



Office Use Only

Appointment Date & Time: _____

Start Time: _____

Finish Time: _____

**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. Makeup exams are by **appointment only**, students must schedule makeup exams with the Assessment Center via [Bookings Link](#) (Use makeup Exam Testing option) or by calling 505.925.8560.

Please enclose this form with the test in a sealed envelope to the Assessment Center located in the Student Services building. ***To ensure test security, please DO NOT allow a student to hand carry a test & make sure to hand the envelope to a Testing Center employee so it can 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: _____ Test Deadline: _____

I have informed the student that they will need to schedule the exam at the Assessment Center via this [Bookings Link](#) (Use makeup Exam Testing option) or by calling 505.925.8560 and bring a valid picture ID to their testing session.

Instructor's Signature _____ Date: _____