



CORRESPONDENCE EXAMS

To Schedule Your Exam Go To:

- **WWW.VICTORIALCOLLEGE.EDU:** Hover over "Getting Started" and select "Testing Center. Choose "Correspondence Exams" from the list of options >Click on Payment & Registration Information > Follow this link to schedule your appointment
- **FIRST TIME USERS:** Create an account. The username and password you create will be used for future appointments. Please do not create more than one account.
- **SCHEDULING AN EXAM:** Select "CORRESPONDENCE MAIN CAMPUS (Not VC Online)" from the drop down box with the time> Select date from the list >Under "Exam Information" please write: Instructor's name, course name and college name > Click continue

Available Times:

9am**	Noon	3pm*
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*3PM Friday session can only be 2 HR time limit
 **During the summer, 9AM is the only test time on Friday

Testing Center Information

Monday – Friday 8 a.m. to 5 p.m.

Saturday 8 a.m. to Noon

Victoria College Testing Center
 2200 E. Red River, Victoria TX 77901
 Continuing Education Center Room 201
 Phone: 361-582-2589 / Fax: 361-582-2473

testingcenter@victoriacollege.edu
<http://victoriacollege.edu/Explore/GettingStarted/TestingCenter>

- **TESTING FEES:** The testing fee is \$25.00 for the first two hours and \$10.00 per every subsequent hour of time allotted by the instructor or Testing Company. (Example: If the test time limit is 3 hours, the testing fee will be \$35.00.). Please call our office in regards to exams longer than 2 hours.
- You can pay in person at the VC Payment Center (located in the Student Services building) or online at our website.
- Valid/Current Photo ID is **REQUIRED** to test.
- There are **NO REFUNDS** for testing
- It is the student's responsibility to contact the school and let them know that Victoria College Testing Center is the chosen testing site. Please ensure that all testing information (passwords, paper tests, etc.) have been received before scheduling.
- No exams are given beyond the specified date without **WRITTEN** approval from the **INSTRUCTOR** to Testing Center Staff.
- Please review our Testing Center Guidelines on our website prior to testing.



Revised August 2019