

# CORRESPONDENCE EXAMS

## To Schedule Your Exam:

- Visit [www.VictoriaCollege.edu](http://www.VictoriaCollege.edu): Hover over "Getting Started" and click "Testing Center". Choose "Correspondence Exams" from the list of options > Click on Payment & Registration Information > Follow the 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 type: Instructor's name, course name, and college name > Click continue

## Available Days & Times:

Mondays and Tuesdays  
9 a.m. and Noon

## Testing Fees & Payment:

The testing fee is \$25.00 for the first two hours of an exam 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 Office (located in the Student Services Building). Cash, check, or money order accepted.

There are **NO REFUNDS** for testing.

## More information:

Valid/Current Photo ID is **REQUIRED** to test.

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 the Testing Center Staff.

Please review our Testing Center Guidelines at [www.VictoriaCollege.edu/TestingCenter](http://www.VictoriaCollege.edu/TestingCenter) prior to testing.

## Victoria College Testing Center

VC Main Campus  
Continuing Education Center, Room 201  
2200 E. Red River Street, Victoria TX 77901

Phone: (361) 582-2589 • Fax: (361) 582-2473 • Email: [TestingCenter@VictoriaCollege.edu](mailto:TestingCenter@VictoriaCollege.edu)  
For office hours and more info visit: [www.Victoriacollege.edu/TestingCenter](http://www.Victoriacollege.edu/TestingCenter)

