

Dear Students,

Your professor will be using the DELO Testing Centers to coordinate your exams this semester.

Listed below are the directions on how to register for your exams.

**Here are the list of exams and the dates they are offered:**

Exams and Dates: \_\_\_\_\_

This exam has a \_\_\_\_\_ minute time limit and will be administered via online or paper format.

**I. Instructions for registering for an exam at the DELO Testing Center locations in Bowling Green, KY. (Skip down to II. for instructions on how to register outside of Bowling Green, KY)**

1. Go to <https://topnet.wku.edu> and log in.
2. Click on Student Services.
3. Click on Registration.
4. Click on the tab: Schedule an exam at the DELO Testing Centers at the bottom of the Registration page.
5. The first item you will enter is **your cell phone number** beginning with the area code.
6. Select the course you wish to schedule an exam for.
7. Select the location you wish to schedule an exam for and click continue.
8. Select the date you wish to take the exam, scroll down to the bottom and click submit. Only the dates established by your instructor for the exam will be shown.
9. Select the time you wish to take the exam and click submit.
10. After the reservation generates, please make sure to print the confirmation page as a reminder.

If you wish to alter your reservation, please log back into Topnet, follow steps 1-4, and click cancel on your appointment and it will allow you to reschedule. For testing issues or concerns related to the DELO Testing Centers in Bowling Green, KY, please call 270-745-5122 or email [delo.onsite@wku.edu](mailto:delo.onsite@wku.edu).

***Please note:*** The DELO Testing Centers are not responsible for personal items brought into the centers. Storage at DELO Testing is minimal so please consider leaving valuables at home. It is recommended to only bring a valid ID and the materials allowed during your exam. All cellphones will be collected by the DELO Testing staff and stored for the duration of the exam.

***Make sure to also visit our website:***

*<http://www.wku.edu/testing/guidelines.php> and review the General Testing Guidelines for what to expect when testing at the DELO Testing Centers.*

## **II. Instructions for requesting an exam at another location:**

### **Registration Process:**

**Step 1: Make an appointment with your chosen proctored site first**

**Step 2: Complete the off-site request form.**

**A.** Go to [www.wku.edu/testing](http://www.wku.edu/testing)

**B.** Click on **FOR TEST-TAKERS**

**C.** Under Register for an exam at another location, Click the (+) beside **Registration Process**. Click Online Courses, and the window will change to the exam form.

### **Need help finding a testing location?**

1. Go to [www.wku.edu/testing](http://www.wku.edu/testing)
2. Click on the **FOR TEST-TAKERS** tab
3. Click on the **Find an Off-site Testing Location** tab for further information.

If you have any questions or concerns related to the WKU regional campuses or another off-site testing location, you can contact our staff at 270-745-2953 or email [delo.offsite@wku.edu](mailto:delo.offsite@wku.edu).

*Please note: The sites in the U.S hyperlink connects to the National College Testing Association's (NCTA) Consortium of College Testing Centers and the site has recently migrated to a new web platform; therefore, if you notice an issue with site listings, please immediately contact the DELO off-site staff for assistance at the phone number above.*