UN 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
  o Address: 3201 N. Eastman Rd., Longview, TX 75605 Room 117
  o Appointments Available for: Monday-Thursday 8am-8pm  Friday 8am-4pm
  o Email: luctesting@uttyler.edu
  o Phone Number: (903) 663-8114
  o 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:
  o Your receipt
  o A valid photo ID
  o 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 ____________________________________________________________