



TESTING CENTER
(713) 525-3160
career.services@stthom.edu
www.stthom.edu/career

CORRESPONDENCE TESTING POLICY

Correspondence testing will be administered to University of St. Thomas students and also to students from outside the community on a “space available” basis. Correspondence tests will not be administered during mid-term or final examinations to heavy usage of the Testing Center.

The test administrator will complete the appropriate forms for the correspondence institution and return them to the institution directly or through the test taker, as instructed.

The test taker will establish the test date with the testing institution, and then schedule with the Test Center.

Upon arrival, the test will be secured in the locked test file until it is to be administered.

There is a \$20.00 fee for the administration of a correspondence test. The exception will be for testing institutions that have a set scale for payment.

The Testing Center will strictly adhere to the instruction for administering the test.

Once the test is completed, it will be returned to the testing institution as directed in the instructions. The testing institution or the test taker will assume responsibility for payment for any test that is to be returned via Fed Ex, UPS, or airmail international.