MEMORANDUM OF UNDERSTANDING

Temple College Dual Credit Program(s)

2018-2019 (FY19)

COLLEGE DISTRICT:	INDEPENDENT SCHOOL DISTRICT (ISD):
Temple College (TC)	Salado Independent School District

The institutions named above seek to expand access to higher education and workforce training in their local communities through college credit, certificate, or non-certificate courses agreed upon by the institutions.

Both parties agree to adhere to the policies and procedures of each organization, to work expediently to resolve any situations in which the institutional policies or procedures may conflict and to review the relationship represented in the MOU each year.

TYPE OF AGREEMENT

- ☐ Restricted high school courses for eligible high school students only, offered on high school campus via face-to-face or electronic delivery.
- ☐ High school students, with ISD or parental permission, may take TC courses at a TC campus or Center(s) via face-to-face or electronic delivery.

GENERAL PROVISIONS/ TEMPLE COLLEGE DUAL CREDIT PROGRAM

DEFINITIONS

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.83.

- **Dual Credit** – A system under which an eligible high school student enrolls in college course(s) and receives credit for the course(s) from both the college and the high school. While dual credit courses are often taught on the secondary school campus to high school students only, applicable sections of these rules, §4.84(a) and §4.85(a), (b), (g), (h), (i) of this title (relating to Dual Credit Partnerships), apply irrespective of location or mode of delivery. Dual credit is also referred to as concurrent course credit; the terms are equivalent. This differs from how the term "concurrent enrollment" is used (see below).
- **Dual Enrollment** – (previously referred to as dual or concurrent enrollment)--Refers to a system under which a student is enrolled in more than one educational institution (including a high school and a public institution of higher education). When a student in a dua**l** enrollment system enrolls in courses that student earns appropriate course credit from each distinct educational institution that offered the course. Dual enrollment is not equivalent to dual credit.
- **Articulated College Credit** – Credit earned through a high school-level course that fulfills specific requirements of an identified college-level course and provides a pathway for high school students to earn credit toward a technical certificate or technical degree at a partnering institution of higher education. A course that is part of an Articulation Agreement between an ISD and TC. Credit is awarded after high school graduation, and

after the student enrolls at TC and successfully completes six (6) hours of college credit further meeting all requirements of the Articulation Agreement.

- **International Baccalaureate Diploma Program** – The curriculum and examinations leading to an International Baccalaureate diploma awarded by the International Baccalaureate Organization.
- **College Board Advanced Placement** – College-Level courses and exams available to secondary students under the auspices of an approved College Boar (5) College Board Advanced Placement--College-Level courses and exams available to secondary students under the auspices of an approved College Board program.
- **Early College Education Program** – A program as defined in TEC 29.908.
- **Early College Program**--A program developed via an institutional agreement in partnership between a public institution of higher education and high schools or school districts in which a student enrolls in courses that are part of a defined sequence of courses leading to a Board-approved certificate, AA, AS, or AAS degree program as defined in *Title 19, Part 1, Chapter 9, Rule 9.1 - Definitions of Texas Administrative Code*.

STUDENT ELIGIBILITY

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.

1. A high school student is eligible to enroll in academic dual credit courses if the student:
   1.1. demonstrates college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative as set forth in *Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter C; Rule §4.57* of this title (relating to College Ready and Adult Basic Education (ABE) Standards) on relevant section(s) of an assessment instrument approved by the Board as set forth in *Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter C; Rule §4.56* of this title (relating to Assessment Instrument); or
   1.2. demonstrates that he or she is exempt under the provisions of the Texas Success Initiative as set forth *Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter C; Rule §4.*54 of this title (relating to Exemptions, Exceptions, and Waivers).
   1.3. A high school student is also eligible to enroll in academic dual credit courses that require demonstration of TSI college readiness in reading, writing, and/or mathematics under the following conditions:
      1.3.1. Courses that require demonstration of TSI college readiness in reading and/or writing:
         1.3.1.1. if the student achieves a Level 2 final recommended score, as defined by the Texas Education Agency (TEA), on the English II State of Texas Assessment of Academic Readiness End of Course (STAAR EOC); or
         1.3.1.2. if the student achieves a combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the reading test; or
         1.3.1.3. if the student achieves a composite score of 23 on the PLAN with a 19 or higher in English or an English score of 435 on the ACT-Aspire.
      1.3.2. Courses that require demonstration of TSI college readiness in mathematics:
         1.3.2.1. if the student achieves a Level 2 final recommended score, as defined by TEA, on the Algebra I STAAR EOC and a passing grade in the Algebra II course; or
         1.3.2.2. if the student achieves a Level 2 final recommended score, as defined by TEA, on the Algebra II STAAR EOC; or
         1.3.2.3. if the student achieves a combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the mathematics test; or
         1.3.2.4. if the student achieves a composite score of 23 on the PLAN with a 19 or higher

in mathematics or a mathematics score of 431 on the ACT-Aspire.

2. A high school student is eligible to enroll in workforce education dual credit courses contained in a Level 1 certificate program, or a program leading to a credential of less than a Level 1 certificate, at a public junior college or public technical institute and shall not be required to provide demonstration of college readiness or dual credit enrollment eligibility.
   2.1. A high school student is eligible to enroll in workforce education dual credit courses contained in a Level 2 certificate or applied associate degree program under the following conditions:
      2.1.1. Courses that require demonstration of TSI college readiness in reading and/or writing:
      2.1.2. if the student achieves a Level 2 final recommended score, as defined by TEA, on the English II STAAR EOC; or
      2.1.3. if the student achieves a combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the reading test; or
      2.1.4. if the student achieves a composite score of 23 on the PLAN with a 19 or higher in English or an English score of 435 on the ACT-Aspire.
   2.2. Courses that require demonstration of TSI college readiness in mathematics:
      2.2.1. if the student achieves a Level 2 final recommended score, as defined by TEA, on the Algebra I STAAR EOC and a passing grade in the Algebra II course; or
      2.2.2. if the student achieves a Level 2 final recommended score, as defined by TEA, on the Algebra II STAAR EOC; or
      2.2.3. if the student achieves a combined score of 107 on the PSAT/NMSQT with a minimum of 50 on the mathematics test; or
      2.2.4. if the student achieves a composite score of 23 on the PLAN with a 19 or higher in mathematics or a mathematics score of 431 on the ACT-Aspire.
   2.3. A student who is exempt from STAAR EOC assessments may be otherwise evaluated by an institution to determine eligibility for enrolling in workforce education dual credit courses.
   2.4. Students who are enrolled in private or non-accredited secondary schools or who are home-schooled must satisfy paragraphs (1) - (4) of this subsection.
   2.5. To be eligible for enrollment in a dual credit course offered by a public college, students must meet all the college's regular prerequisite requirements designated for that course (e.g., a minimum score on a specified placement test, minimum grade in a specified previous course, etc.).
   2.6. An institution may impose additional requirements for enrollment in courses for dual credit that do not conflict with this section.
   2.7. An institution is not required, under the provisions of this section, to offer dual credit courses for high school students.
3. All students enrolled in college courses are subject to all College policies and procedures.

TUITION AND FEES:

Dual Credit students are eligible to receive a tuition discount of $30 per semester hour for In-District and $60 per semester hour for Out-of-District

2018-2019 Academic Year: In-district tuition at Temple College is $99 per SCH. Out-of-district is $172per SCH. Non-resident $334 per SCH.

Tuition and fees may not be waived for any student for the following types of courses: audited courses, non-credit courses, and developmental education courses. Dual credit students taking strictly online delivered courses will receive the dual credit tuition discount including the waiving of

fees but have to pay the out-of-district tuition rate if student residence is not established within the taxing district. **Note: <u>Students may also be subject to paying any differential tuition or fee costs associated with or charged to special courses (*example: Medical Terminology*).</u>**

Tuition and fee charges that are to be paid at registration are due at that time. Registration is not complete until all payments have been made. Other charges are due upon request.

Payment of tuition and fees may be made by cash, check, money order, Visa, MasterCard, Discover Card, American Express, or installment plan.

The Dual Credit program tuition discount and or waiving of any related fees are subject to change by the TC Board of Trustees. All tuition, charges, and fees are subject to change by action of the Board of Trustees, as they deem advisable.

FACULTY QUALIFICATIONS

Faculty Selection, Supervision, and Evaluation.

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.

1. The college shall select instructors of dual credit courses. These instructors must be regularly employed faculty members of the college or must meet the same standards (including minimal requirements of the Southern Association of Colleges and Schools Commission on Colleges) and approval procedures used by the college to select faculty responsible for teaching the same courses at the main campus of the college.
2. The college shall supervise and evaluate instructors of dual credit courses using the same or comparable procedures used for faculty at the main campus of the college.
   2.1. All instructors must meet the minimum requirements as specified by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
   2.2. The College shall select, supervise, and evaluate instructors for courses that result in the award of college dual credit.
   2.3. Instructors must meet the same standards, review, evaluation, and approval procedures used by the College to select faculty responsible for teaching the same courses at a main campus or Center of TC.
   2.4. Instructors, even if employed by and paid by the ISD, must be supervised in instructional matters by the TC Department Chair and must meet all administrative and evaluation requirements.
   2.5. Official transcripts of instructors must be kept on file at Temple College.

LOCATION AND STUDENT COMPOSITION OF CLASSES

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.

1. Dual credit classes may be taught on the college campus, on the high school campus, or via distance online learning. For dual credit courses taught exclusively to high school students on the high school campus and for dual credit courses taught electronically, public colleges shall comply with applicable rules and procedures for offering courses at a distance. In addition, dual credit courses taught electronically shall comply with the Board's adopted Principles of Good Practice for Courses Offered Electronically. Dual credit courses may be composed of dual credit students only or of dual and college credit students. Exceptions for a mixed class, which would also include high school credit-only students, may be allowed only under one of the following conditions:

   1.1. If the course involved is required for completion under the State Board of Education High

School Program graduation requirements, and the high school involved is otherwise unable to offer such a course.

1.2. If the high school credit-only students are College Board Advanced Placement or International Baccalaureate students

1.3. If the course is a career and technology/college workforce education course and the high school credit-only students are earning articulated college credit.

SERVICES FOR STUDENTS WITH DISABILITIES

Temple College abides by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which states: "No otherwise qualified person shall, on the basis of a disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic or other postsecondary education aid, benefits, or services." In order for students with disabilities to receive accommodations from TC, students must provide TC's Office of Student Accommodations with current (within three years of enrollment at TC) documentation of disability. Documentation consists of a statement or evaluation from a recognized medical professional. The Individualized Education Plan used for public school students may not substitute for the documentation specified above. High school personnel will make students aware that if a student has a documented disability that may influence their performance and for which they may require accommodations, the student must register (self-identify) with and provide documentation of their disability to the Office of Student Accommodations at Temple College. *Reference: Temple College Student Handbook.*

ELIGIBLE COURSES

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.

1. Courses offered for dual credit by public two-year associate degree-granting institutions must be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual adopted by the Board or as college-level workforce education courses in the current edition of the Workforce Education Course Manual adopted by the Board.
2. Courses offered for dual credit by public universities must be in the approved undergraduate course inventory of the university.
3. Public colleges may not offer remedial and developmental courses for dual credit.
4. See "Attachment A" for courses offered through Temple College and the Texas Bioscience Institute Dual Credit Program(s).

ACADEMIC POLICIES AND STUDENT SUPPORT SERVICES

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.

1. Regular academic policies applicable to courses taught at the college's main campus must also apply to dual credit courses. These policies could include the appeal process for disputed grades, drop policy, the communication of grading policy to students, when the syllabus must be distributed, etc.
2. Students in dual credit courses must be eligible to utilize the same or comparable support services that are afforded college students on the main campus. The college is responsible for ensuring timely and efficient access to such services (e.g., academic advising and counseling), to learning materials (e.g., library resources), and to other benefits for which the student may be eligible.

TRANSCRIPTING OF CREDIT

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.

For dual credit courses, high school, as well as college credit, should be transcripted immediately upon a student's successful completion of the performance required in the course.

FUNDING

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.

1. The state funding for dual credit courses will be available to both public school districts and colleges based on the current funding rules of the State Board of Education and the Texas Higher Education Coordinating Board.
2. The college may only claim funding for students getting college credit in the core curriculum, career and technical education, and foreign language dual credit courses. This provision does not apply to students enrolled in approved early college education programs under TEC 29.908.
3. All public colleges, universities, and health-related institutions may waive all or part of tuition and fees for a Texas high school student enrolled in a course for which the student may receive dual course credit.

The details below will facilitate effective delivery of instruction and services.

Area	**TC Responsibilities and other related information**	**ISD Responsibilities and other related information**
Course Schedule	Develop course schedule in collaboration with ISD representative. Mutually agree on a policy to follow regarding the college operation of classes in cases of weather-related closing of schools, parent nights (Back to School," etc.) Make appropriate arrangements for college classes to be conducted at the high school or college facility in the event that the ISD holiday calendar differs from the TC holiday calendar.	Develop annual scheduling plan and semester course schedules in collaboration with TC representatives. Mutually agree on a policy to follow regarding the college operation of classes in cases of weather-related closings of schools, parent nights, ("Back to School," etc.) Make appropriate arrangements for college classes to be conducted at the high school or college facility in the event that the ISD holiday calendar differs from the TC holiday calendar.
Class Size	Each college class offered for dual credit at the TC Main Campus or Center must have an enrollment of a minimum of eighteen (18) students. Exceptions to enrollment minimum and maximum allotments require College (VP of Education Services) and or departmental approval.	Each college class offered for dual credit at a high school campus must have an enrollment of a minimum of eighteen (18) students. Exceptions to enrollment minimum and maximum allotments require College (VP of Education Services) and or departmental approval.
Faculty	See Faculty Qualifications Section above	Any ISD teacher wanting to qualify as a dual credit instructor for TC must submit a full application with transcripts to the TC Human Resources office and meet all requirements specified. Temple College Department Chairs will vet each applicant through normal processes. (See Faculty Qualifications Section above)

Area	**TC Responsibilities and other related information**	**ISD Responsibilities and other related information**
Facility (when TC courses are offered at the ISD)	Offer college credit courses at designated ISD high school(s). Work with designated ISD contact to relay pertinent information and instructional equipment related requests. Comply with ISD facility guidelines. Coordinate with the high school to provide faculty with the procedure(s) for security or drills for the facility during class and at the end of class. All facility rules, including any TC faculty or student restrictions, must be provided prior to the start of the semester. Designate the need for Special Room(s) Use (Computer Labs, etc.) Describe and Reserve: Computer labs for writing assignments, final exams, group activities	Provide TC with the necessary classroom space equipped for college-level instruction, including: • Adequate board space • Data projector/display equipment • Internet access that lifts ISD firewall restrictions upon request Designate an official who will facilitate classroom instructional equipment/internet access requests from TC faculty. Provide TC the procedure for security or drills for the facility during class and at the end of class. All facility rules, including any TC faculty or student restrictions, must be provided prior to the start of the semester. Designate Special Room(s) Use (Computer Labs, etc.) Describe and Reserve: Computer labs for writing assignments, final exams, group activities
Personnel	TC Director of Dual Credit Program and or the AVP of Academic Outreach and Extended Programs is to serve as primary contact(s) for ISD staff.	Provide a designated official high school contact(s) and counselor(s) with who TC Director of Dual Credit Program and or the AVP of Academic Outreach and Extended Programs is to work.
Public Relations	Provides Dual Credit Program informational and promotional materials and TC staff support to high school/district contacts.	
Testing (i.e., Texas Success Initiative Assessment (TSIA), proctored testing)	Temple College offers proctored test services to students and the community at the Main Campus Testing Center and the EWHCEC-Hutto Testing Center. Most testing is administered on a first-come, first served basis during the posted Testing Center hours.	Coordinate with the college to provide assessments or establish in-house testing agreements and assessment services. Provide adequate and acceptable space for proctored testing purposes.
Support Services	Arrange assessment, advising, and registration services to students. Arrange for ISD-specific orientation information to TC faculty who teach at the high school campus. Provide confirmation of courses schedules and class rolls to designated ISD officials upon request as allowed by FERPA. (TC recognizes an educational need to know for superintendents, principals, counselors and or others as officially designated and documented by the ISD).	Designate procedures to provide duplication (copy) services to TC faculty at the high school site. Distribute promotional materials to high school students related the TC traditional and dual credit program(s). Meet to plan, coordinate logistics, and on-site support for TC faculty and or courses taught at the high school location(s). Arrange for ISD-specific orientation information to TC faculty who teach at the high school campus.

Area	**TC Responsibilities and other related information**	**ISD Responsibilities and other related information**
	Provide only an intermediate-semester grade (status at week 10 of the semester) and final grades as allowed by FERPA (see above). Note disclaimer below. **Temple College Disclaimer for Intermediate-Semester Grade Reporting** As a professional courtesy, Temple College submits numerical grades (status at week 10 of the semester) to our high school partners for fall and spring semester respectively for students taking college courses offered for dual credit. Intermediate-semester grades are provided to the high schools to serve as an academic check for intervention purposes to ensure students are staying on the pathway to success in meeting high school graduation requirements. **It is recommended that use of the intermediate-semester grades for other purposes beyond considerations of academic intervention should be avoided.** Temple College does not assign intermediate-semester grades to our traditional or concurrent enrolled college students. All course grading conventions are stipulated in the instructor's course syllabus. Temple College considers the end-of-semester final course grade that will appear on the student's official college transcript as the only valid grade issued for each course. **The <u>only official grade</u> assigned at Temple College is the final course letter grade.** Meet to plan logistics and on-site support for TC faculty and or courses taught at the high school location(s). Ensure timely and efficient access to such support services (e.g., academic advising and counseling), to learning materials (e.g., library resources), and to other benefits for which the student may be eligible.	Provide calendar schedules for all high school related testing and or other related activities that group student absences can be expected. Coordinate with the college to ensure timely and efficient access to such services (e.g., academic advising and counseling), to learning materials (e.g., library resources), and to other benefits for which the student may be eligible.
Services For Students With Disabilities	Provide accommodations for ISD students enrolled in TC classes taken on TC campus, Center, or other teaching location, based on student's self-reported documented disability.	
Student Records And Reporting	Provide mutually agreed-upon reports of student enrollment to designated ISD officials upon request as allowed by FERPA.	
Other Conditions	Temple College will allow the ISD students attending the Texas Bioscience Institute to only take an online course if the course is needed to complete an AA degree and no other substitute course is available and or prior approval from the	Temple College will allow the ISD students attending the Texas Bioscience Institute to only take an online course if the course is needed to complete an AA degree and no other substitute course is available and or prior approval from the

Area	**TC Responsibilities and other related information**	**ISD Responsibilities and other related information**
	ISD and Temple College.	ISD and Temple College.

Authorizing
Signatures



Salado ISD, President, Board of Trustees Date



President, Temple College Board of Trustees or Designee Date

Temple College Administered TSI Assessment

Temple College Testing Agreement

The ACCUPLACER® License Agreement, under which the TSI Assessment is administered, requires that ALL testing be done in a secure and proctored setting. No student should be allowed to take the test without the constant supervision of an approved proctor. This ensures the integrity of students' test scores and the security of the TSI Assessment tests. Failure to comply with any of the following guidelines can result in the cancelation of the students' scores. Only those people meeting all of the proctor eligibility criteria are permitted to act as proctors to administer the TSI Assessment exam.

TSI Test Agreement:

1. Temple College will offer the TSI Assessment during the school year if the Temple College schedule allows for requested dates and times at the high school. Testing beyond one official testing will be considered at the availability of Temple College staff, and priority of Temple College taxing district.
2. The TSI Assessment will not be administered outside regular college operating hours.
3. Payment must be submitted prior to testing.
4. If the student does not complete all sections of the TSI Assessment on the day of testing at the high school, the student must complete the TSI Assessment at a Temple College designated testing center within five (5) working days of testing administration, or the TSI Assessment will be scored without the student completing.
5. The cost of the TSI Assessment is $25. A discounted rate may be applied upon discretion of the college.

Temple College Requirements: Prior to administering TSI Assessment

1. Student must complete Temple College application five (5) working days in advance of testing date. If the student has already applied to the college, we do not need another application.
2. Student must complete Temple College Pre-Assessment Activity (PAA) five (5) working days in advance of testing date. Student may not do PAA's administered by another school.
3. A list will be provided by the high school of students taking the TSI test to the Temple College Testing Center five (5) working days in advance of testing date.

4. Temple College Testing Center will verify that students have completed a Temple College application and PAA.
5. TSI testing will not be administered to any student not approved by Temple College Testing Center.
6. The student to be tested must provide a picture ID reflecting correct name and current picture. This can be a driver's license, Temple College ID card, high school ID card, state issued ID card, or federally issued ID card. If none of these can be provided, a letter from the HS counselor on school letterhead with Full Name, DOB, and a photo of the student can be provided.
7. High school must ensure TSI Assessment can be administered in a computer lab and firewalls are not blocking testing administration. Popups must be disabled. Proctors must be given access to the computers before students arrive, so that the test may be set up properly beforehand. Student issued computers CANNOT be used. Student cannot log into computers with personal logins. Hard-wired computers are preferred.
8. Computer lab must be conducive to testing. Excessive noise will not be tolerated and could lead to rescheduling of test. Additionally, labs should not have poster/hangings/fliers on walls that give guidance to students during testing.
9. A printer must be provided to Testing Administrator for printing TSI scores.

Temple College Requirements: Day of Administering TSI Assessment

1. Testing Administration will arrive 1 hour prior to testing time set. Computers should be logged in by a staff member and www.accuplacer.org be saved as a bookmark in a web browser (Internet Explorer or Firefox) with pop-up blockers disabled.
2. Tech support must be available on the day of testing if any issues should arise.
3. High school will provide assistance for Testing Administrator of large group testing, 25+.
4. High school should allow 4-6 hours to complete TSI Assessment.
5. Students will not be permitted to leave testing area for lunch. School must provide lunch, or students may bring their own.
6. Students will receive scores immediately upon completion of TSI Assessment.

This memorandum of understanding will remain in effect until the next academic year from date below.

Signature of Temple College Representative

Signature of High School Representative

8/17/18 Salado HS

Date High School

TEMPLE COLLEGE

ISD Administered TSI Assessment

Memorandum of Understanding

The ACCUPLACER® License Agreement, under which the TSI Assessment is administered, requires that ALL testing be done in a secure and proctored setting. No student should be allowed to take the test without the constant supervision of an approved proctor. This ensures the integrity of students' test scores and the security of the TSI Assessment. Failure to comply with any of the following guidelines can result in the rejection of the students' scores. Only those people meeting all of the proctor eligibility criteria are permitted to act as proctors to administer the TSI Assessment.

Temple College Requirements:

1. Student must complete Temple College application if they plan to take classes with us. This makes receiving of the scores much more efficient.
2. Student must complete a pre-assessment activity (PAA) before taking the TSI Assessment. You are free to use ours, or your own. If a student takes the test without completing the PAA, Temple College cannot accept their scores.

Failure to comply with any of the guidelines above can result in the rejection of the students' scores.

Proctor Eligibility Criteria:

1. Proctors must be responsible adults familiar with accepted practices for administering standardized tests.
2. Proctors may not be a peer of the student.
3. Proctors may not be a friend of the student.
4. Proctors must have no vested interest in students' scores.
5. Proctors must not be related to the student.
6. Proctors must not be employed part or full time at a test preparation company.
7. Proctors may not participate in any coaching activities that address the content of the
   a. TSI Assessment exams.
8. Proctors may not administer any TSI Assessment being attended by a member of their household or immediate family.
9. Examples of acceptable proctors:
   a. Designated Military Education officer (E-7 and above)
   b. High School counselor
   c. High School Teacher of Record
   d. High School Administrator (such as a principal, asst. principal or librarian)

e. Two-year or four-year institution of higher education testing professional

Proctor Duties:

1. Proctors should be familiar with the administration and test security procedures.
2. During the test administration, proctors may assist students with equipment during the exam and provide additional scratch paper and pencils if necessary.
3. Proctors should walk around the room to ensure students are working on the correct test and to guard against any attempts at cheating.
4. Proctors may not take any TSI Assessment test or review in any manner the content of the tests.
5. A human proctor must be physically present throughout the administration of the exam.
6. Web cameras or other monitoring devices may not be used for remote testing.

This memorandum of understanding will remain in effect until the next academic year from date below.

Signature of Temple College Representative

Signature of High School Representative

8/17/18 Salado HS

Date High School