WSU Tech
Testing Services

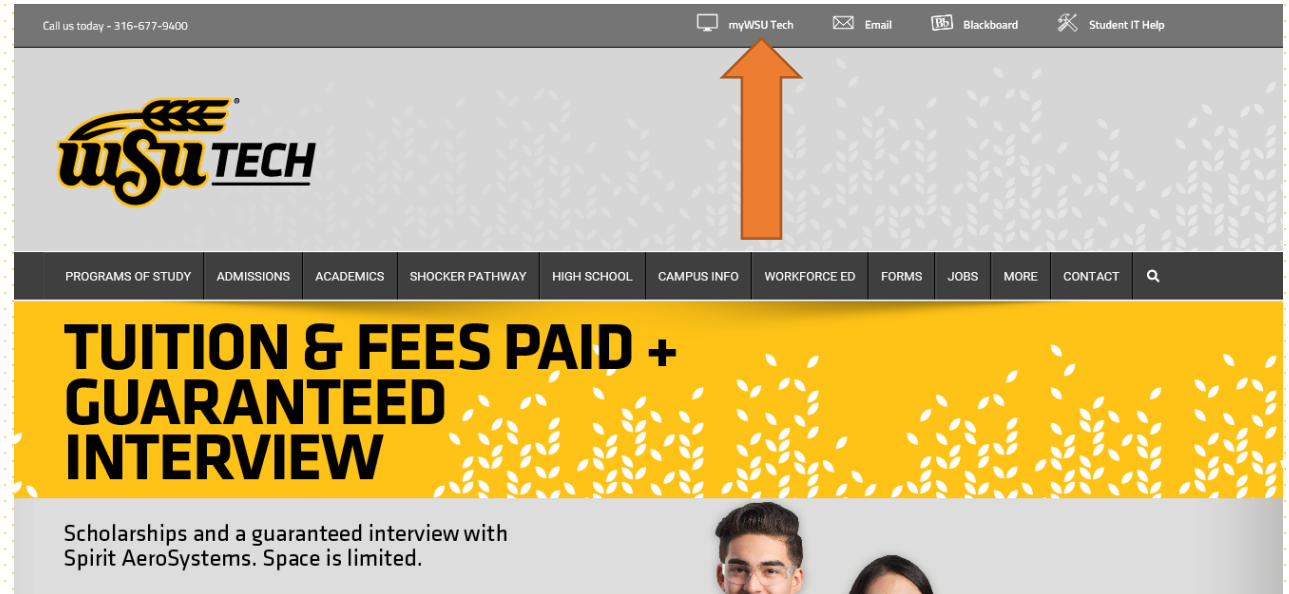

How to Submit A Request to Administer Test

How to Access
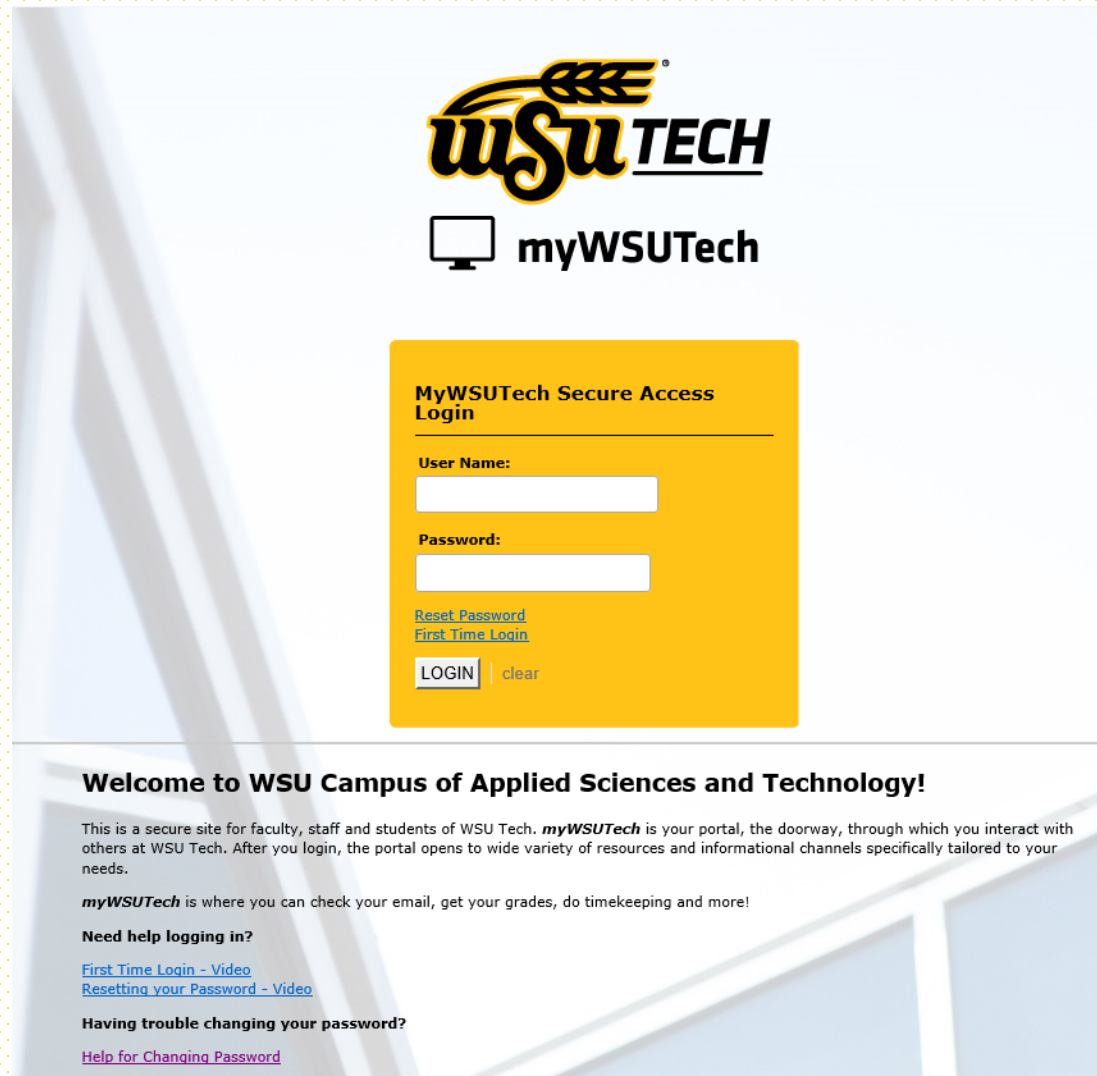# Request to Administer
Documents

Start by opening up the WSU Tech website. www.wsutech.edu.

At the top of the page there will be a gray banner bar. On this gray banner bar click on the myWSUTech link.

Log Into Your myWSUTech Portal

Enter your username and password. Then click Login.

Faculty Tab

Once you are in your myWSUTech you will click on the "Faculty" tab in the gray column on the left side of the page.

Request to Administer Test

Within the "Faculty" tab you will find the "Request to Administer Test" links.

To complete your Request to Administer Test you will need to access both the "Request to Administer Fillable Form" and the "Class Roster Fillable Form".

Simply click on the links and the necessary forms will open up.

Request to Administer Fillable Form

After clicking the "Request to Administer Fillable Form" link, the fillable form will open up.

You will need to complete this form, and email it to Testing Services at **Testing@wsutech.edu**.

Next you will need to complete the "Class Roster Fillable Form".

Class Roster Fillable Form

If you are submitting a "Request to Administer Fillable Form" for an individual student (1 student), then you do not need to complete a "Class Roster Fillable Form".

For multiple students you will need to complete a "Class Roster Fillable Form".

Email the completed "Request to Administer Fillable Form", along with the completed "Class Roster Fillable Form" to Testing Services at Testing@wsutech.edu.

wsu TECH

Class Roster

Instructor Name _Click or tap here to enter text. **Course Name/Number** Click or tap here to enter text.

Test Name _____ **Time Allowed** _____

First Date/Time Student May Take Test _____ **Last Date/Time Student May Take Test** _____

Location to Administer Test _ Choose an item. __

Send Completed Request and Class Roster via email to: Testing@wsutech.edu

Student Name	Student Signature	Date	Start/Stop
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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Revised 03/2019

All Request to Administer and Class Roster forms must be submitted through the Testing Services email at Testing@wsutech.edu.

Handwritten Request to Administer and Class Roster forms will not be accepted by the Testing Center.

Incomplete Request to Administer and/or Class Roster forms will be returned to instructors.