

To arrange testing, students will have to do the following:

- Students must schedule their appointment 3 business days (ex. Monday – Friday) in advance of test date
- Log into your email and click compose mail
- In the To: box type evanst@vgcc.edu
- In the Subject: box put TEST
- The email **must** include:
 - Student's Name
 - Instructor's Name
 - Course Name and Number (ex. PSY 150)
 - Date of Exam
 - Exam Start Time
- Failure to schedule your appointment 3 business days before the test date may result in you taking the test in the classroom

If you have any questions concerning Special Needs testing, please contact Tieren Evans by email at evanst@vgcc.edu or by phone at 252-738-3350