

Test Proctoring Application

To have a test proctored at the Library, you must first submit:

- 1) a completed copy of page 2 (the “Student Information” section) of this application, *and*
- 2) your school’s proctoring instructions for the test

We will call you to schedule a time for your exam after we receive both of these items.

Please note: If your school’s proctoring requirements fall outside the guidelines of the Library’s Test Proctoring Policy, we reserve the right not to proctor your test.

You may submit your applications and test instructions to us:

- in person (at the Library reference desk on the second floor)
- via email (to reference@auburnpubliclibrary.com; please write “**ATTN: TEST PROCTORING**” on the subject line)

(To submit this application via email, copy and paste page 2 - the Student Information section - into Microsoft Word; fill it out; copy it to the body of an email message; and send it to us at the email address above.)

- by mail, to:
Reference Department
ATTN: TEST PROCTORING
Auburn Public Library
49 Spring Street
Auburn, Maine 04210

You may apply to take up to three different tests (from the same institution, within a two week time span) by filling out a single application. We will need to receive your school’s proctoring instructions for each of the tests.

If you have any questions, please call us at 333-6640 ext. 4.

On the day of your test, you must:

- 1) Present a valid photo ID
- 2) Pay the proctoring fee in full (cash, charge, or personal check) for each exam you will be taking that day
- 3) Complete your test no later than one half hour before closing time

Student Information

Your name: _____

phone #: _____

e-mail address: _____

Do you have a current (unexpired) APL or LPL library card?

____ Yes (The proctoring fee will be \$5.00 per test.)

____ No (The proctoring fee will be \$20.00 per test.)

Name of the test(s) you will be taking:

Test 1: _____

Test 2: _____

Test 3: _____

Name of the institution issuing your test(s): _____

Contact person: _____

phone # of contact person: _____

e-mail of contact person: _____

Signing this form indicates that you agree to abide by the conditions described on the Library's Test Proctoring Application (above) and its Test Proctoring Policy (posted on the Library website at <http://www.auburnpubliclibrary.org/about/policies-test%20proctoring.html>).

Signature: _____ **Date:** _____

Test Proctoring app. continued

STAFF USE ONLY

(Note to staff: Attach a separate copy of this form for each test to be taken.)

Student's name: _____

Name of test: _____

Review the application:

Do the test requirements meet the terms of the Library policy? Yes ____ No ____

Does the student have a current APL or LPL card on file? Yes ____ No ____

(Pls. initial ____)

Schedule the test:

When will the student take the exam: _____

Where will the student take the exam? (computer lab, reference computer, study table, study carrel, etc.) _____

Who will proctor the exam? _____

(Pls. initial ____)

Administer the test:

Valid photo ID presented? ____ Yes ____ No

Proctoring fee for this exam? _____

Proctoring fee paid how? ____ cash ____ check ____ charge

(Pls. initial ____)