**Proctored Testing Steps**

**(Faculty/Staff)**

1. Go to: [www.roswell.enmu.edu](http://www.roswell.enmu.edu)
2. Scroll down and select “**Faculty/Staff Resources**”
3. Select “**Proctored Testing**”
4. Click on “**Proctored Testing Request Form**”
5. Complete form and submit form through email: Proctored@roswell.enmu.edu.
6. **Please instruct students to**:

Download and complete the “Student Test Contract” form

Make appointment with Testing Services **at least 24 hours in advance**

Bring one form of valid identification (Driver’s License, Identification Card or ENMU-Roswell Student Identification Card)

1. Instructors requesting large group testing (20+ students), please submit request form toProctored@roswell.enmu.edu **two weeks** prior to testing.

Large group testing will be administered in RIC 112B.

***\*\*\*NO WALK-INS –* Appointment must be made at least 24 hours in advance.**

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During the regular semester, Testing Services will be open during the following hours for Proctored Testing:

**Hours of Operation:**

Monday 8AM-8pm (By appointment only)

Tuesday 8AM-8pm (By appointment only)

Wednesday 8AM-8pm (By appointment only)

Thursday 8AM-8pm (By appointment only)

Friday 8AM – 12PM (By appointment only)

Saturday 8AM-4pm (By appointment only)

**Testing Location:**

Learning Resource Center (Library).

Instructional Center, Room 112B (For Overflow and 20+ groups)

\*\* LRC has 12 workstations available for proctored testing. Overflow/large groups 20+ will be accommodated in **RIC 112B**.