

Test of Essential Academic Skills (TEAS) Registration Directions for Testing at UNF

Registration Steps

To complete this entrance exam at the University of North Florida, please complete **all** of the following four (4) steps:

1. **Establish an online account with Assessment Technologies Institute (ATI) at www.atitesting.com.**

Note that this is **not** your registration, but is simply the creation of the account with which you will test on your selected date. Please be sure to remember your login name and password for this, as you will be required to enter this information the day of the exam to test;

2. **Complete the electronic form found at the UNF School of Nursing TEAS webpage (you just obtained this document from that page) to register for a testing appointment with UNF.**

*We recommend registering as far in advance of the date you prefer as possible so that everyone has an opportunity to obtain a testing seat; testing **will not** be extended past the application deadline for the term sought.*

Please complete the form found linked at the School of Nursing TEAS page under the UNF testing site section. **Legitimate responses in all boxes are required. If the box does not pertain to you, fill it with "N/A". Failure to properly complete the form will delay registration. *Note that you should select a testing date on which you are available for either testing period (for Saturday test dates), as your testing time and room location will be assigned to you.***

Registration will continue until the sessions are full (weekday sessions can accommodate 6 individuals at 8am and 6 individuals at 1230pm; Saturday sessions can accommodate 48 individuals each at 8am and 1pm). *Please note that if you register for a session that is full, we will contact you regarding other available sessions and try to accommodate your request.*

Shortly after registering (within 2 business days, excluding holidays) you will receive an **email** confirmation from the Nursing Admissions Coordinator confirming your registration. **Only after you have received this confirmation are you registered for the exam and should you proceed to the next step.**

If you do not have an email account, you may obtain a free email account online at www.hotmail.com or at www.yahoo.com prior to submitting your exam registration.

You must retain your confirmation email for admission to the exam. **Registrants should be sure to check their email's Inbox and "Junk" or "Spam" for the email confirmation, especially Yahoo and Hotmail users.**

3. Submit your \$25 proctoring fee to the UNF Cashier in Bldg 53 (UNF Hall) prior to the day of the test with the appropriate payment form that is provided on the School of Nursing TEAS webpage. You **MUST** obtain a receipt for this payment to show when signing in the day of the test (refer to the Testing Regulations & Score Submission Guidelines file on the School of Nursing TEAS page for information regarding test day requirements).

MAKE SURE TO PAY THE UNF CASHIER'S OFFICE FOR THE PROCTORING FEE BEFORE THE EXAM. THE OFFICE IS NOT OPEN ON SATURDAYS OR BEFORE 830AM. DIRECTIONS ARE LOCATED ON THE MAIN TEAS INFORMATION PAGE. Out-of-town testers should contact the Cashier directly to obtain an electronic copy of the receipt at 904.620.2472 or at cashier@unf.edu. Additional details regarding fee payments is located at the School of Nursing TEAS webpage.

4. **Exam day—arrive promptly for your testing appointment, making sure to allocate time for traffic, parking, and locating your testing room.** *Note that a \$3 daily pass is required for testers who do not already have a UNF vehicle parking pass.* This pass is available from Parking Services near either campus entrance (on the right). Those not familiar with UNF and the parking system for the 2009 – 2010 school year should consult the Parking Services webpage by linking through www.unf.edu.

Description of Testing Times

Testing is offered from **8 a.m. to 12:00 p.m.** or from **1 p.m. to 5 p.m.** on weekday testing dates in the **Office of Academic Testing, Bldg 9 (Schultz Hall) , Room 2305.** Saturday testing dates will be held at the same time intervals in the **Brooks College of Health Nursing Addition (Bldg 39A, Room 3070).**

Testing times are assigned by the School of Nursing. *It is not recommended that applicants wait to test, as seats are filled on a first registered, first served basis.*

Cancellation Policy

You may ***not*** cancel your original testing date and reschedule for a later date ***unless*** you can provide proof of an extenuating circumstance, which will be reviewed by the Nursing Admissions Coordinator. Our goal is to provide ample opportunity and seats so that all applicants, both local and out-of-area, may test at UNF if they so desire.

If you no longer wish to test at UNF or to apply for the program and have registered with the School of Nursing to take the TEAS, you must cancel at least **24 hours** in advance of the testing date (***excluding holidays and weekends***) in order to receive a refund for the proctoring fee.

Failure to appear for your scheduled testing appointment will result in the forfeiture of your right to take the TEAS at UNF on future dates; that is, the test then be completed at an offsite location and scores submitted following the below guidelines. Any proctoring fees already paid will also be forfeited and not refunded. In the event that you fail to show due to an accident or grave illness/injury (yourself or other immediate family), please contact the School of Nursing AS SOON AS YOU CAN to notify us of the situation. 904.620.2684. Make-ups will be handled on a case-by-case scenario. Other circumstances are subject to review for approval to reschedule the test and, if not approved, the individual may need to test offsite.