



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: Semester:

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:

For Office Use Only
Date Received:
Date Processed:
Staff Initials:

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. This form needs to be submitted one week prior to desired test day.
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 \$20 proctor exam fee per exam.
6. All examinees are required to abide by Del Mar College Testing Policies and Procedures.

By checking this box, I agree to the above guidelines

Examinee Signature

Date