

Faculty make-up exams

Current DACC students who have missed a course exam may be able to make up their exam in the Testing Center at their instructor's discretion and request. Students must make advanced arrangements with their instructors, arrive with enough time to complete their test(s), and bring a photo ID. This is a free service for current DACC students. Students needing accommodation will need to contact the DACC Student Accessibility Office, at 575-527-7548 or email Rhonda Rivera, at rrivera@dacc.nmsu.edu. The Instructor Proctoring Request Form must be completed and sent to the DACC Testing Center 24 hrs. prior to the exam date. **The center does not proctor exams for an entire class.**

1. Instructor Request Form must be completed (all items filled in) and materials received at least 24 hrs. before the exam is to be administered. No exceptions
2. Only one test per student will be administered at a time. A separate request form must be completed for each exam.
3. Once the student has been approved for a proctored exam they must contact the testing center to reserve their seat at least 1 day prior to the scheduled exam. **Walk-ins will not be allowed to test.**
4. Proctoring of exams will be Monday-Friday 8:00 AM – 5:00 PM, with the first exam beginning at 8:30 AM. Exams that are 2 hrs. in length must be scheduled before 3:00 PM.
5. Students who show up 15 minutes after their scheduled exam will not be allowed to test.
6. Students must provide their supplies if approved by the instructor (dictionaries, calculators, etc.) the Testing Center will provide scratch paper. All required materials will be checked by DACC Staff before entering the testing area.
7. NMSU or Government ID will be required at the time of check-in.
8. If a student is caught cheating, unauthorized material, misconduct, etc., will result in the immediate termination of the exam. The student will be dismissed and the incident will be reported to the instructor. Any student causing a disturbance, engaging in any type of misconduct, or showing a threat to personnel or other examiners, will be dismissed from the testing center by DACC Security.
9. DACC Testing Center Staff reserves the right to inspect any/all materials and personal items brought into or taken out of the testing center. Use of unauthorized items or refusing inspection will result in immediate dismissal from the testing center and a report made to your instructor and DACC's disciplinary officer.
10. Testing rooms are monitored by an electronic observation system to ensure a secure and safe test environment.
11. Students needing a restroom break will not be allowed to get personal belongings from lockers and will have to leave testing material in the testing center. No additional test time will be granted.
12. Personal items are not allowed in the testing area and will be stored in available lockers.

Pre-Approval for Non-DACC Students

Students or community members who need a test proctored for a class not offered by DACC or other exams will be charged a proctoring fee of \$40. Students are responsible for contacting their instructor or institution offering the class and making sure all testing material and instructions have been sent to the DACC Testing Center two days prior to the exam date. Students are responsible for scheduling their exams with the DACC Testing Center in advance as walk-ins will not be accepted on exam dates.

(June 2023)