



# New Mexico State University – Albuquerque Center @ CNM Montoya

## Offsite Proctored Testing Form

### Student Instructions:

- (1) Fill out the Student Information and Course Information sections.
- (2) Submit completed form at least 1 week before the test to [abqproctor@nmsu.edu](mailto:abqproctor@nmsu.edu)
- (3) Confirmation of the scheduled exam will be made once we receive this form.
- (4) Print out a parking pass by going here: <http://guestparking.cnm.edu/RequestPermit.aspx>
- (5) Bring Student ID or Government issued ID on test day.
- (6) Be on time for your test, late attendance may forfeit your time slot.

### Student Information:

STUDENT NAME: \_\_\_\_\_ BANNER ID: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ PHONE: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

MAILING ADDRESS (include city, state, zip): \_\_\_\_\_

For individuals with disabilities, accommodations can be made by contacting Student Accessibility Services and your Instructor.

### Course Information:

COURSE# AND TITLE: \_\_\_\_\_

COURSE INSTRUCTOR: \_\_\_\_\_ EMAIL: \_\_\_\_\_

EXAM (example: Midterm, Test 2, etc.): \_\_\_\_\_

PREFERRED EXAM DATE AND TIME: \_\_\_\_\_

### Proctor Information (to be completed by the Proctor):

PROCTOR NAME/TITLE: \_\_\_\_\_

INSTITUTION: New Mexico State University Albuquerque Center \_\_\_\_\_

ADDRESS: 4700 Morris St. NE (CNM Montoya Campus Bldg. K102), Albuquerque, NM 87111 \_\_\_\_\_

PHONE: (505) 830-2856 \_\_\_\_\_

PROCTOR EMAIL: \_\_\_\_\_

PROCTOR FEE (non-NMSU students): \$ \_\_\_\_\_ (cash/check only)  VALIDATE STUDENT ID

I agree to serve as a proctor for the above mentioned student and to prevent academic misconduct. I certify that I am not a friend or relative of this student. I agree to abide by the directions provided by the instructor of the course listed above.

PROCTOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

This form and all other associated documents will be sent to the instructor upon completion of the exam.