Assessment Center  
Request for Exam(s)  
505.925.8569

This form must accompany all makeup, midterm, and final exams. Exams should be received 24 hours before any scheduled appointment date. Exams are by appointment only. Students must schedule a testing session with the Assessment Center via Bookings Link (Use Exam Testing option) or by calling 505.925.8569.

Please enclose this form with the exam in a sealed envelope to the Assessment Center located in the Student Services building. To ensure test security, **DO NOT allow a student to hand carry an exam. Please hand the envelope to an Assessment Center or Front Desk staff member to be properly stored.**

**Testing Information (Please Print)**

Instructor ____________________________  
Student _______________________________  
Course ________________________________

Instructor’s Phone ________________  Instructor’s E-mail _____________________________

**Special Instructions for each exam:**

_____ May use textbook  
_____ May use personal notes  
_____ May use a calculator  
_____ May use dictionary or thesaurus  
_____ Proctor Exam  
_____ Other: ____________________________________________

_____ Special Accommodations: ________________________________________________________________

Time Allowed for Testing: ___________________________  Exam Deadline: ___________________________

I have informed the student that they will need to schedule the exam at the Assessment Center via this Bookings Link (Use Exam Testing option) or by calling 505.925.8569 and bring a valid picture ID to their testing session.

Instructor’s Signature ___________________________  Date: ___________________________