Testing Services for **ADA Students** at the HCC South Campus (Willie Lee Gay Hall)
1990 Airport Blvd.
Houston, TX 77051
Testing Department Rm. 124    Phone: 713-718-6471

**To send the test to the Testing Center you may:**

A. Email a copy of the test and a *Testing Request Form to khang.hoang@hccs.edu

OR

B. Send the test and a *Testing Request Form through the Interoffice Mail system directly to the Testing Center (Attention: Vivian Khang Hoang-Testing Associate) using mail code 1229K.

OR

C. Send an HCC employee from your department to drop off the test and a *Testing Request Form at our Testing Center (Room 124). **DO NOT SEND A STUDENT WITH A COPY OF THE TEST. DOING SO COMPROMISES THE INTEGRITY OF THE TEST.**

OR

D. Provide a copy of the test and a *Testing Request Form saved on a flash drive or CD to be used by the Testing Office. The flash drive and/or CD will be returned to the instructor after use. A copy of the test will **NOT** be kept on file at the Testing Center.

**To retrieve the test after the student is done testing, your options include:**

A. The Testing Center can return the test (and/or flash drive or CD) to your department using the Interoffice Mail system. The Testing Center Department will need your mail code. Please allow additional time for the materials to arrive should you decide to use the Interoffice Mail system.

OR

B. Send an HCC employee from your office to pick up the test (and/or flash drive, CD or hard copy) at the Testing Center. **THE TEST CENTER WILL NOT PERMIT THE STUDENT TO RETURN A TEST (in any format) BACK TO THE INSTRUCTOR OR DEPARTMENT.**

**Note:** It is the student’s responsibility to:

A. Bring a copy of his/her Accommodation Letter to the Testing Office on test days.

B. Contact the Testing Center (713-718-6471) at least 5 business days in advance to arrange an appointment for testing.

C. Arrive for his/her test prepared and on time on designated dates. Students who fail to arrive at their appointed time will have to reschedule with permission from their instructor.

**Note:** For instructors

A. Please include in writing if student is allowed to use specific books, calculators and/or charts/graphs/tables/formulas during the test.

B. Students are encouraged to remind their instructors about needing to test in the Testing Center BUT IT IS THE INSTRUCTOR’S RESPONSIBILITY TO PROVIDE/SUBMIT TESTS IN A TIMELY MANNER.

C. For unique or very specific accommodations that may require additional time or assistance, instructors or students should contact the HCC Central Campus Ability Services Office at 713-718-6164.

*Testing Request Forms are available on the HCC Central Testing Web Site

Updated: 06/21/2011