

Access & Disability Services

3800 Montrose Boulevard, Houston TX 77006-4626

EMAIL: ACCESS@STTHOM.EDU

PHONE: 713-525-3546



**UNIVERSITY OF
ST. THOMAS**

ACCESS & DISABILITY SERVICES

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 midterm or final examinations due 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 thereafter schedule with the Test Center.
- There is a \$30.00 fee for the administration of a correspondence test. The exception will be for testing institutions or companies that have a set scale for payment.
- 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 FedEx, UPS, or airmail international.