

ACADEMIC RESOURCE CENTER
Webster University

Test Tracking # _____
Test Received _____
of Pages _____
Test Taken _____
Test Returned _____
Returned by _____
Received By _____

TESTING CENTER INSTRUCTIONS

Testing accommodations, make-up testing services, and a variety of college-credit and placement tests are available through the ARC Testing Center in Loretto Hall. Tests are administered Monday through Friday during the following hours:

Monday – Thursday: 9:00 a.m. – 7:00 p.m.
(Summer hours 9:00 a.m. – 4:30 p.m. and by appointment)
Friday: 9:00 a.m. – 4:30 p.m.

INSTRUCTORS: Please complete all portions of this form and attach to test. Tests may be sent via campus mail, fax (314-968-5919), e-mail (arc@webster.edu) or hand-delivered to our office in Loretto Hall 40. Please allow ample time for a test to arrive before the scheduled test date. For special circumstances, contact Barbara Stewart (x7495) or Sanela D. Bejdic (x8225).

Please remind students to make appointments with the Testing Center by calling 314-246-8225 at least one business day prior to the required test date. (Several days' notice is advisable during midterm and final periods.) We try to accommodate all test scheduling requests, but we have a limited number of testing booths. We cannot test entire classes, either in classrooms or in the Testing Center.

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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 _____

STUDENT WILL NEED: COMPUTER OTHER _____

IF THE TEST IS NOT COMPLETED TEST SHOULD BE (*select one*):

SHREDDED RETURNED UNCOMPLETED TO YOUR DEPARTMENT

OTHER _____

RETURN TO (*select one*): INSTRUCTOR'S DEPARTMENT _____

FAX or EMAIL _____ HOLD FOR PICKUP

U.S. MAIL/OTHER _____