



ATI TEAS EXAM

(Test of Essential Academic Skills)

ELIGIBILITY TO TEST

Please make sure you verify eligibility requirements through the Institution in which you are applying, prior to registering for the ATI TEAS Exam.

ATI
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www.atitesting.com

TEST SCHEDULING PROCEDURES

You will first need to register for the ATI TEAS Exam at www.atitesting.com. Choose the register for the TEAS at PSI option. After you have completed the registration, you will be given an ID# on the confirmation email you receive from ATI that you will need in order to schedule your test at PSI.

All 4 sections of the exam are required. These 4 sections include Reading, Math, Science, and English and Language Usage.

ONLINE 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 register online by accessing PSI's registration website at 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 833-537-1330. 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 833-537-1330.

Note: A voicemail or email 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 PSI examination 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. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination must follow the instructions on the Exam Accommodations Request Form at the end of this Candidate Information Bulletin.

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 833-537-1330. 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.

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

Note: Temporary IDs are not allowed.

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

Writing Instruments: You will be provided with scratch paper and may bring two sharpened No. 2 pencils. No other writing instruments are allowed.

Calculator: You will be provided with a four-function calculator. If you are taking the online version of the exam, a drop-down calculator is built into the test. If you are taking the paper-pencil version of the exam, the proctor will provide one.

SECURITY PROCEDURES

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 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.

Please note: If you are taking the online version of the ATI TEAS Exam, you will need to create a student account at www.atitesting.com prior to test day (this will most likely be done at registration) and have your login information with you. Test takers who do not have their ATI username and password will not be able to take the exam.

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 is a text input field. Underneath, it says "(Choose from the following options)" and lists four radio button 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.

ATI TEAS PREP

ATI TEAS Prep can be found at www.atitesting.com/teas-prep. Go straight to the source for your ATI TEAS Prep including the ATI TEAS Study Manual, ATI TEAS Online Practice Exams and the newest option – ATI TEAS SmartPrep – a comprehensive online tutorial to help you get the highest score possible on the TEAS.

FREE ATI TEAS Prep Resources:

- + [ATI TEAS Student Blog](#)
- + [ATI TEAS Recorded Facebook Live Sessions](#)
- + [ATI TEAS YouTube](#)

SCORE REPORTING

Exam results can take up to 72 hours to populate into your ATI account at www.atitesting.com. Please be aware that the date on your score report will reflect the date the exam posts to your ATI account.



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 should request for alternative arrangements by [Clicking Here](#).

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 uploaded 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

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

**PSI Services LLC
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