Tarleton State University
Center for Access and Academic Testing

B Virtual

Do you need to take the TSI test but you are not near Tarleton State University?
You can use...

B Virtual - Remote Proctoring
Have your TSI test proctored online from just about anywhere. This will enable you to take the TSI test at any location. You must have appropriate student information and your computer must meet the technical specifications required for testing.

- A well-working computer with 1 GB of RAM or higher.
- A wired high-speed internet connection (3 Mbps). A wireless internet connection is not recommended.
- Any webcam with 640x480 video pixel resolution (a laptop camera is acceptable).
- Working speakers connected to the computer.
- A microphone connected to the computer (consider a webcam with a built-in microphone).
- Flash player version 7 or higher.
- Browser compatibility: IE, Firefox, Chrome, Safari.

Below are the instructions:

Step 1:

a. You must also complete the TSI pre-assessment located at: www.tarleton.edu/caat
b. You must also make your payment of $15 per section that you need to take. (This can be done within the pre-assessment or at: https://epay.tarleton.edu/C20203_ustores/web/store_cat.jsp?STOREID=1&CATID=33)

c. If you do not know which sections you need to take please contact Tanya Elston at elston@tarleton.edu or (254) 968-9269. (This can be done within the pre-assessment or at: https://epay.tarleton.edu/C20203_ustores/web/store_cat.jsp?STOREID=1&CATID=33)
d. Please note that there is a separate charge to use B Virtual of $25 payable on the B Virtual site when you go through the registration and testing process.

2. You will be contacted within 48 business hours by Tarleton State University testing center with your next steps.
a. When using Virtual Remote Proctoring, you will receive a voucher number from your testing administrator by email. Keep this voucher and continue below. Please do not lose the voucher. And note the voucher can only be used once and is valid for 90 days.

**Step 2: Register for your TSI test as follows if using B Virtual:**

2. Click on Option 1 – “Schedule Your Test”
3. Register for online proctoring.
   a. Enter your first name
   b. Enter your last name
   c. Enter your phone number
   d. Enter your email address
   e. Select a password
   f. Enter the time zone where you are located
   g. Select the institution:
   h. Submit your information

**Step 3: Schedule your TSI test**

1. Login using email address and password you created during the registration process above.
2. You will be taken to the “Welcome To The Online Proctored Test Scheduling Portal”
3. Select Test: TSI
4. Enter the voucher number that was issued to you by your institution
5. Enter any notes that you want to provide for the proctor, select enter
6. Choose your requested date and time from the calendar option on the left
7. Select a 30 minute appointment time with an available proctor to start your test.
   NOTE: The appointment time is NOT how long you have to complete the test
8. The time you are choosing is your local time zone (the time zone you selected when registering)
9. Complete the process and choose Submit
10. You will receive a confirmation email with instructions for your online proctored placement test. Please keep this email as it included specific instructions that you will need to begin the test on the date and time you have chosen.
11. In the event that you need to reschedule your test, please visit this scheduling site, log in, cancel your existing appointment, and reschedule your test.
12. RECOMMENDED - TEST YOUR SYSTEM prior to your test. It only takes a few minutes and it saves time on the day of your test. Visit http://onlineproctornow.com/systemtest.php to test your system.