



## Early College Programs Testing Request Form

High School: \_\_\_\_\_

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

Contact Phone Number & Email Address: \_\_\_\_\_

High School Address: \_\_\_\_\_

Preferred Test Date(s): \_\_\_\_\_

Preferred Test Time(s): \_\_\_\_\_

Test Location(s): \_\_\_\_\_

Number of computers available per lab: \_\_\_\_\_

Approximate number of students testing: \_\_\_\_\_

Special instructions for testing staff: \_\_\_\_\_

Do you plan on having AM and PM sessions?  Yes  No

Section(s) to be tested:

Math  Reading  Writing

### TSI Testing Guidelines:

- ✓ An assisting proctor must be provided for each testing room. The proctor must stay for the entire testing session.
- ✓ EFC Testing Staff will arrive 20 minutes before start time.
- ✓ Small group testing sessions (less than 15 students) may be scheduled on a case-by-case basis.
- ✓ Students desiring to test must complete the pre-assessment activity no later than two weeks prior to the scheduled test date.
- ✓ A roster of students eligible to test must be emailed to the testing assistant at least two weeks prior to your scheduled test date. This roster must include the following student information: Last Name, First Name, DCCCD ID, Test Sections Attempting, and Room Number.
- ✓ When testing multiple groups of students in one day, only one section can be attempted per session. For example Session 1: 8:00am-12:00pm Reading; Session 2: 1:00pm-4:00pm Reading OR Session 1 8:00am-12:00pm Reading; Session 2: 1:00pm- 4:00pm Math.
- ✓ If any accommodations are needed, please include this information on the testing roster.
- ✓ The following dates are not available for testing: March 1, 2018; March 2, 2018; March 19, 2018; and November 26, 2018.

I understand and agree to the guidelines listed above.

High School Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please email completed form to Early College Programs Testing Assistant LaTara Newell at  
lataranewell@dcccd.edu.**