

Proctoring Exam Form

To have an exam proctored, this application must be completed. Applications will not be accepted over the phone.

1. The library will contact you to set up your appointment after we receive the testing instructions from the testing institution. If the library deems those instructions to be outside the guidelines listed in the Exam Proctoring Policy, we reserve the right to not proctor the exam.
2. On the day of the exam you must:
 - Pay any fees such as proctoring fee (if applicable) postage, printing and/or faxing
 - Present a valid photo ID and any other credentials required by the testing institution
 - Realtor license # (if applicable)
 -

Signing this form indicates that you agree to abide by these conditions and those of the Library's exam proctoring policy attached to this application.

Date: _____

Student's Name: _____

Signature: _____

Phone Number: _____

E-Mail Address: _____

Name of Institution: _____

Contact Person: _____

Phone Number: _____ E-Mail Address: _____

Is the student a resident of the Chatham Area Public Library District? Yes (no fee) No (\$20.00)

Any Questions or Correspondence should be directed to:

Chatham Area Public Library District
Attn: Proctor Coordinator
600 East Spruce Street
Chatham, IL 62629
217-483-2713

Staff Use Only

Receiving the exam:

1. Does the exam meet the requirements of the Library's Policy? Yes No
2. How many exams will the student be taking? _____
3. When will the student take the exam(s)? _____
4. Location where student will take the exam. _____
5. Name of staff member proctoring the exam. _____

Administering the exam:

1. Valid photo ID? Yes No
2. Proctoring fee collected.
3. Proctoring fee paid: _____ cash or _____ check #

Comments:
