Dear Faculty,

First, note that ASC test/quiz proctoring is informal, dependent on student honesty, and 
offered only as a courtesy; it is NOT a formal, carefully controlled or supervised testing 
service. Also note that testing for ADA students must be arranged through the Academic 
Student Success Manager. If you received a letter, please contact Elizabeth Rademacher.

Please use this form to indicate your test/quiz parameters. You may schedule the time yourself 
or have your student arrange a time with me. Regardless, please make sure that the date and 
time fit with my schedule at asc.unm.edu, including the end time of the test/quiz. 
Afterwards, please attach this form to your test or quiz and drop it off at ASC or in my mailbox.

Student Name:

Date:

Start time:

End time:

If unlimited, please note the time when I am scheduled to leave (see asc.unm.edu).

Can the student re-arrange this time slot with me, so long as total time is the same or less? Y / N

Can the student re-arrange the date? Y / N
   If so, up until what date?

IMPORTANT: In addition to writing instruments and scrap paper, students may use:

- [ ] No additional materials
- [ ] Non-graphing calculator
- [ ] Any calculator
- [ ] Notes (explain any limitations below)
- [ ] Books (explain any limitations below)
- [ ] Cellphone
- [ ] Computer
- [ ] Internet
- [ ] Tutor/teacher/friend (explain below)

Additional comments or instructions. Feel free to use the back if necessary.