Date: __________________

Print Full NAME____________________________________________________________

LAST      FIRST       MI

RANK_______________ or Affiliated Civilian________________

Circle one AF NAVY ARMY MARINE RES 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

PERSONAL DATA – PRIVACY ACT - 1974
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  E-mail: masseygl@lewisu.edu
Gloria Lynn Massey
Test Administrator
1900 Wyoming Blvd SE
Kirtland AFB NM 87117-5604

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