EXAM REQUEST FORM

WWU TESTING CENTER:
If you are in the Bellingham area, you may take your examination at the Testing Center, AC 120, 333 32nd Street, Bellingham, WA. The Testing Center is open from 8:00 a.m. to 5:00 pm. Monday through Friday. Please keep in mind the average testing time is two hours, although some exams may be either shorter or longer. AN APPOINTMENT IS NECESSARY IN ALL CASES. Call (360) 650-3080 for appointments. Do not mail in this form if you are taking your exam at the Testing Center.

Please bring picture identification with you to the Testing Center. This form is not required for Testing Center appointments.

PROCTORED EXAMS:
If you live outside the Bellingham area, or if it is not convenient to come to the Testing Center, you may arrange to take the examination in a proctored setting. The proctor must be working in an official capacity as: a certified librarian; school superintendent; principal; counselor; professional staff member of the adult or continuing education office, counseling center, or testing center at a college or university; or a U.S. Armed Forces Educational Services Officer. Relatives, no matter what their position, may not serve as proctors. You will be required to show photo identification to your proctor before being admitted to the exam. If you have questions concerning a supervisor for your examination, please contact the Independent Learning Office at (360) 650-3650.

SEND THIS FORM TO THE WESTERN ONLINE OFFICE AT LEAST 10 DAYS BEFORE YOU WOULD LIKE TO TAKE THE EXAM. DO NOT INCLUDE THIS NOTICE BEHIND A REGULAR ASSIGNMENT AS IT MAY BE OVERLOOKED.

GRADED EXAMINATIONS ARE NOT RETURNED TO THE STUDENT but are filed for three months at the Western Online office. You will receive your grade and instructor comments by return mail.

CUT HERE

STUDENT'S NAME ______________________________________________________
STUDENT’S PHONE ______________________________________________________
STUDENT'S ADDRESS ______________________________________________________
_______________________________________________________________
STUDENT'S E-MAIL ______________________________________________________
Do you have a deadline for taking the exam? __________________________________
COURSE ________________ SYLLABUS # ______ (this number can be found on the cover page of your syllabus)
EXAMINATION NEEDED (first, second, etc.) __________________________
EXAM SUPERVISOR’S NAME ______________________________________________
POSITION/TITLE _________________________________________________________
SCHOOL/BUSINESS _______________________________________________________
ADDRESS ______________________________________________________________
_______________________________________________________________
City State Zip
PROCTOR'S AREA CODE & PHONE # ________________________________

Mail to: Western Online MS 9102
Western Washington University
516 High Street
Bellingham, WA 98225-5996