

**Test/Quiz Proctoring Request Form**  
Academic Support Center  
Univ. of New Mexico – Los Alamos

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.