



Test Administration Request Form

(for External Campus exams)

This form must accompany each test (electronic or paper) and must be received 5 business days prior to administration of the test.

A Testing Fee of \$25.00 is to be paid through NMSU-A's Business Office in Room CB 303.

Test/Quiz Title: _____ Student Name: _____

Course: _____ Section: _____

Test Start Date: _____ Time Limit: _____ Test End Date: _____

Please indicate whether the student is allowed to use any or all of the following:

- ☐ Notes
- ☐ Book
- ☐ Calculator (SPECIFY TYPE): _____
- ☐ Extended Time (SPECIFY): _____
- ☐ Other (SPECIFY): _____

Answer Format (Supplies and Scantron form must be provided by Instructor):

- ☐ Write Answers on Exam
- ☐ Answer Sheet Provided
- ☐ Computer Test / Web Format (SPECIFY PROGRAM NAME): _____
- ☐ Other (SPECIFY): _____
- ☐ Essay Booklet
- ☐ Scantron
- ☐ Paper Exam

Test/Exam Grading and Disposition Instructions:

- ☐ Send via PDF Email
- ☐ Send by Postal Mail (Provide SASE)

Other Instructions / Comments:

Password for Web Exams: _____

PRINT Instructor Name: _____ Date: _____

Instructor Signature: _____

Contact Phone: _____ Contact Email: _____

Department: _____ Term: _____

Campus Title and Address Information:

FOR ASSESMENT / TESTING CENTER STAFF ONLY

Date test arrived: _____

Proctor Signature: _____

Date test returned: _____

Proctor Signature: _____