



TESTING CENTER

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Texas Success Initiative (TSI) Assessment

Beginning in fall 2013, the State of Texas will allow only one assessment test to be used to determine a student's Texas Success Initiative status. The New TSI Assessment will replace the Accuplacer Exam. Students whose TSI status was determined on previous test, must enroll in college by August 22, 2013 or must plan to test again under the new assessment.

- ✓ All students must have completed an [Application Form](#) for SWTJC
- ✓ All students must have received a SWTJC Student ID number from Admissions Office.
- ✓ All students taking the TSI Assessment must have completed the [Pre-Assessment Activity](#) that is required of all students by the State of Texas **prior** to TSI testing.
- ✓ All students must present a **valid** Photo ID: High School ID, Driver's License, DPS ID, Passport, Government Issued ID, or SWTJC Student ID Letter.
- ✓ **Be prepared to spend 4 to 8 hours testing.** Students are not allowed a lunch break, however, they are allowed a 10 minute break between sessions.
- ✓ All Students must **arrive 30 minutes before** the scheduled test.
- ✓ No personal belongings will be allowed in the testing area. All personal belongings must be left at home. Such as cell phones, bags, purses, jackets, caps, watches, keys, sunglasses, etc. We are not responsible for lost, stolen, or damaged items.
- ✓ All students must present their printed Pre-Assessment Certificate with their SWTJC Student ID number on it. **SWTJC ID number is required for TSI testing.**
- ✓ Each student must bring a **money order** of \$28.00; no checks, no cash, no credit cards.

The links below may provide you with more information.

- [Student Information Brochure](#)
- [Interpreting Your Scores \(July 2013\)](#)
- [Sample Test Questions](#)
- [Essay Sample](#)

Testing Accommodations

Examinees with a certain type of disability may request special accommodations to take the Accuplacer, supported by documentation based on their disability. Examinees must meet with the Chief Examiner 2 months before the scheduled testing date to allow time for the request to be reviewed and approved.

- [Weekend schedules](#)

TSI Resources

The TSI Web-Base Study App

<http://inet4.swtjc.cc.tx.us/testing/homepage.html>

Testing Announcements

Today ◀ ▶ Monday, February

Showing events after 2/9. [Look for](#)

Showing events until 3/15. [Look fo](#)

Events shown in time zone: Central Time

Contact

Office

Phone: (830) 591-2946
Phone: (830) 591-2947

Lab

Phone: (830) 591-2918
Phone: (830) 591-7358

Hours of Operation

Monday-Thursday 8am - 6pm
Friday 8am - 12pm ON

There is no testing on Fri

The Testing Center will follow the same closures and early dismissals as the Southwest Texas Junior College Center

About

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TEXAS Version

Access hundreds of questions to familiarize yourself with the TSI basic content and experience.

[Download App](#)

TSI ASSESSMENT DATES

DAY	DATE	TIME
1st & 3rd Week of each Month	Monday & Tuesday	1:30 PM ONLY
	Wednesday & Thursday	8:30 AM & 1:30 PM
2nd & 4th Week of each Month	Monday - Thursday	8:30 AM & 1:30 PM

8:30 AM testing - students testing on all 3 subjects

1:30 PM testing - students testing on 1 or 2 subjects

We advise all students to wait for the day of testing to pay for their test; as testing fees are [non-refundable](#)

Fee
\$28.00 Money Order

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Last Revised. July 2014

ACT Exam

The ACT is a national college admissions examination that consists of subjects area exams in English, Mathematics, Reading and Science.

The ACT Plus Writing includes the four subject area exams plus a 30 minute Writing Exam. ACT results are accepted by all 4-year colleges and universities in the U.S. Also the ACT includes 215 multiple-choice questions and takes approximately 3 hours and 30 minutes to complete, including a short break (or just over four hours if you are taking the ACT Plus Writing). Actual testing time is 2 hours and 55 minutes (plus 30 minutes if you are taking the ACT Plus Writing).

The ACT exams are prepared according to the:

- *Standards for Educational and Psychological Testing, American Educational Research Association, American Psychological Association, & National Council on Measurement in Education (1999).*
- *Code of Professional Responsibilities in Educational Measurement, National Council on Measurement in Education (1995).*
- *Code of Fair Testing Practices in Education, Joint Committee on Testing Practices (2004).*

Links:

Dates	Fees	Registration
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Accuplacer-EMT Exam

The Accuplacer-EMT (for the Emergency Medical Technician program) consists of only two exams, **Reading and Sentence Skills**, and both exams have 20 multiple choice questions.

Passing scores for this program are:

EXAM NAME	Cut-Off
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	Scores
Reading Comprehension	65
Sentence Skills (Multiple Choice Writing)	70

Last Revised. July 2010

For more information about the EMT program click [here](#)

- [Click here for Guidelines and weekend schedules](#)

STUDY GUIDES (Only Reading and Sentence Skills Section for this program)

Dates	Times	Fee
Monday and Tuesday	1:30 p.m. Only	\$25.00 Money Order No appointment Needed
Wednesday and Thursday	8:30 a.m. and 1:30 p.m.	

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Last Revised. October 2013

Accuplacer-Law Enforcement Exam

The Accuplacer-Law Enforcement consists of only two exams, **Reading and Sentence Skills**, and both exams have 20 multiple choice questions.

Passing scores for this program are:

EXAM NAME	Cut-Off Scores
Reading Comprehension	55
Sentence Skills (Multiple Choice Writing)	60

For more information about the Law Enforcement program click [here](#)

- [Click here for Guidelines and weekend schedules](#)

STUDY GUIDES (Only Reading and Sentence Skills Section for this program)

Dates	Times	Fee
Monday and Tuesday	1:30 p.m. Only	\$25.00 Money Order No appointment Needed
Wednesday and Thursday	8:30 a.m. and 1:30 p.m.	

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Last Revised. October 2013

Accuplacer-Lineman Exam

The Accuplacer-Lineman consists of only three exams, **Reading, Elementary Algebra and Sentence Skills**.

Passing scores for this program are:

EXAM NAME	Cut-Off Scores
Reading Comprehension	65
Elementary Algebra	30
Sentence Skills (Multiple Choice)	70

Writing)	
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Last Revised. July 2010

For more information about the Lineman program click [here](#)

- [Click here for Guidelines and weekend schedules](#)

STUDY GUIDES

Dates	Times	Fee
Monday and Tuesday	1:30 p.m. Only	\$25.00 Money Order
Wednesday and Thursday	8:30 a.m. and 1:30 p.m.	No appointment Needed

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Last Revised. October 2013

Correspondence Exams

SWTJC serves as a proctoring site for distance learning students from across the country and will proctor exams for US accredited college and universities, including courses via Internet, and VCT courses. We offer a secure testing environment for a variety of exams including paper/pencil and computer-based exams.

What is required to register?

- The student must first contact the SWTJC Testing Center office and get the center's information.
- The student must then contact their institution and provide them the information on where to send the testing materials. SWTJC must have the exam materials before a test date will be scheduled. Please allow 3 – 5 business days before calling to make an appointment to ensure that we have time to process your test materials.
- **We do not accept Walk-Ins.** Correspondence exams are proctored Monday through Thursday 8:30 AM to 2:30 PM.
- The administration fee for correspondence exams is \$20.00 per sitting, payable by money order only made out to SWTJC. Students are also able to pay for the exam at the SWTJC Business Office with cash, credit card, or check and must bring the receipt to the Testing Center on the day of the exam.
- To cancel or reschedule, contact the Testing Center at least 24 hours in advance.
- A picture ID is required to take the exam.

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Last Revised. September 2014

CLEP

The College-Level Examination Program® (CLEP) gives you the opportunity to receive college credit for what you already know by earning qualifying scores on any of 33 examinations. Each college sets its CLEP policy regarding how much credit will be granted and for what courses. Contact your college's admission's office or a career academic adviser for more information.

Any students who are currently enrolled in or who have taken any courses in which they want to CLEP, will NOT be given credit by this institution. If you have any further questions, please check with your counselor or administration office.

HOW TO REGISTER FOR A CLEP EXAM

Step 1: Find Out Your College's CLEP Policy. Each college sets its own policy regarding which CLEP exams it will grant credit for and how many credits it will award. Contact your admission officer or academic adviser to learn more about the CLEP policy at your institution. If you are not yet enrolled in a college when you take your CLEP exam, you can send your scores to your college when you enroll. For a list of the colleges that grant credit for CLEP, visit the Institution Search.

Step 2: Log In to the [My Account Registration Portal](#). You can create and manage your personal account through the My Account registration portal. The registration platform will allow you to register for a CLEP exam 24/7, manage your personal information any time prior to taking the exam, search for test centers, select your score recipient institution, and purchase study materials. Register today.

Step 3: Schedule your Appointment with the Test Center at **least 2 days in advance**. After you register for an

exam, it is important that you contact the preferred test center to schedule your appointment to test **2 days in advance**. Registering for an exam provides you with a payment receipt and a Ticket ID, but you must contact a test center to schedule the date and time you wish to take the test.

To schedule your appointment with the SWTJC Testing Center please call 830.591.2946, 830.591.2947 or go by the Testing Center. Each exam is administered by appointments only.

- A **No Show Fee** will be charged for CLEP candidates who fail to call and cancel or reschedule their appointment.
- A PHOTO ID is REQUIRED EVERY TIME a test is taken. **Examinees without proper ID will NOT BE ALLOWED to test**

Examinees must arrive 30 minutes early on the day of the exam.

All CLEP exams may be taken at SWTJC, but only the CLEP subject exams listed below may be accepted for credit at SWTJC according to policy.

SUBJECT	SWTJC Course	A	B	C	Credit Hours Awarded
American Government	GOVT 2302	58	55	47	3
American History	HIST 1301	59	53	46	3
American Literature	ENGL 2327	57	50	46	3
Biology	BIOL 1406	61	53	49	4/1
College Composition	ENGL 1301	62	55	50	3
College Spanish I-II	SPAN 1411/1412	60	55	50	8
Financial Accounting	ACCT 2401	59	52	47	4
General Chemistry	CHEM 1311/1111	65	53	48	3/1
General Psychology	PSYC 1301	55	51	47	3
Introductory Sociology	SOCI 1301	65	55	47	3
Western Civilization	HIST 2311	63	56	50	3

RETAKES : The College Board has a policy of having to wait six months from the date of the exam in order to retake a CLEP exam. SWTJC strictly adheres to this policy.

For additional information about other available CLEP exams click [here](#)

STUDY GUIDES: [Official Link](#)

CLEP Dates		
DAY	DATE	TIME
Thursday	January 22	8:30 AM & 1:30 PM
Thursday	February 5	8:30 AM & 1:30 PM
Thursday	March 5 & 26	8:30 AM & 1:30 PM
Thursday	April 2	8:30 AM & 1:30 PM
Thursday	April 16	8:30 AM ONLY
Thursday	April 30 (Graduates ONLY)	8:30 AM ONLY (Finals Week)

Fee
\$20.00 Money Order

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Last Revised. January 2015

Make-Up Testing

The Testing Center can proctor make-up exams on those occasions when students cannot attend their scheduled in-class test due to illness, an emergency, or some other unforeseen circumstance. Students can NOT schedule or reschedule make-up exams they will need to have their instructors call the Testing Center to make the appointments.

Students requiring make-up exams must make prior arrangements with their instructor before taking a make-up test in the Testing Center.

Instructors may offer the option of a make-up exam to SWTJC students who have missed a classroom test. The Testing Center offers proctored make-up exams only when an instructor requests the service.

We do not accept Walk-Ins. Make-up exams are proctored Monday through Thursday between 8:30 AM to 3:00 PM.

Late Policy: Students who are late (i.e., 15 min to the appointment time) forfeit their appointment spots. Students will be sent back to their instructors to reschedule an appointment.

Cancellations and Rescheduling: Students can cancel a make-up exam by calling the Testing Center office but can NOT re-schedule one. If a student cancels the exam, they will need to coordinate with their instructor to schedule a new appointment.

The following items are required for taking a make-up exam:

- *Photo ID*
- *Instructor's Name*
- *Course Name*

There is no proctoring fee charged to current SWTJC students.

INSTRUCTORS

1. **Email** the following information:

- Instructor Name
- Instructor Email
- Instructor Phone Number
- Student's Full Name
- Student's SWTJC ID Number
- Name of the Exam
- Course Name and Number
- Specified Test Date and Deadline
- Test Time and Time Limit
- List of Supplement Items allowed and special instructions for proctors

2. **Submit** the exam in one of the following ways:

- E-mail the exam as an attachment
- Send the exam via intercampus mail
- Deliver the exam in person to the testing center

3. **Receive** the completed exam(s)

- Pick up the exam in person
- Have the exam sent via intercampus mail

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Last Revised. September 2014

National HealthCareer Association

SWTJC Testing Center now offers the **Certified Phlebotomy Technician (CPT) & Certified Clinical Medical Assistant (CCMA)** exams.

[Click here for registration steps](#)

All exam registrations are final. Refunds are not offered for examination fees unless the scheduled examination date is cancelled by NHA.

After 6 months, the exam is no longer valid and the cost associated to the exam is forfeited. Once the exam is forfeited, the candidate must reapply as well as repurchase the exam.

Reporting to the Examination Site:

- Arrive 30 minutes prior to scheduled appointment time. This allows time for sign-in and identification verification.
- Provide 1 form of valid government-issued ID (non-expired) – driver's license, state ID, or passport, which bears your photo, printed name, signature, date of birth, and expiration date. As government entities, public high school and college IDs are also VALID. Identification provided must match all information provided to PSI upon eligibility. An expired driver's license will be accepted if accompanied by a VALID Texas Department of Public Safety temporary permit.

More Information:

www.nhanow.com

1-(800) 499-9092

Phlebotomy/Medical Assistant Exam Dates		
DAY	DATE	TIME/SESSIONS
Wednesday	January 21	8:30 AM & 1:30 PM
Wednesday	February 18	8:30 AM & 1:30 PM
Wednesday	March 25	8:30 AM & 1:30 PM
Wednesday	April 15	8:30 AM & 1:30 PM
Wednesday	May 20	8:30 AM & 1:30 PM

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Last Revised. October 2014

TCOLE (Texas Commission on Law Enforcement) Exam

SWTJC Testing Center offers the Texas Commission on Law Enforcement (TCOLE) for current SWJTC Police Academy Cadets and qualifying Jailers programs.

Jailers' exam is **ONLY offered on Fridays by appointment only** and must be scheduled **two weeks** in advance by contacting the testing center's office. Jailers must have an endorsement approved before scheduling an exam date.

Group testing is also offered on Fridays by appointment only and must be scheduled **two weeks** in advance by contacting the testing center's office for details.

Testing Accommodations

Examinees requiring testing accommodations must follow the Commission's ADA policy to obtain special accommodations for testing. All special accommodation requests must be made to the Commission at least 90 days prior to your test date. Contact the Commission for additional information regarding accommodated testing:

Texas Commission on Law Enforcement Officer Standards and Education
6330 E. Highway 290, Suite 200
Austin, Texas 78723-1035
Telephone: 512-936-7700
Find more information about TCLEOSE at <http://www.tcole.texas.gov>

What to bring on test day:

- Examinees **must arrive 30 minutes before** the scheduled test.
- Examinees must provide a Valid/Current Photo ID.
- Payment of \$25.00 by **money order only** payable to SWTJC.
- **Jailers must provide a PID Number**

- **No personal belongings will be allowed in the testing area.**

Dates	Times	Fee
Jailers-Fridays only	8:00 a.m. only	\$25.00 Money Order

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Last Revised. January 2014

Microsoft® Office Specialist

Microsoft Office Specialist (MOS) continues as a globally recognized, standards-based certification program—the premier credential chosen by individuals seeking to validate their knowledge, skills, and abilities relating to the Microsoft Office application suite. The credential enables individuals who attain it to tap the full features and functionality of the Microsoft Office system, resulting in heightened levels of individual performance, confidence, and differentiation.

The newest Microsoft Office Specialist credential validates skills in the 2010 Microsoft Office system, covering Microsoft® Office Word 2010, Excel® 2010, PowerPoint® 2010, Access® 2010 and Outlook® 2010.

All candidates that would like to take any of the certifications need to have an account, if you need to create one, register by clicking [here](#).

For more information about the Microsoft® Office Specialists visit their official [web page](#).

Dates	Times	Fee
Monday-Thursday	1:30 p.m. only	\$92.00 Money Order

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