

## FHS Correspondence Testing Process

FHS will provide students taking correspondence coursework the opportunity to take their proctored final exam on the FHS campus for a \$20 fee. Although these tests can be taken at any Testing Center, there will be a series of dates that will be available at FHS.

Please plan your coursework accordingly as the process for requesting and receiving the final exam may take longer than anticipated. Do not begin this process too close to the deadline for course completion set by the institution. Complete the following steps to take your final exam at FHS.

1. Request Final Exam from appropriate institution (ex: Texas Tech ISD).
  - Please allow plenty of processing time before the intended test date - at least 5 business days before requested testing date.
  - List your counselor as the proctor if testing at FHS. Contact alternate testing center for proctor information if you plan on testing at an alternative site outside of FHS.

Note: If the exam is not received prior to testing date, you will not be allowed to test and will have to choose another available date or use an alternative testing site.

2. Use the following link to register for available FHS testing date. (Fall 2019 dates: TBA)  
[Correspondence Testing Registration](#)

March 2 (8-11am)	May 18 (8-11am)
April 2 (4-7pm)	
April 13 (8-11am)	
April 24 (4-7pm)	
May 8 (4-7pm)	

3. Testing Day: If testing at FHS, you must arrive to room 609 at the beginning of the testing window (i.e., 8am or 4pm).
  - All correspondence tests are 3 hours in length. If the testing session is from 8-11am, your testing time will end at 11am regardless of your arrival time.
  - All administered tests have a fee of \$20 - this will be paid on the day of testing - cash or check only - checks made out to FHS.
  - All tests require tester to present picture ID.

Note: You will not be allowed to test without \$20 testing fee and a picture ID.

If the FHS times do not work with your schedule, please refer to the alternative local testing sites listed below. Please contact the preferred testing center for more detailed information regarding proctors (will not be your counselor), appointment times, and other necessary testing information.

### College of the Mainland

Monday and Tuesday, 9am - 7pm, Wednesday-Friday, 9am - 5pm, call for appointment 409-933-8188, \$29 fee per test

### San Jacinto College

Monday - Thursday, 8:30am - 5:30pm, call for appointment 281-998-6150, \$20 fee per test

### Alvin Community College

Monday - Thursday, 8:00am - 8:00pm, Call for appointment 281-756-3526, \$35 fee per test

NOTE: To find this document online, please see the link below: <http://myfisd.com/hs/support-teams/counseling-center/>  
Click 'Correspondence Course Testing' tab toward the bottom of the page and read requirements under 'Correspondence Courses'.

Click 'Correspondence Testing Process' to download this page with the embedded Google Form to reserve a seat to test.



<http://myfisd.com/hs/support-teams/correspondence-courses/>

Correspondence Courses taken through a state-approved extension program must have Counselor and parent approval prior to registration. Students taking coursework that is required for the upcoming school year must complete the course, full or half credit **before** school starts. In addition, the final exam must be taken and the final grade received before the start of school. This will override the deadline given by Texas Tech University ISD, or other correspondence programs. If the course is not required for the upcoming school year, students will have time as allowed by the correspondence program to complete the coursework. <http://www.depts.ttu.edu/k12/>