



**Assessment Center
General Information and Guidelines
For Make Up Exam(s)**

The Assessment Center is pleased to offer make up exams for our faculty members. The following guidelines have proven to be successful, and are designed to ensure exam security and test administration. The following guidelines to schedule all make up exams will consist of the following:

- 1) Requests for make up exams can be emailed to Kathy Dorcas in Student Services at kjdorcas@unm.edu or by calling 925-8560.
- 2) All requests for make up exams must be done **48 hours prior** to any scheduled testing session. In the event that a requested testing session is unavailable, efforts will be made to schedule the next available testing session.
- 3) The faculty member will then inform the student of the scheduled make up exam **date**, and instruct the student to contact the Assessment Center in Student Services at 925-8560 to reserve a testing **time**.
- 4) The faculty member will then complete the Request For Makeup Exam form and include this form with the exam. Request for Make Up Exam forms are available in the Academic Office or can be emailed as an attachment to the instructor upon request.
- 5) The testing materials should then be sealed in a secure envelope and hand carried to the Assessment Center, located in the Student Services building. All delivery of exams to the Assessment Center must be made by the faculty member or Academic Office staff only.
- 6) It is critical that the faculty member inform the student to show up at least 10 minutes prior to the testing time, and bring a valid picture ID.
- 7) When the exam has been administered successfully, the exam will be sealed in a secure envelope, and returned via hand delivery to the Academic's Office.

Should you require additional information, please contact Kathy Dorcas.