



EXAM REQUEST
Testing Center
TEST PROCTOR
575-315-1120

Section 1: Student Responsibilities:

- Complete Section 1 of this form.
• Work with instructor to determine test date and start time. (See Section 3)
o You must enter a specific date and time-do not write "anytime."
• Return this form to the Testing Center at least 1 Week prior to scheduled test date.
• Show up at your scheduled time to take the exam.
o If you are more than 15 minutes late, you will not be allowed to test.
• Any changes to test date/time must be made at least 2 days prior to the test in writing.
o You are responsible for confirming rescheduled time with instructor.

Student Name: ID#:

Course: Today's Date:

Student Phone: Student ENMU email:

Student Signature:

Section 2: Instructor Responsibilities:

- Complete Section 2 of this form.
• Work with student to determine test date and start time. (See Section 3)
• Enter regular exam length (allotted time for all students if it is different for this student, then the allotted time for this student) and other exam parameters for all students or listed on accommodations form.
• Deliver exam to the Testing Center at least one day prior to scheduled exam via fax, e-mail or hand-delivery (do not send via examinee).
• Completed exams will be returned within one business day to the instructor with this form.
o Please ensure you write in how it may be returned (in person, secretary, campus mail, fax, etc.).

Instructor Name:

Instructor Contact: Today's Date:

Name/Place to return completed exam:

Return exam via:

Instructor Signature:

Section 3: Exam Information:

Exam Date: Exam Length for THIS STUDENT (minutes):

- Permitted Testing Aids: Open Notes Open Book Calculator Formula Sheet Recorder Reader
Quiet Room Computer Computer w/Headphones Computer w/Visual Assist (Please Note)
Other

Comment:

# EXAM REQUEST INSTRUCTIONS FOR TEST PROCTOR

**\*It is the Student's Responsibility to complete & return Exam Request Forms to the Testing Center\***

## **Student is responsible for:**

- Picking up a copy of the Test Request Form from the Test Proctor located in the Testing Center
- Completing **Section 1** of the form and working with the instructor to complete **Section 3**
  - ✓ Form must be completed and turned in one week prior to test date
- Take the exam at the scheduled time or the student will be considered a no show
  - ✓ If student does not show, after 15 minutes, the exam will be returned to the instructor
  - ✓ If student is running late, the student should call 575-315-1120 before considered no show
- If exam must be rescheduled, the student is responsible for working date and time out with instructor first
- Leave all non-exam materials out of the exam room during the exam (i.e., books, cell phones, backpacks)

## **Instructor is responsible for:**

- Completing **Section 2** of the form and working with the student to complete **Section 3**
  - ✓ Form must be completed and turned in one week prior to test date
  - ✓ The exam must be scheduled early enough so the student can have enough time to complete
- Entering the exam time limit is for ALL students. Students are **only allowed** accommodations that have current accommodation forms and the accommodations are listed on their current accommodations form.
- Enter other exam parameters (Test aides, open book, calculator, computer or other special instructions only as allowed if the student has given you a current accommodations form and the accommodation is listed on that form or that is one that is given to all students in that class)
- Get all exam materials to the test proctor in the Testing Center at least one day before the scheduled exam date. Exams may be emailed to: [James.Pawlak@enmu.edu](mailto:James.Pawlak@enmu.edu) or you can fax them to 575-993-5092, attention James Pawlak. Or you can hand deliver them in a sealed envelope to the Testing Center.
- The Testing Center Must be notified of any rescheduling testing times made with the student.

## **Test Proctor is responsible for:**

- Working with Student Services to provide exam accommodations if necessary
- Administering the exam on the scheduled date and time
- Proctoring/monitoring students
- Returning completed exams and this document to the instructor
- Returning unused exams to the instructor
- Rescheduling testing only when notified by the instructor one day in advance