



Correspondence Form
San Jacinto College Central Campus
8060 Spencer Hwy. Room 133AD
Pasadena, Texas 77505
281-542-2025

Appointments must be made prior to every exam. **Students MUST present a photo ID before testing!!!**

Test Center Correspondence Testing Time

Monday 1:30p.m.-6:00p.m.
Wednesday 1:30p.m.-5:00p.m.
Thursday 8:30a.m.-Noon

Students/Instructor Information (please print)

Student's Name: _____ Student's Phone: _____

Student's Email Address: _____

Institution Name: _____ Instructor's Name: _____

Instructor's Phone: _____ Instructor's Email Address: _____

Course Name: _____

Date and Time of Exam:

Date Exam is to be Taken: _____

Time Exam is to be Taken: _____

Amount of time allowed: _____

Authorized Materials: (Testing Personnel to Complete)

List Any Other Special Instructions Below:

<u>Please Check Yes or No</u>	<u>Yes</u>	<u>No</u>
Calculator (indicate type)		
Notes		
Books		
Formulas		
Scratch Paper		
Dictionary		
Other:		

Date Exam Received: _____ Date Exam Sent Back _____

EXAM START TIME _____ EXAM END TIME _____ DATE EXAM TAKEN _____