

Dear Students,

Your professor will be using the DL Testing Centers to coordinate your exams this semester. Listed below are the directions on how to register for your exams. If you have any questions or concerns, please feel free to call us at 270-745-5122. You can email our staff at dltesting@wku.edu.

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

Enter Test numbers and dates here

All exams have a _____ time limit and will be administered in online/paper format.

**Instructions for registering for an exam at the DL Testing Centers-
Main or South Campus Locations (IF YOU ARE TAKING YOUR TEST AT ANOTHER LOCATION (out of town/state), SKIP DOWN TO THE SECOND SET OF INSTRUCTIONS):**

1. Go to TopNet and log in.
2. Click on Student Services.
3. Click on Registration.
4. Click on the tab: **Schedule an exam at the DL Testing Centers** at the bottom of the Registration page.
5. Select the class you wish to schedule an exam for.
6. Select the location you wish to schedule an exam for and click continue.
7. 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.
8. Select the time you wish to take the exam and click submit.
9. After the reservation generates, please make sure to print the confirmation page as a reminder. You will not be able to alter your reservation on your own after this point. If you wish to alter your reservation, call 270-745-5122 to have the system reset. Once the exam is reset, you may follow the instructions above to reschedule.

Instructions for requesting an exam at another location:

Step 1: Make an appointment with your chosen proctored site

Step 2: Complete the off-site request form.

A. Go to www.wku.edu/testing

B. Click on **FOR STUDENTS**

C. Under Register for an exam at another location, please select the type of course or program you are enrolled in and complete the off-site request form.

The direct link to the off-site request form is: <http://www.wku.edu/testing/offsite-exam-reg.php>

Please submit your exam request approximately four (4) days prior to your scheduled test date/time. Failure to submit your exam request promptly could result in your proctor refusing to proctor your exam and rescheduling of your test.

Need help finding a testing location?

1. Go to www.wku.edu/testing
2. Click on the **FOR STUDENTS** tab
3. Click on the **Find an Off-site Testing Location** tab for further information.

If you have any questions, you can contact our staff at 270-745-5122. You can email our staff at dltesting@wku.edu.