

## ATI TEAS (TEST OF ESSENTIAL ACADEMIC SKILLS)

### ELIGIBILITY TO TEST

Candidates interested in taking the test should contact ATI for eligibility requirements.

Assessment Technologies Institute  
7500 West 160th Street  
Stilwell, Kansas 66085  
Phone: 800-667-7531  
Fax: 913-685-2381  
Website:  
[www.atitesting.com](http://www.atitesting.com)

### TEST SCHEDULING PROCEDURES

When scheduling a test, you must use the ID# on the email confirmation from ATI.

You must take all 4 portions each time you test. For example, if you pass 1 portion and fail the other 3 portions, you must take all 4 portions again.

#### INTERNET REGISTRATION

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for the test using the Internet. In order to register over the Internet, candidates will need to have a valid credit card (Visa, MasterCard, American Express or Discover). Candidates register online by accessing PSI's registration website at [www.psiexams.com](http://www.psiexams.com). Internet registration is available 24 hours a day. In order to register by Internet, complete the steps below:

1. Complete the registration form online and submit your information to PSI via the Internet.
2. Upon completion of the online registration form, you will be given the available exam dates and locations for scheduling your test. Select your desired testing date and location. PSI has test sites throughout the United States.

#### TELEPHONE REGISTRATION

To schedule an examination by phone, please call 800-733-9267. The times of operation for live operators are as follows:

Time Zone	Monday - Friday	Saturday - Sunday
Eastern Time	7:30am - 10:00pm	9:00am - 5:30pm
Central Time	6:30am - 9:00pm	8:00am - 4:30pm
Mountain Time	5:30am - 8:00pm	7:00am - 3:30pm
Pacific Time	4:30am - 7:00pm	6:00am - 2:30pm

#### CANCEL OR RESCHEDULE A TEST APPOINTMENT

You may cancel and reschedule a test appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled test date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267.

**Note:** A voice mail message is not an acceptable form of cancellation. Please use the PSI Website or call PSI and speak to a Customer Service Representative.

#### MISSED APPOINTMENT OR LATE CANCELLATION

Your registration will be invalid, you will not be able to take the test as scheduled, and you will forfeit your test fee, if you:

- ✦ Do not cancel your appointment 2 days before the scheduled test date;
- ✦ Do not appear for your test appointment;
- ✦ Arrive after test start time;
- ✦ Do not present proper identification when you arrive for the test.

#### EXAM ACCOMMODATIONS

All test centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the test must fill out the form at the end of this Candidate Information Bulletin and fax it to PSI (702) 932-2666.

#### TEST SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of a test site on a scheduled test date, your test will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your test schedule by calling 800-733-9267. Every effort will be made to reschedule your test at a convenient time as soon as possible. You may also check our website at [www.psiexams.com](http://www.psiexams.com).

### REPORTING TO THE TEST SITE

On the day of the test, you should arrive at least 30 minutes before your appointment. This extra time is for signing in and familiarizing you with the test process. *If you arrive late, you may not be admitted to the test site and you will forfeit your test fee.*

#### REQUIRED IDENTIFICATION AT TEST SITE

You must provide 1 form of identification. It must be a VALID form of a state or government issued identification, which bears your signature and has your photograph. Examples of acceptable identification are:

- ✦ State-issued driver's license
- ✦ State-issued identification card
- ✦ US Passport
- ✦ US Military Identification Card
- ✦ US Alien Registration Card

The identification provided must match the name on the eligibility notice that you receive from ATI.

### SECURITY PROCEDURES

You will be provided with 2 pieces of scratch paper and a pencil.

The on-screen calculator will be enabled.

The following security procedures will apply during the test:

- ✦ If you leave the testing room while the test is in progress, you must sign out/in on the sign-in sheet and you will lose the test time. You are not allowed to use any electronic devices or telephones during the test.
- ✦ NO conversing or any other form of communication among candidates is permitted once you enter the test area.
- ✦ Please be advised that children, cell phones, pagers, cameras, programmable electronic devices and recording devices of any kind are NOT allowed to enter PSI testing centers. Additionally, **NO personal items are to enter the testing centers.** PSI will not be responsible for any personal items, and suggests that you leave such items in another safe place, of your choosing.
- ✦ No smoking, eating, or drinking will be allowed at the test site.
- ✦ You may not exit the building during the test.
- ✦ Copying or communicating test content is a violation of PSI security policy and the State Law. Either one may result in the disqualification of test results and may lead to legal action.
- ✦ Handheld calculators are NOT allowed in the testing room.

## TAKING THE TEST BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

### IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

### TUTORIAL

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions, and reviewing your answers.

### TEST QUESTION SCREEN

The “function bar” at the top of the test question screen provides mouse-click access to the features available while taking the examination.

The screenshot shows a web-based test interface. At the top, there is a navigation bar with icons for Mark, Comments, Goto, Help, and End. Below this is a status bar showing: Question: 3 of 40, Answered: 2, Unanswered: 1, Marked: 0, View: All, Time Left(Min): 359. The main question area contains the text: "3. What do the stars on the United States of America's flag represent?". Below the question, it says "(Choose from the following options)" and lists four options: "1. Presidents", "2. Colonies", "3. States", and "4. Wars". At the bottom of the question area, there are two buttons: "<< Back" and "Next >>".

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

**IMPORTANT:** After you have entered your responses, you will later be able to return to any question(s) within that section and change your response, provided the test time has not run out.

## SCORE REPORTING

Test scores will be posted to your ATI account at [www.atitesting.com](http://www.atitesting.com) 48 business hours after completion of the test. If you have any score or results questions, please direct them to the institution to which you are applying.



## Americans with Disabilities Act (ADA) FORM

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990. Applicants with disabilities or those who would otherwise have difficulty taking the examination may request exam accommodations.

Candidates who wish to request exam accommodations because of a disability should fax this form and supporting documentation to PSI at (702) 932-2666.

### Requirements for exam accommodation requests:

You are required to submit documentation from the medical authority or learning institution that rendered a diagnosis. Verification must be submitted to PSI on the letterhead stationery of the authority or specialist and include the following:

- Description of the disability and limitations related to testing
- Recommended accommodation/modification
- Name, title and telephone number of the medical authority or specialist
- Original signature of the medical authority or specialist

Date: \_\_\_\_\_ ID#: \_\_\_\_\_ (found on eligibility letter)

Legal Name: \_\_\_\_\_  
   Last Name  First Name

Address: \_\_\_\_\_  
   Street  City, State, Zip Code

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
   Home  Work

Email Address: \_\_\_\_\_

### Check any exam accommodations you require (requests must concur with documentation submitted):

- |   |   |
|---|---|
| <input type="checkbox"/> Reader (as accommodation for visual impairment or learning disability) | <input type="checkbox"/> Extended time<br>(Additional time requested _____) |
| <input type="checkbox"/> Large-print written examination  | <input type="checkbox"/> Other _____  |

- Complete and fax this form, along with supporting documentation, to (702) 932-2666 or email it to [examaccommodations@psionline.com](mailto:examaccommodations@psionline.com).
- After 4 days, PSI Exam Accommodations will email you confirmation of approval with instructions for the next step. PSI Exam Accommodations will call you back to schedule the examination within 48 hours.

**DO NOT SCHEDULE YOUR TEST UNTIL THIS DOCUMENTATION HAS BEEN RECEIVED AND PROCESSED BY PSI EXAM ACCOMMODATIONS**

**PSI Services LLC**  
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