Testing Services for **ADA Students** at the HCC Central Campus

1300B Holman
Houston, TX 77004
LHSB Room 211

Phone: 713-718-6011 or 713-718-2530   FAX: 713-718-6028

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

A. Fax a copy of the test and a *Testing Request Form* to the Testing Services fax number at 713-718-6028  
   OR
B. Email a copy of the test and a Testing Request Form to dsstest.central@hccs.edu  
   OR
C. Send the test and a Testing Request Form through the Interoffice Mail system directly to the Testing Center (Attention: Carol Lam or Attn: Testing Center) using mail code 1229H.  
   OR
D. Send an HCC **employee** from your department to drop off the test a Testing Request Form at our Testing Center (Room 211). **DO NOT SEND A STUDENT WITH A COPY OF THE TEST. DOING SO COMPROMISES THE INTEGRITY OF THE TEST.**  
   OR
E. Send 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. **Contact the Testing Center (713-718-6011 or 713-718-2530) at least 24 hrs in advance to arrange an appointment for testing.**

B. **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.

*Testing Request Forms are located on the Central College Student Services Testing website*

Updated: 06/21/2011