

Instructions for Scheduling TSIA2 Testing

Step 1: If you have not previously completed an application to TCC, you must complete an application. Even if you are not planning to attend TCC, you must complete the application to schedule TSI testing.

- [Click here to access the online application.](#)
- Or, go to www.tccd.edu > Click “High School Student” > Click “College Access” > Click “ApplyTCC Application”

Step 2: After completing your application, you will receive an email from TCC with your TCC ID number and email address. You must [follow the instructions at this link](#) to set up your online TCC account (WebAdvisor). Or, go to www.tccd.edu > Click “High School Student” > Click “College Access” > Click “WebAdvisor Help”

Step 3: Complete the Pre-Assessment Activity (PAA). The PAA provides an overview of the test, including sample questions and additional resources to help you study. To complete the PAA:

- Login in to WebAdvisor.
- Click the rectangular “Students” button to access your student menu.
- Select the “Pre-Assessment Activity” link, located under the “Prepare to Register” heading.

Step 4: Access your TCC email account. Your email can be accessed through your student menu in WebAdvisor. Select the “myTCC Email” link, located under the “Student Information” heading.

Step 5: Using your TCC email account, email the following to request a testing referral to take your TSIA2 through TCC.

- Send your email to the address below.
 - TCC NW Campus Success Coaches: nw.successcoach@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 need to take 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 6: 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 7: Review and complete the “Testing Services Agreement” sent by the success coach to your TCC student email.

Step 8: 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 test for the (ELAR or Math or Both) sections of the TSIA2. Please let me know my next steps to take my exam.

Step 9: 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. [This guide may help you set up your exam.](#)
- Testing in-person on the TCC campus will require an appointment.