



New Mexico State University – Albuquerque Center

Instructor Request for Administration of a Proctored Exam(s)

Instructors from NMSU and other educational institutions may request the administration of a proctored exam at the NMSU Albuquerque Center. To request proctoring:

- 1) Fill out this form, **once per semester**, but no later than 10 days before exam.
- 2) Submit form to NMSU Albuquerque Center, abqproctor@nmsu.edu.
- 3) Provide all anticipated information as applicable.
- 4) Inform your students of proctor location and contact information.

Course#, Title: _____ Instructor: _____

Institution: _____ Email address: _____

Department: _____ Phone: (____) _____

Term: Fall Spring Summer

Please advise us, by name, of any students who have been deemed eligible, through Student Accessibility Services, for adjusted testing times or other adaptations.

Quiz	Dates:	Password:	Online:	Paper*:	Allotted Time:	Exam Aids:
<input type="checkbox"/> 1	___/___/___	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/> Notes: _____
<input type="checkbox"/> 2	___/___/___	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/> Book: _____
<input type="checkbox"/> 3	___/___/___	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/> Calculator (type): _____
Special Instructions (if any): _____						<input type="checkbox"/> Other: _____

Midterm	Test Dates:	Online:	Paper*:	Allotted Time:	Exam Aids:
Open: ___/___/___	Close: ___/___/___	<input type="checkbox"/>	<input type="checkbox"/>	_____	Notes: _____
Online Password: _____					Book: _____
Test Attempts: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4				Calculator (type): _____	
Special Instructions (if any): _____					Other: _____

Final	Test Dates:	Online:	Paper*:	Allotted Time:	Exam Aids:
Open: ___/___/___	Close: ___/___/___	<input type="checkbox"/>	<input type="checkbox"/>	_____	Notes: _____
Online Password: _____					Book: _____
Test Attempts: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4				Calculator (type): _____	
Special Instructions (if any): _____					Other: _____

For Online quizzes/exams:	
Location of exam:	<input type="checkbox"/> Canvas <input type="checkbox"/> Other: _____
Do you require browser Lockdown:	<input type="checkbox"/> Y <input type="checkbox"/> N If yes, please specify: _____

*All written quizzes/exams will be scanned and returned to the instructor via email with Student Proctor Form. Please confirm receipt of emailed materials.

Students are responsible for completing Student Proctor Form and submitting to Albuquerque Center at least 1 week in advance. Walk-in students are not guaranteed a time slot for Proctoring of any exam.