Test Proctoring Application Form

To have a test proctored, you must complete this application and turn it in to the Library reference desk, or email it to reference@auburnpubliclibrary.org.

Applications will not be accepted over the telephone.

Please Note:

1) The Library will call you to set up your appointment after it receives the testing instructions from the school.

If the Library deems those instructions to be outside the guidelines listed in its Test Proctoring Policy, it reserves the right not to proctor the exam.

2) On the day of your exam, you must:

- Pay the proctoring fee in full (cash, charge, or personal check)
- Present a valid photo ID

3) You must complete your exam no later than one half hour before closing time.

Signing this form indicates that you agree to abide by these conditions and those of the Library's Test Proctoring Policy, posted on our web site.

Signature: _____ **Date:** _____

Student's name: _____

phone #: _____

e-mail address: _____

Name of institution issuing the test: _____

Contact person: _____

phone # of contact person: _____

e-mail of contact person: _____

Does the student have a valid APL or LPL library card?

_____ Yes (The proctoring will be $5.00 per exam.)

_____ No (The proctoring fee will be $20.00 per exam.)

The school should send the test, proctoring requirements, and any other correspondence to:

**Reference Department
ATTN: TEST PROCTORING
Auburn Public Library
49 Spring Street
Auburn, Maine 04210
(207) 333-6640 ext. 4**

      OR

reference@auburnpubliclibrary.org

(IMPORTANT: When emailing, on the subject line please write "TEST PROCTORING" and indicate the student's name.)

STAFF USE ONLY

Receiving the test:

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

How many exams will the student be taking? _____

When will the student take the exam(s): _____

To best meet the school's proctoring requirements, where in the building (computer lab, reference computer, study table, study carrel) will the student take the exam? _____

Which staff member will proctor the exam? _____

(Pls. initial _____)

Administering the test:

Valid photo ID presented? _____ Yes _____ No

Total proctoring fee collected? _____

Proctoring fee paid how? _____ cash _____ check _____ charge

(Pls. initial _____)