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 ________________