

# Test Information Form

**Standard Make-Up Exam** \_\_\_\_\_

**Disability Services Exam** \_\_\_\_\_

Instructor's Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Email Address (Print) \_\_\_\_\_

Office Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Course Code Prefix Number (Example: ENG 101): \_\_\_\_\_

Type of Exam: Paper/Pencil \_\_\_\_\_ Online/Requires Computer \_\_\_\_\_

**Are students required to take the exam at the same time as the class?**

**YES**, date and time of exam: \_\_\_\_\_ **NO**, date range: \_\_\_\_\_ to: \_\_\_\_\_

**Materials Allowed:** Dictionary \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Textbook \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Notes \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Calculator \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Formulas \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Scratch Paper \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Other \_\_\_\_\_

**Time Limit Given to Class:** \_\_\_\_\_

**Password (if applicable):** \_\_\_\_\_

**Test return (paper/pencil only):** Will pick up test, call: \_\_\_\_\_ Scan/email: \_\_\_\_\_

Send to Campus box: \_\_\_\_\_ (Note: Testing Services does not guarantee timely delivery if exams are sent through campus mail. We are not responsible for any exams lost in campus mail.)

## Please remind students:

1. There is a **\$10 fee** for taking a make-up test or any test outside of class, ***unless the student is registered with Disability Services.*** We accept cash, checks, & credit/debit cards (*MC, VISA, Discovery, & AMEX*).
2. **Photo ID is required in order to test** (Shocker ID card, driver's license, employer ID, passport).
3. **Appointments are REQUIRED for all exams. Direct students to RegisterBlast.com/wsu to register.**
4. Students may call 316-WSU-TEST (978-8378) to verify test is in our office.
5. Our testing hours are listed below. Students should allow themselves enough time to complete the exam prior to the end of testing hours.

**List Student's Name(s):** \_\_\_\_\_

**Special Instructions:** \_\_\_\_\_

**Please list any tentative future test dates:** \_\_\_\_\_

**NOTE: It is the instructor's responsibility to provide all testing materials; i.e. copies of exam, bubble sheets, etc.**

Bring test materials & completed instruction form to *Testing Services, 320 Grace Wilkie Hall* or send to *Box 91-Testing* or email *testingcenter@wichita.edu*.

**TESTING HOURS:** 8:00 a.m. to 5:00 p.m. Monday through Friday  
Extended Hours to 7:00 p.m. on Wednesdays spring and fall semesters only  
(Note: No tests will begin within 45 minutes of the office closing time.)

**Testing Services will strictly adhere to all instructions within this form unless we receive a change notification from the instructor or department.**

