



Exam Proctoring Application Form

To have an exam proctored, you must complete this application and turn it into the library circulation desk or email the completed form to proctor@chathamlib.org as an attachment.

Applications will not be accepted over the telephone.

Student Information

Name (First and Last):

Phone Number:

Email Address:

Preferred Method of Communication:

Institution Information

Educational Institution:

Mailing Address:

Name of Instructor(s):

Course Name and Number

Test Type:

Institution Contact Phone Number:

Institution Contact Email Address:

Institution Contact Fax:

Please note:

On the day of the exam, you must:

- Pay the fees associated with postage, printing and/or faxing and the proctoring fee (if applicable)
- Present a valid photo ID and all other credentials required by the institution.

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.

Signature: _____ Date: _____

Is the student a resident of the Chatham Area Public Library District?

Verification by photo I.D. with current address OR photo I.D. with current address.

Yes (no proctoring fee)

No (\$20 proctoring fee per session)

The institution should send the exam, proctoring requirements and any other correspondence to:

Proctoring Coordinator ATTN: Exam Proctoring

Chatham Area Public Library District

600 East Spruce Street

Chatham, IL 62629

(217) 483-2713

proctor@chathamlib.org



STAFF USE ONLY

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Receiving the exam:

- Do the exam 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 institution's proctoring requirements, where in the building (computer lab, genealogy room, reference department, study room) will the student take the exam?
- Which staff member will proctor the exam(s)?
- Staff initials

Administering the exam:

- Valid photo ID? Yes No
- Total proctoring fee collected, (if applicable) _
- Proctoring fee paid how? cash check
- Staff initials