



Test Administration Request Form

testingnmsua@nmsu.edu

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

Test/Quiz Title: _____ Entire Class/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: _____