

# 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](mailto:luctesting@uttyler.edu)
  - Phone Number: (903) 663-8114 or (903) 663-8117
  - Fax Number: (903) 663-8104
- ✓ Pay the \$20.00 proctor fee in the Administration Office at Longview University Center.
- ✓ The day of the test, bring:
  - Your receipt
  - A valid photo ID

*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 \_\_\_\_\_