Testing Services Request Form

Attention: Do not use this form to schedule proctoring appointments for K-State courses.

Test Taker's Full Name: _____   **Today's Date:** _____
                                          (Last, First, Middle)

Test Taker's Address: _____
                                          (Street Address)   (City, State, Zip)

Test Taker's E-mail: _____   **Test Taker's Phone:** _____

Appointment date(s) Requested: _____   _____   _____   _____
(Must be at least 1 week from the date   **(1ˢᵗ Appointment)   (2ⁿᵈ Appointment)   (3ʳᵈ Appointment)   (4ᵗʰ Appointment)**
of this request to avoid late submission
fees.)

(Complete either the proctoring service or the exam service for this request):

◯ **Proctoring Services** (Fill in all spaces)   Type exam delivery:_____ Paper/Pencil_____ Computer/Internet-based

Accommodations: Yes_____ No_____ (If yes, submit a separate letter with this request detailing needed accommodations)

School/Instructor Information: Full Name: _____   **Phone #** _____

Address: _____   **E-Mail:** _____

School/Distance Office Contact Name: _____   **E-Mail:** _____

Address: _____   **Phone:** _____

⊙ **Exam Services**

➤ **Credit by Exams** ☐ **CLEP Testing (Attach/Include CLEP Exam Registration Ticket)** ☐ **DSST Testing**

➤ **Entrance/Certification Exams:** ☐ **ACT On-Campus Test** ☐ **Miller Analogies Test** ☐ **Certiport Certification**

➤ **Assessment/Placement Tests:** ☐ **Accuplacer** ☐ **ATI TEAS** ☐ **OTHER:** _____
                                                                                              (*Assessment Type*)

Payment Information:

All payments must be made <u>prior</u> to the date of requested service in order to avoid appointment cancellation or assessment of additional service fees. Payments made at the time of scheduled appointments WILL be assessed a $10.00 late processing fee. K-State's Return Check Fees are applicable on all dishonored payments. All payments made to the Kansas State Testing are non-refundable.

For a list of exam and service fees please visit The Payment Center found on the Testing Services' web page.

By completing and submitting this form you are acknowledging that you understand, agree, and will adhere to the policies and procedures of the Kansas State University Testing Center. You can review the Center's Policies at: http://www.k-state.edu/testing

Submit This Request by Email, Fax or Mail