

INFORMATION THAT FACULTY MUST PROVIDE

*Wichita State University
Counseling & Testing Center
320 Grace Wilkie Hall*

Campus Box 91

316-978-3440

TEST INFORMATION FORM

Instructor (Print) _____ Date _____

Box Number _____ Office Phone _____ Home Phone _____

Course Name _____ Course # _____

Section # _____ Class Days _____ Class Time _____

Type of Exam: Credit By Exam _____ Make-Up _____ Telecourse _____

Time Limit _____ **Last Date Test Can Be Taken** _____

Materials Allowed: Dictionary _____ Yes _____ No _____ Textbook _____ Yes _____ No _____
Notes _____ Yes _____ No _____ Calculator _____ Yes _____ No _____
Formulas _____ Yes _____ No _____ Scratch Paper _____ Yes _____ No _____
Other _____

Return test by mail or call for pick up?

Send to box: _____ Someone will pick up test, please call: _____

Please remind students:

1. There is an **\$8 fee** for taking a make-up test or any test outside of class. Cash, checks, & credit cards are accepted (*Shocker, MC, AmEx, Discovery, & VISA*).
2. **Photo ID is required in order to test** (*Shocker ID card, driver's license, employer ID*).
3. Students may call 978-3440 to verify test is in our office.
4. Students do not need an appointment for make up tests.
5. Our testing hours are listed below. Students should allow themselves enough time to complete the exam prior to the end of testing hours.
6. **Students must know course number and instructor's name**. If office staff has to research instructor's name, course and section number, there will be an additional \$4.00 charge. It is the student's responsibility to know the course name, course number and instructor's name.

List Student's Name(s) _____

Special Instructions _____

***NOTE:** It is the instructor's responsibility to provide all testing materials.

Bring test materials and completed instruction form to *Counseling & Testing Center, 320 Grace Wilkie Hall* or mail to *Box 91, ATTN: Testing*.

TESTING HOURS: 8:00 a.m. to 6:45 p.m., Monday (When classes are in session)
8:00 a.m. to 4:45 p.m., Tuesday, Wednesday, Thursday, and Friday.