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Test Proctoring Form

Please read Easttown Library's **Proctoring Policy** prior to filling out this form. By completing and signing this form, you are stating that you understand the policy and agree to all of its terms.

Note: Until this form has been returned to the library **and** your appointment for proctoring has been confirmed by email or telephone, your appointment is not yet booked. Easttown Library staff reserve the right to decline proctoring an exam if they cannot fulfill the institution's requirements, or if the requirements contravene the Proctoring Policy.

Name: _____ Town of Residence: _____

Telephone number: _____

Email address: _____

Institution the test will be sent from: _____

Professor or institution's contact information (email preferred): _____

Test subject: _____

Estimated time it will take you to complete the test: _____

Test Format (check one): ___ Online/On Computer ___ Paper

If you will be completing a paper test, will you need us to mail it or fax it for you?

- No, I will be responsible for returning it to the institution
- Yes, please mail it for me (Easttown Library only utilizes the U.S. Postal Service)
- Yes, please fax it for me (Fax and/or printing charges will apply)

Exams must be proctored 10 a.m. - 8 p.m. Monday-Thursday and 10 a.m.- 3 p.m. on Friday. All exams must be completed during these hours. Times are dependent on staff availability.

Preferred Date and time you would like to schedule your test to be proctored:

1st choice: _____

2nd choice: _____

I have read the Easttown Library's **Proctoring Policy** and agree to the terms as stated.

Signature

Date

July 2017