

Washburn University

Center for Prior Learning & Testing, Mabee Library 218, Topeka, KS

Phone: 785-670-1227

Fax: 785-670-3222

E-mail: testing@washburn.edu

Web: www.washburn.edu/testing

Testing Services Request Form

By completing and submitting this form you are acknowledging that you understand, agree and will adhere to the policies and procedures of the Washburn University Prior Learning & Testing Center. You can review the Center's Policies at: www.washburn.edu/testing. **TO SCHEDULE AN ACT RESIDUAL TEST YOU NEED TO CONTACT US AT 785-670-1227.**

Test Taker's Full Name: _____ Today's Date: _____
(Last, First, Middle)

Address: _____ DOB: _____
(Street Address) (City, State, Zip)

E-mail: _____ Phone: _____ WIN: _____

Type of Service Requested (select either proctoring or exam services):

Proctoring Services

Paper/Pencil

Computer/Internet-based

WASHBURN EXAMS

School/Instructor Information: Instructor's Full Name: _____ Phone # _____

Course Number: _____ E-Mail: _____

NON-WASHBURN EXAMS

School/Distance Office Contact Name: _____ E-mail: _____

Address: _____ Phone: _____

Appointment date(s) Requested: _____
(1st Choice) (Alternate1) (Alternate2) (Alternate3)

Exam Services

- Credit by Exam: DSST Testing CLEP Testing
- Assessment/Placement Tests: ACCUPLACER math only **OR** full test

Appointment date(s) Requested: _____
(1st Choice) (Alternate1) (Alternate2) (Alternate3)

Payment Information:

All payments must be made before or on the date of requested service. Washburn University's Return Check Fees are applicable on all dishonored payments. All payments to Washburn University are non-refundable.

For a list of exams and service fees please visit the Testing Services Price List on the Academic Testing web page. No-shows and appointments rescheduled with less than 1 business day's notice are subject to a \$20 fee.

If special accommodations are required, please contact us at 785-670-1227.

Submit This Request by E-mail, Fax, Mail, or In-person.