



**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 \_\_\_\_\_