How to Register for Spanish Placement

1. Go to the Testing Website, testing.utep.edu
2. Scroll down, and click on Spanish Distance Testing.
3. You will be directed to the Spanish Distance Placement Instructions.
4. You will need to follow the instructions for Steps 1, 2 and 3 listed on that page.
5. Open the 'Choose A Group' dropdown menu.
6. Then select the 'Distance Testing' option from the dropdown menu.
7. Scroll down to step 2, open the 'Choose An Exam' dropdown menu and select the Distance Spanish Placement ($18.50) option.
8. Scroll down to step 3, fill out the required information.
9. Then scroll down to step 4, read the complete 'Exam Guideline Acknowledgement' and click the checkbox to agree.
10. Scroll down to step 5, complete the required information.
11. Review your cart and click on the 'Ready to checkout?' button.
12. To finalize your payment and registration, click on the 'Continue' button.
13. Fill out the required information to complete your payment. Then click on the 'Continue' button.
14. When payment is completed successfully, you will receive a confirmation email with your payment and test information.

When you get ready to forward the copy of the confirmation email as proof of payment to andrewmc@utep.edu make sure to include the following items from STEP 2 (see https://www.utep.edu/student-affairs/testing/resources/spanish-distance-placement.html) to complete your process.

Upon receipt of STEP 1 and 2, you will be sent the instructions needed to complete your exam.

IMPORTANT:
- When payment is complete, save your Reference Number after payment is made and forward a copy of the confirmation email as proof of payment to andrewmc@utep.edu along with STEP 2 to complete your process.
- The Distance Spanish Placement Request form is only valid for 30 days from when it is received by the Testing Coordinator. If you do not complete the exam within this 30-day period, you will have to complete STEPS 1 and 2 again before you can reschedule.

Choose the option you prefer about text notifications and click on the checkbox to confirm that you understand the instructions provided. Then click the 'Add to Cart' button to proceed.

On the Spanish Distance Placement Instructions page scroll down under Step 1 and go to the Online Payment Instructions Click on the https://registerblast.com/utep link to start your payment process.

Note: The test fee is $15 and a non-refundable convenience fee of $3.50 will be applied for online payments.