

Dear Students,

Your professor will be using the Distance Learning Testing Center (DLTC) 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:

Here are the DLTC's current operation hours: <https://www.wku.edu/testing/hours.php>

I. Instructions for registering for an exam at the DLTC location in Bowling Green, KY. *(Skip down to II. for instructions on how to register at another location other than the WKU DLTC at South Campus).*

DLTC Registration

Link: <https://www.registerblast.com/wku/sso/caslogin>

You will use your NetID and password to login to the RegisterBlast system. Select the exam you would like to schedule from your My Exam page and follow through the prompts.

Please note: The DLTC is not responsible for personal items brought into the centers. Storage at DLTC 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 DLTC staff and stored for the duration of the exam.

Make sure to visit our website to have information about day of testing:
<http://www.wku.edu/testing/guidelines.php>

II. Instructions for requesting an exam at another location:

Please note: The WKU DLTC does not charge a fee; however, the WKU Remote Proctoring Network includes proctor locations who charge for the proctoring services as well as those who do not charge. Students are responsible for payment of any proctoring fees if they choose to use a proctor who charges a fee for this service. Students are also responsible for any additional fees that might be associated with the use of a particular proctoring site, such as parking fees.

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
- B. Click on **FOR Testers-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
 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 dtesting@wku.edu.

Please note: The sites in the U.S hyperlink connect to the National College Testing Association's (NCTA) National Proctoring Network (NPN) .