



## PROCTORED EXAMINATION AGREEMENT

### General Instructions

I agree to follow all the instructions conveyed to me by test center personnel.  
I am required to present a valid government-issued photo identification before beginning my exam.  
It is my responsibility to ensure that my exam is scheduled during the instructor's recommended date range and that the exam has been received prior to my testing appointment.

### Fees *(For Non-ENMU Students Only)*

A proctoring fee of **\$25 (per exam)** is to be paid through the ENMU-Roswell Cashier's Office, located in the Administrative Center, Ph.# (575) 624-7125. The receipt for this payment must be shown on the day of your testing appointment.

### Scheduling

I understand that appointments for proctored testing are to be scheduled at least **24 hours in advance**. NO Walk-ins. Proctoring hours: Monday, Wednesday, and Thursday, 8 am – 4 pm (per allotted exam time), Tuesdays are not available. Fridays 8 am - 10 am (per allotted exam time), only for those students with disabilities seeking special accommodations.

### Personal Items

No personal belongings will be allowed in the testing room.  
All personal items brought on the day of the exam must be locked in the coin-operated lockers. A Quarter (\$.25) is required on the day of the test appointment.  
All pockets must be emptied prior to being admitted into the testing room.  
Personal items include, but are not limited to:

- Cell Phones
- Electronic Devices/Watches
- Oversized Jewelry
- Food or Drink
- Wallets, Purses, Backpacks
- Hats (other than head coverings worn for religious purposes)
- Coats
- Books, Notes, Calculators- unless authorized in writing by the instructor.

### Monitoring

Test Center Personnel will monitor me continuously while taking my exam. All test sessions are under audio/video surveillance.  
Personnel are required to complete walk-throughs of the testing lab every 10 minutes.

### Timing and Breaks

If I take an unscheduled break, the countdown clock will continue to run and will not be stopped. While taking a break, I will not access any personal items other than medication required at a specific time, with approval in advance from a proctor. I may not confer with anyone else during my break.

### Candidate Statement

**I understand and agree to follow the rules as stated above. I also understand that any deviation from these rules, including taking any unapproved personal items into the testing room, will result in my test scores being voided, my instructor being informed, and my proctoring fee being forfeited.**

Printed Name: \_\_\_\_\_ Course Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_