



Del Mar College Testing Center

3013 Ayers St.

Corpus Christi, TX 78404

Phone: 361-698-1645

Fax: 361-698-2219

testing@delmar.edu

Correspondence Request Form

EXAMINEE INFORMATION:

Name: _____

Date of Birth: _____ Telephone Number: _____

Email Address: _____

INSTITUTION INFORMATION:

Name of Institution: _____

Instructor Name: _____ Phone Number: _____

Street Address: _____

City, State, Zip Code: _____

Fax Number: _____

Email Address: _____

COURSE INFORMATION:

Course Name: _____

Course Number _____

<p><i>For Office Use Only:</i></p> <p>Date Received: _____</p> <p>Date Processed: _____</p> <p>Staff Initials: _____</p>

REMINDERS:

1. Examinees will receive an email with instructions to pay/schedule their exams once the Del Mar College Testing Center receives **ALL** exam materials. Examinee **must** schedule at least 24 hours in advance.
2. The Testing Center Staff will not schedule an appointment until the exam is received.
3. Examinees are required to provide a valid, unexpired, photo ID to test.
4. It is the examinees **responsibility** to notify their institution and complete this form prior to scheduling. Del Mar College will provide scratch paper and pencils.
5. There is a \$10 proctor exam fee for every 3 hour time block for each exam.
6. All examinees are required to abide by Del Mar College Testing Policies and Procedures.

Examinee Signature

Date