**Proctored Testing Steps**

**(Students)**

1. Double check with your instructor to make sure you have been approved to take a Proctored Testing exam (Instructors will submit a Proctored Testing Form with students names)
2. Know your instructor’s name, course name, and assessment name
3. Go to: [www.roswell.enmu.edu](http://www.roswell.enmu.edu) print “Student Test Contract” Form
4. Read and Sign the Students Contract for Proctored Testing Form
5. Call 624-7139 or 624-7064 to make an appointment (Appointment must be made **at least 24 hours in advance**)
6. Go to LRC (Library). Make sure you bring in your completed “Student Test Contract” Form

 **Once you arrive at the Testing Center you will be asked to:**

1. Present Valid Picture Identification (Driver’s license, State Identification, Passport, or ENMU-R Identification Card)
2. Submit the completed “Student Test Contract” Form
3. Sign in the roster submitted by your instructor
4. Turn OFF all electronic devices

5. Place your belongings in storage provided.

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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)

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

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

**Testing Location:**

Learning Resource Center (Library)

Instructional Center, Room 112B (20 + groups)