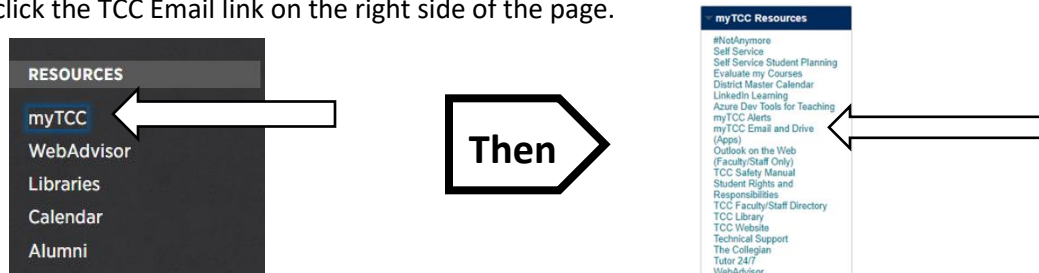


TSIA2 Retest Instructions

You are receiving this notice because you did not meet the required score on one or more sections of the TSIA2 exam. To complete a retest, please follow the instructions below.

Step 1: Access your TCC email account. Your email can be accessed through your MyTCC account. Go to www.tccd.edu and scroll to the bottom of the page. Click the MyTCC link. Enter your TCC email address and password. Once in MyTCC, click the TCC Email link on the right side of the page.



Step 2: Using your TCC email account, email the following to request a testing referral to retake your TSIA2 through TCC.

- **Send your email to both addresses below.** Place both addresses in the “To:” line of your email.
 - TCC NW Campus Success Coaches: nw.successcoach@tccd.edu
 - TCC NW Campus Dual Credit Office: nw-dualcredit@tccd.edu
- In the “Subject:” line of your email, type: Your Name, Your TCC ID #, & TSIA2 Testing Referral Needed
- Sample Email:
 - Hello, My name is _____ and I am a student at Chisholm Trail HS. I took the TSIA2 on my home campus and need to retake the (ELAR or Math or Both) sections of the TSIA2 through TCC. I am writing to request a testing referral. Thank you for taking the time to send me my next steps. Please let me know if you need any other information from me.

Step 3: You will need a valid photo ID. This can be a Driver’s License or you can contact Mylie James, Librarian at CTHS, to obtain an ID from CTHS. Email Mrs. James at mjames@ems-isd.net.

Step 4: Review and complete the “Testing Services Agreement” sent by the academic advisor to your TCC student email. You are receiving a copy of this agreement with these instructions. You can use this form, or the form that comes in your email from TCC.

Step 5: Email your completed “Testing Services Agreement” to the TCC NW Campus Testing Services office.

- Send this email to the address below.
 - TCC NW Campus Testing Services: nw.testingservices@tccd.edu
- In the “Subject:” line of your email, type: Your Name, Your TCC ID #, & TSIA2 Testing Agreement
- Attach the completed testing agreement to your email.
- Sample Email:
 - Hello, My name is _____ and I am a student at Chisholm Trail HS. I have attached my testing agreement and would like to schedule my retest for the (ELAR or Math or Both) sections of the TSIA2. Please let me know my next steps to take my exam.

Step 6: Receive your voucher codes from TCC and schedule to take your test either remotely through a system called Examity, or in-person at the TCC NW campus testing center.

- Testing through Examity allows you to take the TSIA2 remotely from your home. You would need to follow TCC’s and Examity’s instructions to schedule a remote exam outside the school day.
- Testing in-person on the TCC campus will require an appointment.

Step 7: Take the TSIA2 and send Mrs. Cordova your new scores at mcordova@ems-isd.net.