

UT Tyler Longview Testing Center Correspondence Exam Application

PLEASE PRINT LEGIBLY.

Student Information

Student Name _____

Today's Date _____/_____/_____ Phone Number _____

School Taking Exam For _____

Professor and Course Information

Professor Name _____

Professor Phone Number _____

Professor Email _____

Course Name & Number _____

Online or Paper Exam? _____

Number of Exams to take for this course _____

Proposed Exam Dates _____

Correspondence Exam Information

In order to take a correspondence exam (have a test proctored at UT Tyler Longview Center), you must work with your school, your professor, and the UT Tyler Longview University Center Testing Services Coordinator. You will need to:

- ✓ Find out your school's policy for correspondence exams. You are responsible for contacting your school and The UT Tyler Longview Testing Center with the proper information.
- ✓ **Do not show up the day of your exam without Testing Center Coordinator's confirmation.**
- ✓ Schedule your exam no later than the Friday before the week of the exam.
- ✓ Testing Center/Proctor Information
 - Address: 3201 N. Eastman Rd., Longview, TX 75605 Room 117
 - Appointments Available for: Monday-Thursday 8am-8pm Friday 8am-4pm
 - Email: luctesting@uttyler.edu
 - Phone Number: (903) 663-8114
 - Fax Number: (903) 663-8104
- ✓ Pay the \$30.00 proctor fee in the Administration Office at Longview University Center.
- ✓ The day of the test, bring:
 - Your receipt
 - A valid photo ID
 - If you are taking a paper exam, bring a prepaid letter size envelope

I HEREBY agree to abide by the rules of the UT Tyler Longview Testing Center and to follow all directions made by the staff. I understand the Correspondence Exam guidelines. I understand that any violation of these rules or decisions will result in my expulsion from the UT Tyler Longview Testing Center and my test scores may be invalidated.

Signature _____