

Lewis University National Test Center

Special Request for School Exam(s) Administration

Date: _____

Print Full NAME _____

LAST

FIRST

MI

RANK _____ or

Circle one AF NAVY ARMY MARINE RES

Affiliated Civilian _____

Retired Spouse DOD Base School

Daytime E-mail: _____ Alternate Email: _____

Daytime Phone: _____

Postal Mailing Address: _____

SCHOOL Contact Information

Name of School: _____

Address: _____

Name of Instructor(s): _____

Course Number(s) or Titles of
Test(s) _____

Exam Format: Paper Based or Computer Based (Circle One)

Received by e-mail or postal mail? (Circle One)

Number of exams _____ Projected Course Completion date _____

I understand it is **my responsibility** to see that the required exams are sent to and received by the **Lewis National Test Center**. I also have **read and agreed** to the following policies as listed and given to me on the second page of this document.

Signature of Student/Date

I _____

Rank/ Printed Name of Student

- I understand **there is a \$20.00 proctor fee** for each 2 hours of testing. An added fee of \$20.00 for 0-2 hours \$20.00; 2-4 hours \$40.00. This fee must be paid with a **money order or check**.
- I understand it is **my responsibility** to see that the required exams are sent to and received by the **Lewis National Test Center**.
- I understand Lewis University **will not hold** exams for longer than 90 days, unless special arrangements have been made with the Test Administrator.
- I further understand testing **must** be accomplished during normal scheduled testing sessions and **may not exceed 4 hours** in length.
- **In the event**, I require testing **other than our regular scheduled test sessions**, I will make alternate arrangements to have these tests proctored elsewhere.
- I understand **not all test sessions may available** due to Holiday special sessions and events.
- Testing Sessions for Proctored: **Start promptly** on Tuesday at 0830 &/or 1130 and Thursday at 1130

Contact Information:

Contact the Lewis University Test Administrator Gloria Lynn Massey via email

masseygl@lewisu.edu

**Your email will be returned ASAP, during test sessions on Tuesday & Thursday
For Urgent matters, you may call the main Albuquerque campus at
505-25LEWIS (255- 3947) or 505 265-3947**

Mailing address for Exams:

Lewis University
Gloria Lynn Massey
Test Administrator

1900 Wyoming Blvd SE
Kirtland AFB NM 87117-5604

E-mail: masseygl@lewisu.edu

**All Exams are given at Kirtland Education Center
In Room 116 B Lewis University National Test Center**