

Application For Proctoring Online Exams

Allow 7 Days minimum notice when requesting a day and time.

Please initial that the following policy and guidelines have been read and understood:

_____ Library staff will proctor exams on a pre-arranged schedule that coincides with staff availability. This schedule may change as staff schedules change.

_____ Students will be responsible for all costs associated with taking the exams. A fee of \$25 per exam will be charged.

_____ It will be the responsibility of the student to arrange for the educational facility to send the exam information to the Library and to contact Library staff to set up a time to take the exam. The Library is not responsible for ensuring that the student takes the exam by the due date.

_____ Online exams will be taken at public computers in the Adult Reference Department. If an exam has a sound element, the student can provide his or her own headphones or borrow a pair from the Library.

Date of initial request _____

Student name _____

Address _____

Phone _____

Email _____

Need to take exam by [date] _____

Time needed to take exam [# hours] _____

School _____

School contact information _____