

Test of Essential Academic Skills (TEAS®) Entrance Exam for Prelicensure & Accelerated Prelicensure BSN

Testing Regulations & Score Submission Guidelines

Testing Regulations

Applicants will be allowed to sit for the TEAS **one time per application period (i.e. one time per summer; one time per fall)**. Please be sure to select the correct testing term (i.e. UNF Summer or UNF Fall) when registering to test at UNF.

Applicants for **summer** admission, regardless of testing site, must complete the TEAS by **January 15th**. Applicants for **fall** admission, regardless of testing site, must complete the TEAS by **March 15th**.

All students testing at UNF must present photo identification, email registration confirmation notice (you receive this from the Nursing Admissions Coordinator after your registration is confirmed by the School of Nursing), and receipt for proctor fee payment. Failure to supply these materials at sign-in will prevent one from testing.

The following items are **prohibited** during the exam and should not be brought into the testing room. Prohibited items will be held by the proctor(s) until the conclusion of the exam:

1. Book bags, knapsacks, and large purses
2. Food and drink
3. Calculators
4. Pens (pencils are permitted and will also be available the day of the exam)
5. Visual and audio recording devices
6. Beeping timepieces
7. Cell phones, laptops, PDAs, iPods/MP3 players, CD players, Walkmans, and other electronic devices
8. Books, newspapers, magazines, notebooks, and loose-leaf paper (scratch paper will be provided)

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.

Score Submission Guidelines

Results are available to applicants at the completion of the computer-based exam (most test takers); those who seek testing accommodations and who are tested on paper as a result, will have access to scores after approximately 2

business days. Applicants are encouraged to print and retain a copy of the TEAS results for their own records by logging into your ATI account from home.

Current UNF Testers

UNF testing site applicants should **not** submit copies of their results to any UNF office unless specifically directed to do so. Those who use the UNF Assessment ID can be assured that UNF will receive all test takers' results at the conclusion of the testing period.

Offsite Testers

Those who test at sites **other than UNF** may elect to pay an additional \$20 to ATI to have scores automatically and electronically submitted to UNF. This can be done immediately prior to testing while making payment for the exam itself, or this can be done after the exam is completed through ATI's online store at www.atitesting.com. **Candidates who test at sites other than UNF and who elect for this option are responsible for ensuring that the UNF School of Nursing received the results.** Note that listing "UNF" as your institution when creating an ATI account does **not** constitute paying for results to come to us automatically. Questions regarding this service option should be directed to ATI at 1.800.667.7531.

Students who test at sites **other than UNF** can elect to submit their scores to UNF for free by accessing the results from home at www.atitesting.com. Results are found in the tester's account under "My ATI" in the left-hand menu. The results (vertical report showing percentage correct in each of the four categories) can either be printed and faxed (*must include a cover sheet indicating Sender, Date, # of Pages, Contact #, Contact Email, and Testing Site Location*) to the UNF Nursing Admission Coordinator's attention at 904.620.2848 (must confirm receipt of results with the School of Nursing), or the results can be saved in .pdf format to open in Adobe Acrobat and emailed to Beth Dibble, Nursing Admissions Coordinator, at bdibble@unf.edu. *Email is highly preferred.* When faxing results, include an email address on the fax coversheet so that we may notify you of the fax receipt on our end.

Submitting Previous Scores

For those applicants who have already taken the TEAS for entrance to another nursing program and who are satisfied with their scores, the UNF School of Nursing will honor exam results that are no more than **10** years old. It is the **applicant's** responsibility to notify the Nursing Admission Coordinator in **writing** that the exam was previously completed and that those scores will be used. The **applicant** is then responsible for submitting proof of the exam results (available through one's ATI online account under "My ATI") to the Nursing Admission Coordinator by the appropriate application deadline.

Similar to those applicants who have taken the TEAS for another institution, if a test taker reapplies to UNF for nursing consideration and is content with his/her previous TEAS score, the previous score will be honored. Test scores should be no more than **10** years old. It is the **applicant's** responsibility to notify the Nursing Admission Coordinator in **writing** that the exam was previously completed and that those scores will be used. The applicant is then responsible for submitting proof of the exam results (available through one's ATI online account under "My ATI") to the Nursing Admission Coordinator by the appropriate application deadline.

Contact the School of Nursing/ATI

Type of Information	Contact/Position	Method
UNF Testing/Exam Use	Ms. Beth Dibble, Nursing Admissions Coordinator	nursingadmissions@unf.edu
Study Materials	www.atitesting.com	800.667.7531