



# NORTHWESTERN TESTING PROCEDURES

There is no testing fee for current Northwestern students and employees. Northwestern charges a \$25 fee (3 hour limit) for testing non-Northwestern students or employees. The fee must be paid in advance in the Business Office (see website for hours of operation). Please show your receipt and photo identification when you report to take your exam. It is the examinees responsibility to make sure any required paperwork is completed prior to testing. **\*NWOSU will waive the \$25 fee for current NOC students.**

No walk-in testing is allowed. Please call or email to schedule your exam in advance.

Alva                      Enid                      Woodward  
Phone:                      580-327-8176  
Email:                      [testing@nwosu.edu](mailto:testing@nwosu.edu)

All testing requests will be handled by the Testing Facilitators and will be directed to the campus you indicate when you call or email to request an appointment.

<b>TESTING SCHEDULE</b>	
Mon	3:30 pm - 8:00 pm
Tue	2:00 pm - 6:00 pm
Wed	11:00 am - 4:00 pm
Thu	3:30 pm - 8:00 pm
Fri	9:00 am - 1:00 pm

Tests must be finished *before* the ending time.  
(Example: test must be finished by 8:00 on Mon & Thur.)  
**No Friday testing during June and July.**  
**Summer schedule may vary.**

Examination guidelines:

- If you need to cancel your exam, please notify us 24 hours in advance
- No cell phones are allowed during testing including use as a calculator
- No hats worn during testing
- No spouses or children in testing room during testing
- No special programs can be downloaded (exception: Respondus Lockdown)
- No food or eating during testing

Matt Barnes in Academic Success Center (580) 327.8149 or [mhbarnes@nwosu.edu](mailto:mhbarnes@nwosu.edu) is the contact for scheduling the following:

- Miller Analogies Test (MAT)
- ACT Residual
- Placement Testing
- CLEP