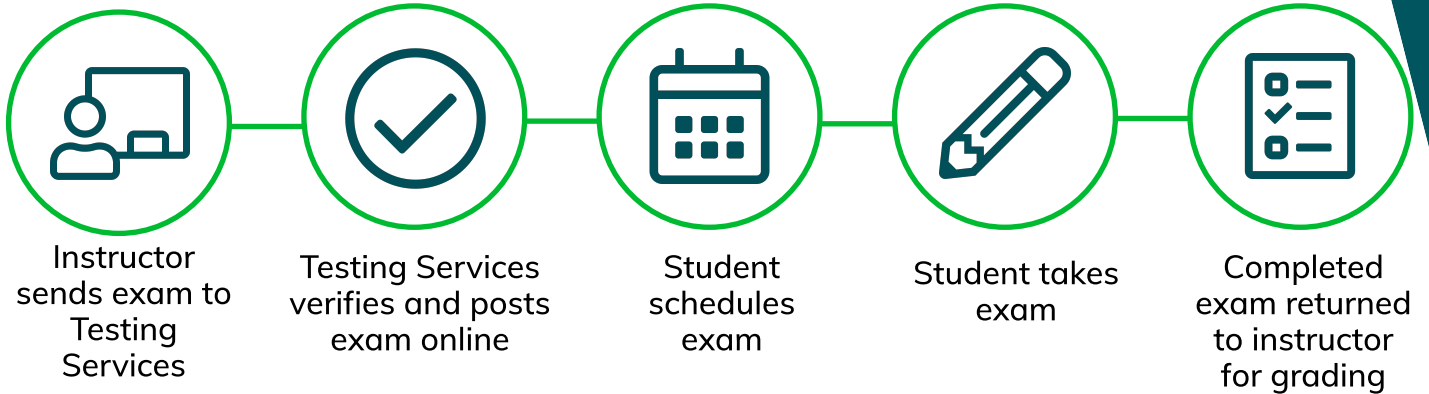


Using CWI Testing Services

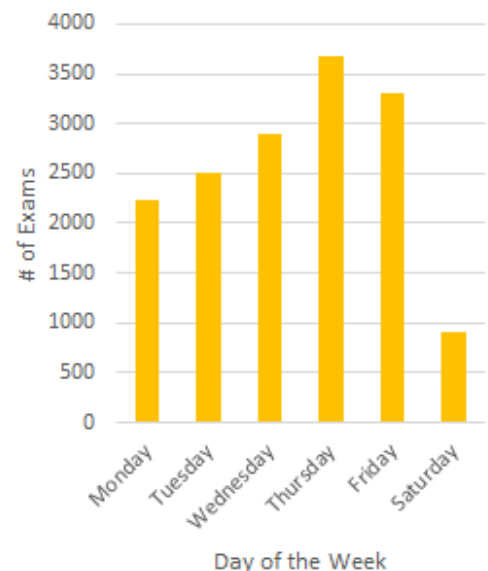
TESTING PROCESS



HOW TO SCHEDULE AN EXAM

1. Visit cwi.edu/exams.
2. Choose a location.
3. Choose an exam group.
4. Choose an exam.
5. Choose an available date.
6. Choose a time slot.
7. Fill in your personal information.
8. Read and agree to the *Exam Acknowledgment*.
9. Click *Add to Cart*.
10. **Click *Complete Registration* to finalize appointment.** If you do not complete this step, your appointment will not be scheduled!
11. Receive confirmation email.

Tester Volume By Day



All exams must be scheduled **12** hours in advance!

TIPS

- **Always bring valid ID to your appointment.**
- Know your course, section, instructor, and exam number before scheduling.
- Ensure your appointment is scheduled by checking for a confirmation email.
- If you have any questions about scheduling an appointment, contact Testing Services.

FAQS

Q: How do I take the Math Diagnostic test?

A: Math Diagnostic testing is done at the Math Solutions Center (MSC). Upon completion of the test, you will meet with a Math Coach to review your results and help you develop an appropriate plan. More information, including study guides and MSC locations can be found at math-diagnostic.youcanbook.me.

Q: How do I take the Write Class (English) placement test?

A: After you are admitted as a student, you can take the Write Class placement. The Write Class placement can be taken online at cwi.thewriteclass.org or in-person at either of our Testing Services locations. **Your score will automatically transfer to your student account within 24 hours.**

Q: I didn't get a confirmation email, what should I do?

A: Contact Testing Services to make sure your appointment is scheduled.

Q: I know I made an appointment, why isn't it showing?

A: If you leave your appointment in your cart without pressing "Complete Registration," your appointment will not be scheduled. If you have a confirmation email, you will be allowed to test.

Q: How early should I schedule for midterms and finals?

A: The earlier the better! Some students begin scheduling for finals two months early.

Q: It is the last day to take the exam, but I unable to make an appointment, now what?

A: Contact your instructor for options. Testing Services does not make exceptions to the 12-hour advance scheduling policy.

Q: What do I do if I have accommodations?

A: You will need to meet with Student Disability Services to get your accommodations approved for the semester. Once approved, you will work with your instructor to ensure they send your exam information to Testing Services. Schedule your appointments under the account created for you to ensure your accommodations show.

Q: What happens if I am caught cheating?

A: Your exam will be ended, and your instructor will be notified. Testing Services will also notify the Academic Integrity Board who will contact you regarding the incident.

CONTACT INFORMATION

Nampa Campus
Micron Education Center
5725 East Franklin Road
Nampa, ID 83687
208.562.2440

Ada County Campus
Lynx Building
9314 W. Overland Road
Boise, ID 83709
208.562.2542

cwiproctor@cwi.edu

For a complete list of policies and other resources, visit cwi.edu/assessment.