

## Coastal Bend College - Correspondence Exams Testing Department

**What is a correspondence exam?** A correspondence exam is an exam that a person takes at Coastal Bend College's Testing Center though they are registered for the course through another institution.

### **What do I need to do to set up taking a correspondence exam at Coastal Bend College?**

(1) First you need to call the Coastal Bend College testing center where you would like to test.

<b>Alice Campus</b>	<b>Beeville Campus</b>	<b>Kingsville Campus</b>	<b>Pleasanton Campus</b>
Toll-free number: 1-866-891-291 Ext: 3045 <b>704 Coyote Trail</b> <b>Alice, Texas 78332</b>	Toll-free number: 1-866-722-2838 Ext: 2244 <b>3800 Charco Road</b> <b>Beeville, Texas 78102</b>	Toll-free number: 1-866-262-1615 Ext: 4077 <b>1814 Brahma Blvd.</b> <b>Kingsville, Texas 78363</b>	Toll-free number: 1-866-361-4222 Ext: 1201 <b>1411 Bensdale Road</b> <b>Pleasanton, Texas 78064</b>

(2) If the testing center approves administering a correspondence exam, then you will need to get their [contact information](#). Also request the contact person's e-mail address and full name.

(3) The Coastal Bend College Testing Center will ask you for your contact information: Name, Phone Number, Name of institution exam will be coming from, Name of Course, and approximate date of when exam should be taken. They will then create a file on you so that when your exam comes in they will be able to contact you.

(4) You will then be responsible for giving the instructor at your institution the Coastal Bend College testing center contact information. It is then up to the instructor whether they will mail, e-mail, or fax the exam to the test center that you request.

(5) Once the Coastal Bend College test center receives the exam, we will contact the examinee and set up a time for the examinee to come in to test. Please look at the [Testing Centers Schedule](#) for an idea of when exams are administered on each campus.

**Is there a fee to take a correspondence exam?** Yes. There is a \$25.00 fee for each exam that we proctor for you.

You will need to pay the \$25.00 fee in our Business Office and then bring the receipt to the testing center.

**What do I have to bring with me when I come in to test?** You will need to have Government-issued Photo Identification (driver's license, Texas ID card, Military ID, or passport) and any other items that the instructor has specified. Only the items the instructor has specified may be in the Testing Room. No cell phone or other electronic items will be allowed. If you bring in items that are not allowed - you must leave them with the Front Desk before you go into the exam room. *Coastal Bend College is not responsible for lost or stolen items.*