Frequently Asked Questions for  
Test of Essential Academic Skills (TEAS®)  
Exercise Science Program

Who is required to take the exam?  
The TEAS is required of all applicants to the Exercise Science program at UNF. Absolutely no exemptions or substitutions are made for this admission requirement.

When is the exam offered?  
The exam is offered at UNF on select weekdays and a limited number of weekends during the Spring semester. Dates are provided online for you as they are made available each period.

Where is the exam offered?  
Aside from UNF, the exam is readily available at schools across Florida and the country; it is also available at PearsonVue locations. Alternative testing locations should be contacted directly to make a testing appointment.

How do I pay for the exam? How much does it cost?  
For those testing at UNF, the fee descriptions are located on the main TEAS webpage on the Exercise Science site for you. For anyone testing at an alternative location it is recommended that you contact the testing site directly to ascertain the proctoring fee and accepted payment methods. The exam fee, as levied by ATI, is $35 regardless of where you test and is collected electronically when you begin the test.

How do I provide proof that I paid the UNF proctoring service fee?  
You will need to email a scanned image (.pdf or .jpeg only) to Debbie Kochanowski at d.kochanowski@unf.edu OR fax a copy to her at 904.620.1770. THIS PROOF IS DUE TO HER NO LATER THAN 1 WEEK PRIOR TO YOUR TEST DATE. You will periodically receive payment reminders until the due date. If payment is not received by that time then the appointment will be cancelled and you will not be permitted to reschedule it at UNF. You will receive an email notice if you are cancelled for non-payment.

What version of the TEAS is required?  
UNF will only recognize TEAS version V results.

How many times can I take the TEAS for one admission period?  
Candidates may take the TEAS one (1) time during the Spring semester for the application period sought. That is, if one is applying for fall admission then he or she may take the exam one (1) time between in the Spring semester. We realize that other schools allow multiple attempts on the TEAS or that individuals will have previous attempts that they prefer to use. Submit all attempts on the TEAS version V for review. If a previous attempt is prior to the Spring semester then that can be considered at the applicant’s request. Results do indicate to us the number of attempts made on any version of the TEAS, as well as the number of days between the current and last attempt.

How can I submit scores?  
What if I previously took the exam or if I took it at another site?  
Starting with 2012 admissions EVERYONE, regardless of testing site, must submit scores directly to Debbie Kochanowski, either as a .pdf attachment to an email message (d.kochanowski@unf.edu) OR via
fax at 904.620.1770. Scores can be retrieved for free at www.atitesting.com with the username and password employed during the exam. UNF will no longer access scores proactively from the ATI database due to the very large number of scores submitted each application period.

**DO NOT MAIL YOUR SCORES.**
**DO NOT BRING YOUR SCORES IN PERSON TO THE BCH ADVISING OFFICE.**
**DO NOT SUBMIT TEST SCORES TO ANY OTHER OFFICE ON CAMPUS AS THIS MAY RESULT IN THE DENIAL OF YOUR APPLICATION.**

**How can I verify that my scores were received?**
Those who submit scores to Debbie Kochanowski via email will receive a confirmation email back after the scores have been downloaded and printed for review. Those who submit scores via fax will not receive any notice of confirmation from the BCH Advising Office that the fax was received unless an email is submitted to check on their receipt.

**PLEASE DO NOT PHONE THE BCH ACADEMIC ADVISING OFFICE TO CONFIRM THE RECEIPT OF SCORES; EMAIL SHOULD BE YOUR PRIMARY CONTACT METHOD.**

**How is my score calculated?**
The TEAS has four sections—Reading, Math, Science, & English—and candidates may earn up to 100% correct per section. UNF does not use the composite score found in the top right corner of the score transcript; rather, the Exercise Science program sums the “Adjusted Individual Score” found per section in the vertical column on the transcript of scores. This is in bold next to the category. Drop the % sign and this is your score out of 400 possible. Drop the % sign and this is your score out of 400 possible.

**Is there a minimum score on the TEAS? What is the average score that is invited to interview?**
There is no minimum score on the TEAS for use at UNF.

**Is there a minimum score on the TEAS?**
There is no minimum score on the TEAS to be considered at UNF.

**How is my score used in the admissions process?**
The TEAS will account for 20% of the decision process.

**Tester Identification:**
All students testing at UNF must present government-issued photo identification (must include a signature), email registration confirmation notice (you receive this from the BCH Academic Advising after your registration is confirmed), and receipt for proctor fee payment. Failure to supply these materials at sign-in will prevent one from testing.

**Prohibited Items:**
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)

**What if I need to cancel my testing appointment?**
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 BCH Advising. 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 BCH Advising 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.

This must be done in writing via one (1) email to BOTH Debbie Kochanowski at esadmissions@unf.edu AND Heather Moore, Testing Coordinator, at acatetest@unf.edu.

**What if I miss my testing appointment?**
Failure to appear for your appointment will result in the forfeiture of your right to take the TEAS at UNF on future dates and in any proctoring fees already paid to UNF. You would then need to make arrangements to take the test at an alternative site (list provided on our TEAS webpage).

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 BCH Advising AS SOON AS YOU CAN to notify us of the situation at 904.620.2812. 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. Essentially, candidates are expected to make every feasible effort to appear for their testing appointment as scheduled.

**How can I obtain a refund for a testing appointment at UNF?**
Approved proctoring fee refunds will be handled through the Office of Academic Testing. Contact the Office of Academic Testing at 620-2927 for a refund if you are within the guidelines of receiving one.