



**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 _____