

ATI TEAS V Exam

Nursing Program Step-by-Step Guide

IMPORTANT – READ CAREFULLY!!

Step 1	Fill out the Examination Request Form available from the Business Office
Step 2	Pay the \$60.00 fee at the SJC Business Office in the Administration Building (aka the Clock Tower Building) or by calling the Business Office 505-566-3396. Keep the receipt number.
Step 3	Go to www.atitesting.com to create an account. You will create a username and password. Your username and password are required to launch the exam.
Step 4	Call the Testing Center at 566-3139 to schedule an appointment. Please schedule your exam at least 72 hours in advance. The receipt number is required to make an appointment.
Step 5	Come to the Testing Center 15 minutes before your scheduled time to check in for the exam at Room 7120D, Information Technology Center. Bring your username and password.
Step 6	Read the Rules for Use of the Testing Center carefully so you will know what to expect on the day of your appointment.

Details:

- ✓ The testing period is:
 - [September 12 – November 19, 2011; and Jan. 4- February 4, 2012.](#)
 - Test appointments are scheduled on Tuesday – Friday at 8:30 AM and 12:30 PM. Saturday appointments are available at 8:30 AM during the school year.
- ✓ \$25.00 No show fee. Please call at least 24 hours in advance to reschedule.
- ✓ Students may take the TEAS V one time during each testing period.
- ✓ The testing appointment will be 3.5 hours.
- ✓ Study guides may be purchased from the San Juan College Bookstore or online at www.atitesting.com – go to the online store.



SAN JUAN COLLEGE
Testing Center

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**
- **calculators**