Assessment Center  
Request for Makeup Exam(s)  
505-925-8560

This form must accompany all makeup exams. Exams should be received 24 hours before any scheduled appointment date. Students must schedule makeup exams with Student Services at 925-8560. Makeup exams are by appointment only.

Please enclose this form with the test in a sealed envelope to the Assessment Center located in Student Services. **To ensure test security, please **DO NOT** allow a student to hand carry a test.**

**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  
_____ May use dictionary or thesaurus  _____ Other: ________________________________  
_____ Special Accommodations  ________________________________

Time Allowed for Testing: ________________  
Test Deadline: ________________________________

I have informed the student that they will need to schedule the exam at the Assessment Center at 925-8560 and bring a valid picture ID to their testing session.

Instructor’s Signature ________________________________  
Date ________________