Instructions for QuickTHEA and COMPASS Test Registration

Important Notes to Remember:

- Students must have applied at least 24 hours before or be enrolled at Alvin Community College prior to test registration.
- The e-mail address you use to register for testing must match exactly with the e-mail address listed in your student record.
- If you are retesting, the waiting period between test sessions is as follows: Quick THEA - 30 days; COMPASS - 30 days

Steps To Register For Testing with Credit Card:

1. Go to www.alvincollege.edu and go to “Quick Links.” Click on “Test Registration.”
2. Click on desired test at the bottom left of the screen. Click on the date of the test you would like to take.
3. If this is the first time you are signing up to take a test, click on “Create a New Account.” Otherwise, you can log in.
4. If you are creating a new account, enter the following information:
   - Your e-mail address; your social security number with dashes; a password that is at least five (5) characters in length, which includes upper and lower case letters, as well as numbers. Re-enter your password to confirm and click “Create Account.”
5. Click “Please click here to view this information sheet for critical information about your testing experience.” Print this out and bring it with you to the test.
6. Once you have read and printed out this page, click the box next to “I have read and understand the information presented in the information sheet linked above.” Click “Continue.”
7. Enter all the credit card information and click “Submit.”
8. If you encounter problems while trying to register, call the IT Help Desk at (281) 756-3544.

Steps To Register For Testing with Cash:

1. Go to the Enrollment Services Center (ESC) in Building A and a staff member will get you started at the computer station.
2. Click on desired test at the bottom left of the screen. Click on the date of the test you would like to take.
3. If this is the first time you are signing up to take a test, click on “Create a New Account.” Otherwise, you can log in.
4. If you are creating a new account, enter the following information:
   - Your e-mail address; your social security number with dashes; a password that is at least five (5) characters in length, which includes upper and lower case letters, as well as numbers. Re-enter your password to confirm and click “Create Account.”
5. Click “Please click here to view this information sheet for critical information about your testing experience.” Print this out and bring it with you to the test.
6. Once you have read and printed out this page, click the box next to “I have read and understand the information presented in the information sheet linked above.” Click “Continue.”
7. You will need to print out the page that comes up and take it to the Cashier’s Window. Once you have paid, you will take your receipt to the Enrollment Services Center (ESC) counter. The ESC staff will then mark your test session as “Paid” and you will officially be registered for the test. You will not secure a spot in the test until you have paid for the test and returned to the ESC.

If you need to reschedule or cancel your test, you must do so at least by 4:00 p.m. on the day prior to your test session. Failure to do so will result in the forfeiture of your testing fee. Please call (281) 756-3526.

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