpened pencils with erasers, and an electronic pencil sharpener. No other items or equipment are provided by the Student Assessment Center unless otherwise approved by ACT, Inc.

### **ACT test scores:**

Student can view their scores through their ACT web account. As per ACT, Inc. scores are available for online viewing 2 weeks after each national or international test date. The Student Assessment Center will accept original ACT test score reports provided by ACT, Inc.

Student SAC Staff will follow all applicable ACT Test Administration Policies, Procedures, and Guidelines as given by ACT, Inc.

## **Correspondence Exams/ STC Proctor Request Form**

### **About Correspondence Exams:**

The Student Assessment Center does not administer correspondence exams at this time.

### **About Proctor Requests:**

South Texas College administers missed exams by STC students at this time. STC Faculty may request missed exam proctoring by filling out the STC Proctor Request form online.

## HESI A2 Exam

The HESI (Health Education Systems, Inc.) Admission Assessment, administered at South Texas College is a computerized exam designed to assess prospective students entering certain health fields at STC. The South Texas College Board of Trustees has approved the HESI exam for Fall 2017. Beginning September 1st 2017, students can begin signing up for the HESI exam through the STC Marketplace and pay all applicable fees.

## Policies and Procedures- HESI A2 Exam

### Before Taking the Exam

- Students are responsible for knowing if they need to take the HESI exam, **before** registering for the exam. No refunds are issued.
- All students must register at [evolve.elsevier.com](http://evolve.elsevier.com) to obtain a student username and password.
- Students must pay all applicable HESI testing fees through the STC Marketplace. The receipt is needed as proof of purchase on the day of the exam. Students must clarify if they are testing for the first time or retesting.
- All exam fees are non-refundable and non-transferrable. Students should be sure of their availability for the date and time of their exam. **See Exception on next page.**
- The Student Assessment Center reserves the right to **cancel any HESI test date at any time.** In this case students will be allowed to reschedule for a different date or issued a full refund.

### During the exam

- Examinees are recommended to arrive at least 30 minutes **before** their assigned testing time.
- All HESI exams are started on time, late examinees will be denied admission and all exam fees are forfeited and not refundable. Students will need to register again and are responsible for paying all fees.
- Students are required to bring in a valid, non-expired ID. A receipt of payment, and their evolve username and password are also required. Failure to bring in these items may result in denied admission. Personal items or any electronic devices are not permitted inside the testing room. Students are advised not to bring any of these items on day of testing. Lockers are available should a student bring with them personal, electronic or other items, to store while testing. STC nor the SAC Department are responsible
- Students must follow all instructions given by the HESI test proctors and or administrators. Students who exhibit confrontational, threatening, or unruly behavior will be denied admission. For more information please read the Behavioral/ Testing Dishonesty information below.
- Only one student is allowed to go the restroom at a time.
- Students will be given a total of 5 hours to finish their HESI A2 Exam. Once time is up, the exam will automatically end the exam for the student.
- Students engaged in any activity that is deemed dishonest will be required to force submit their exam. Students will be reported to the Students Rights and Responsibilities under Academic Dishonesty. All exam fees are forfeited and non-refundable and non-transferrable.

### **After the exam**

- Once exam completed, students will be given a copy of their test results.
- SAC staff will not be able to answer any questions regarding HESI exam test results. Students are required to talk to their respective program of study regarding test results or program admission.
- All students must sign off when exam is completed, and may not stay on the exam room to avoid any disruption of any students still testing.

### **Testing with Accommodations**

Students testing with accommodations for the HESI A2 exam must contact the Student Assessment Center prior to registering for the exam. The student must go through the Counseling Department to submit any documentation as needed. The Assessment Center will also contact Elsevier, Inc. for approval requesting appropriate accommodations for the student.

### **Exam Fees Non-Transferable Exception**

Students who are late or do not attend their schedule exam date, will not be allowed to test. Fees are non-refundable and non-transferable. All fees are non-refundable without exception under any circumstance. However, fees may be transferable to a different test date, in circumstances out of the control of the student. Examples include:

- Severe Weather as determined by SAC
- Closing of the campus by school authorities
- Involved in a car accident (must have police report)
- Birth of a child (medical report with date)
- Injury or severe sickness (must have a medical excuse)
- Death in the family (any official documentation will suffice)

## **HESI Exam ID Policy**

Picture ID must be an original, current (valid) ID issued by a city/state/federal government agency or an educational institution.

Acceptable Forms of ID: Must be a non-expired, valid official picture ID.

- US. Driver's License/ Texas ID
- U.S. Passport, U.S. Passport Card, Permanent Resident Card
- Foreign Passport with U.S. Visa
- Military ID
- Tribal ID
- Notarized Statement with Picture.
- Temporary ID issued only by the Texas Department of Public Safety
- School ID\*

## **TCOLE Exam**

The Texas Commission of Law Enforcement exam is administered to qualified candidates at the Pecan Plaza Testing Center. Candidates must present a letter of endorsement from the Texas Commission of Law Enforcement. The Texas Commission of Law Enforcement does not allow candidates who do not have a Letter of Endorsement to register to take any TCOLE exams at South Texas College

### **TCOLE Exam Fee and Registration:**

The South Texas College Board of Trustees has approved a TCOLE testing fee of \$35.00 per registration. Candidates interested in testing for TCOLE must contact the Student Assessment Center, provide a Letter of Endorsement. Once the Letter of Endorsement has been verified and approved, the student will be sent a link for fee payment and registration of exam.

### **TCFP Exam Rules and Completion:**

The TCOLE exam ID rules follow the Student Assessment Center ID guidelines set forth on page 12 of the SAC Policies and Procedures Handbook. After completion of exam, students will receive a copy of their results. Students who have concerns regarding test content should contact TCOLE for any questions.

## **TCFP Exam**

The Texas Commission of Fire Protection exam is available at the Pecan Plaza, Mid-Valley and Starr County Campus. Candidates who

### **TCFP Exam Fee and Registration:**

The South Texas College Board of Trustees has approved a TCOLE testing fee of \$35.00 per registration. Candidates interested in testing for TCOLE must contact the Student Assessment Center, provide a Letter of Endorsement. Once the Letter of Endorsement has been verified and approved, the student will be sent a link for fee payment and registration of exam.

### **TCFP Exam Rules and Completion:**

The TCFP exam ID rules follow the Student Assessment Center ID guidelines set forth on page 12 of the SAC Policies and Procedures Handbook. After completion of exam, students will receive a copy of their results. Students who have concerns regarding test content should contact TCOLE for any questions.