

Test proctor request form

Student's name: _____

Student's contact information:

E-mail: _____

Phone: _____

School/institution/university/organization/company

Name: _____

Contact: _____

I have reviewed the Test Proctoring Services Guidelines. By signing below, I agree to the following rules for taking an examination monitored by a staff member of the Carol Stream Public Library:

1. I agree to pay all proctoring fees to the library with this application. Payment of \$10.00 is attached.
2. I understand that, although the library staff will do its best to meet my scheduling needs, the library staff will make the final date and time decisions regarding the test schedule.
4. I understand that the library has no legal obligation to provide proctoring and that the service is subject to availability of authorized staff and the ability of the library to provide the service without undue disruption of regular library services.
5. I will arrive for the examination at the scheduled time and date. If I do not arrive at the designated time, I will forfeit all fees that I have paid.
6. Examinations must be rescheduled at least 48 hours prior to the originally scheduled date and time. Examinations rescheduled within 48 hours of the originally scheduled date and time will require submitting a new request with an additional \$10 proctoring fee.
7. I understand that a library staff member is obligated to follow the instructions and rules of the examination sponsor.
8. I agree to follow all instructions of the library staff member regarding the examination.

Student's signature and date

FOR LIBRARY USE ONLY _____

Test Proctor Fee paid (date): _____

Please ring up the Test Proctor Fee at the Circ Desk, register key #8.

Exam received: _____

Student called: _____

Exam Date: _____

Exam Time: _____

Time / Length of Examination: _____

Test returned via mail/Fedex/computer submission (circle one) on: _____

Staff Member initials: Form: _____ Test return: _____

Test Proctoring Services Guidelines (effective September 1, 2010)

The proctoring of examinations is a service offered by the Carol Stream Public Library. The Library will offer proctoring services based on the availability of personnel, facilities, and technology to do so. A non-refundable fee of \$10.00 will be charged per test per student, payable at the time of the initial request. The following guidelines will be followed:

1. A Test Proctoring Request form must be submitted in-person to the Reference Desk at the Carol Stream Public Library along with a non-refundable fee of \$10.00.
2. The Request Form should be submitted and the fee paid before the exam is scheduled.
3. The student will make arrangements with the Library allowing adequate time for the Library to receive the exam from the testing institution and then schedule a time to administer the exam. Tests will be scheduled with the proctor a minimum of 48 hours in advance. We cannot accept examinations received without a Test Proctor Request Form on file with a paid fee.
4. If the school or organization requires any paperwork completed by the proctor it should be submitted with the Request Form.
5. The Student should arrange to have the examination and instructions sent to the Library via email or mail.
Mail: Proctor – Adult Services Department
Carol Stream Public Library
616 Hiawatha Drive
Carol Stream, IL 60188
Email: cstream@cslibrary.org
6. Once the Library has received the exam, we will arrange a date and time to proctor it. The exam date and time must be scheduled during regular Library hours.
7. The student will allow sufficient time to take the examination before the deadline that has been established by the institution or association.
8. Tests must be completed 15 minutes before the Library closes.
9. Before taking the exam, the student will be required to present a picture I.D. and provide a copy, if required by the institution or association.
10. Proctors will not monitor a student continuously during an exam, but may check on the student periodically. Proctors will enforce any time limits that are placed on the exam, as well as other rules set forth in the examination materials. Any perceived violation of the posted rules for the exam will be reported to the educational institution as a measure of good faith.
11. Tests offered in a computer format must be compatible with the hardware and software available on the Library workstations.
12. Librarians cannot proctor exams that students bring in themselves, even if the exam is a sealed document. Exams or online logon information must be sent directly from the testing institution to the proctor.
13. If the exam is to be returned by mail please supply a pre-addressed, postage-paid envelope.
14. The Carol Stream Public Library will not be responsible for any delayed tests, nor for any completed tests once they leave the Library's possession and have been mailed back to the educational institution or association.
15. Librarians will strive to accommodate test proctoring needs. However, members of the library staff reserve the right to refuse to proctor an exam for any reason.