

ACADEMIC RESOURCE CENTER
Webster University

Test Received _____
Test Taken _____
Test Returned _____
To _____ By _____
Received By _____

TESTING CENTER INSTRUCTIONS

Testing accommodations, make-up testing services, and a variety of placement tests are available through the Academic Resource Center in Loretto Hall. Students may take tests Monday through Friday during the following hours:

8:30 am – 7:00 pm Monday - Thursday
(Summer hours 8:30 am – 5:30 pm or by appointment)
8:30 am – 4:30 pm Friday

INSTRUCTORS: Please complete all portions of this form and attach to test. Tests may be sent via campus mail, fax (314-968-5919), email (arc@webster.edu) or hand-delivered to our office at Loretto Hall Room #6. Please allow ample time for a test to arrive before the scheduled test date. For special circumstances, contact Barbara Stewart (x7495) or Wendy Love Anderson (x8225).

Please remind students to make appointments for testing by calling 314-961-2660 x7620 at least one day prior to the required test date. (More than a day's notice is advisable during midterm and final periods.) Students are asked to schedule themselves early enough in the evening to complete the testing before the Testing Center closes.

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STUDENT'S NAME _____ **ID#** _____

INSTRUCTOR _____ **PHONE** _____

DEPT/COURSE # _____ **TEST #** _____

IS TEST TIMED? NO YES; THE STUDENT HAS _____

SPECIAL INSTRUCTIONS: STUDENT MAY USE: CALCULATOR
 BOOKS NOTES OTHER _____

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STUDENT WILL NEED: COMPUTER OTHER _____

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RETURN TO: INSTRUCTOR'S DEPARTMENT (*default*) _____

FAX # _____ HOLD FOR PICK-UP

U. S. MAIL/OTHER _____