



College of Education
School of Teacher Preparation, Administration, and Leadership
New Mexico State University
P.O. Box 30001, MSC 3TPAL
Las Cruces, NM 88003
(575) 646-4820, fax: (575) 646-4767

MEMORANDUM

TO: Master's Degree Candidate

FROM: Dr. Betsy Cahill
Tri-Director

RE: Proctor for the C&I/SPED MA Exam

DATE: January 7, 2020

If you are taking the C&I/SPED master's written comprehensive exam at a site other than the main campus of New Mexico State University, please follow these guidelines in securing a proctor and site:

1. At the closest school, university, college, or library contact a member of administration who is willing to proctor your exam. Your Proctor will be responsible for overseeing the administration of your exam as well as sending the completed exam electronically to Crystal Chavez-Sambrano (ccrystal@nmsu.edu)
2. The date for you to take your exam at a distant site for the Spring 2020 semester is March 11, 2020 or March 12, 2020 (Choose one of the two days provided)
3. The following information needs to be submitted to Crystal Chavez-Sambrano (ccrystal@nmsu.edu) by the exam registration deadline (February 21, 2020):
 - a) MA registration packet
 - b) The institution name and the name, title, email address, and telephone number of your proctor
 - c) The date, time, and location of your exam. Keep in mind that you are allowed four (4) hours to complete your exam