



SAN JUAN COLLEGE  
*Testing Center*

## Guidelines for Remote Testing ATI TEAS V Exam

### Details:

Step 1	<b>Contact</b> the San Juan College Business Office to pay the <b>\$80.00</b> fee for remote testing. Call 505-566-3396.
Step 2	<b>Locate</b> an official testing center to schedule your remote testing appointment. Go to the <a href="#">Consortium of College Testing Centers</a> to find one, if needed.
Step 3	<b>Complete</b> the Request for Remote Proctored Exam form. Include all requested information. Send it to the SJC Testing Center via email at <a href="mailto:testingcenter@sanjuancollege.edu">testingcenter@sanjuancollege.edu</a> or via fax at (505) 566-3455. Please schedule during <i>our</i> business hours (Mountain Time) so that we can assist if there are any technical problems. We will work with your testing center to administer this exam. All communication will be via email, unless there is a technical problem. <b>Please note: 48-hour advance notice is REQUIRED.</b>
Step 4	Go to <a href="http://www.atitesting.com">www.atitesting.com</a> to create an account with a username and password. Bring your <b>username and password to launch the exam.</b>
Step 5	<b>Send</b> a PAPER COPY of your results to the specific SJC Health Sciences program for which you are applying.

- ✓ The testing period for the Nursing Program is:
  - [September 12 – November 19, 2011; and Jan. 4- February 4, 2012.](#)
- ✓ Students may take the TEAS V one time during each testing period.
- ✓ The testing appointment will be 3.5 hours.
- ✓ Study guides are available at the ATI online store [www.atitesting.com](http://www.atitesting.com)

### San Juan College Testing Center

Room 7132, Information Technology Building Farmington, NM 87402 (505) 566-3139



# SAN JUAN COLLEGE

## Testing Center

### Request for Remote Proctored ATI TEAS V Exam

Schedule your exam during our business hours:  
Tuesday – Thursday 8:30A.M. – 4:30P.M.  
Friday 8:30A.M. – 2:30P.M.

Fee \$80.00 for remote testing	Date Paid	Receipt Number
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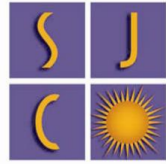
#### Personal information: All fields are required.

SJC ID # <u>or</u> last 4 digits of SS #		
Last	First	Middle
Email Address*		Birth Date
Daytime Phone (       )		Evening Phone (       )
Street		
City	State	Zip

#### Remote Testing Center Information

Testing Center Name	Testing Center phone number
Contact	Title of Contact
<b>Test Date and time (Mountain Time)</b> Date                  Time	Email

Email or fax this form to the San Juan College Testing Center  
[testingcenter@sanjuancollege.edu](mailto:testingcenter@sanjuancollege.edu) fax: (505)566-3455



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## Rules for TEAS V Testing

- ✓ Bring proper identification (such as a driver's license or a passport) that includes:
  - A current photograph
  - Your signature
  - A permanent address
- ✓ Bring your ATI user name and password to launch exam.
- ✓ Special accommodations due to a disability or medical condition must be arranged in advance with the Director of Testing and the Students with Disabilities Office. Appropriate documentation will be required.
- ✓ If you are ill or have a fever, please call to reschedule. We do not want to pass along flu or other contagious illnesses.
- ✓ If examinees wear excessive perfume, cologne, or other strong smelling lotions/sprays they could be asked to reschedule the exam.
- ✓ Only testing candidates are allowed in our testing rooms or waiting areas.
- ✓ Everything you need for the actual test will be provided. You will NOT be allowed to take any materials into the testing room.

**Prohibited Items** may be stored in one of our lockers.

Testing Candidates may NOT bring the following into the testing room:

- purses
- books
- backpacks
- cell phones, mp3 players or any other electronic devices
- car key fob
- cameras
- food, candy, gum, cough drops or beverages
- hats, hoodies
- watches, digital or analog

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