

Senior Citizens

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Distance Exam Process

Distance Education instructors should contact the Testing Center to obtain the work schedule for the semester, a copy of the test guidelines, and the current Makeup/Distance Testing Checklist.

All exams turned in to the Testing Center must have a completed Makeup/Distance Testing Checklist attached as a coversheet. Since space is limited, please keep time limits to two hours or less. **Retests should be given by the instructor.** Passwords, time limits, materials allowed, and deadlines should be included on the checklist. Class rosters must be attached to the checklist. If paper tests are used, please ensure there are enough copies of the exams for the entire class.

Please try to drop off exams at least a week prior to the test date.

Appointments are required. Students should contact their instructors prior to making an appointment to confirm that the exam was sent to the Testing Center. All appointments are made online at <https://www.registerblast.com/pac/exam> at least one day in advance. Call (210) 486-3444 during normal business hours for assistance. *TIP: Make your appointment early. Don't wait till the day before the deadline to make an appointment because the test slots are limited and may be full and you'll then need to make other arrangements.*

A valid Student ID is required in order to test. Personal items (purses, backpacks, etc.) that cannot fit in a 10"x8"x10" locker will not be allowed and must be left at home or in your car. If you bring an item that doesn't fit in our lockers and you have no place to store the item, you will be required to reschedule your exam.

Students should arrive at the Testing Center at least fifteen minutes prior to test time and present a valid Student ID. Students arriving thirty minutes late will be required to reschedule. Always schedule and arrive early enough to have plenty of time to complete the exam. *All testing stops five minutes prior to close of business to allow for workstation logoff and securing of exams.*