Eastern New Mexico University-Ruidoso

Testing Center

709 Mechem Dr., Ruidoso, NM
575-315-1120

Testing Center & Proctoring Services Fees:

All student needing an exam proctored will be charged a flat rate to include proctor and/or facility usage. **$15.00 flat fee per exam.**

Testing Center Guidelines:

Any violations of the stated guidelines may result in a warning and/or dismissal from testing center.

- Student must contact Proctor to schedule exam times and dates well ahead of exam.
- All students must show a photo ID.
- Testing/proctor fee must be paid before taking exam.
- Every student must abide by the rules set forth by their institution/instructor.
- Lockers are available for personal belongings not allowed in the testing room. Such as, cell phones, smart watches, handbags, wallets, backpacks, or other non-permissible items as stated in institution/instructor rules.
- Water bottles, or covered containers, are allowed in testing room after inspection by testing center staff.
- Talking or disruptive behavior is not permitted during testing.
- Pencils and scratch paper may be provided by testing center upon request. Scratch paper must be returned to testing center staff, whether it was used or not.
- If proctored services are required, student will be monitored over a live video feed.
- Children are not allowed in the testing center or on campus without supervision.
- Exam must be completed within allotted time set forth by institution/instructor.
- In case of a power outage, or other emergency, testing center staff will contact institution/instructor but student is responsible for arrangements to make up exam.
- The Testing Center will allow exam times to run until 5:00 PM. Student must schedule exams with enough time so as to not run beyond the 5:00 PM closing time.
- Students are not allowed to leave testing room without permission or if instructed by testing staff.

If you must cancel your exam, please reach out to your instructor first and then call us at 575-315-1120 or email at jamie.clark@enmu.edu.Testing Center accommodations can be arranged for a student who requires them. This must be disclosed by the student's institution/instructor prior to testing date.