

**Chatham Area Public Library District**

**Exam Proctoring Application Form**

**To have a exam proctored, you must complete this application and turn it into the library circulation desk or email the completed form to [proctor@chathamlib.org](mailto:proctor@chathamlib.org) as an attachment.**

**Applications will not be accepted over the telephone.**

**Please note:**

1. The library will contact you to set up your appointment after it receives the testing instructions from the testing institution. If the library deems those instructions to be outside the guidelines listed in the Exam Proctoring Policy, it reserves the right not to proctor the exam.
2. On the day of the exam, you must:
  - Pay the fees associated with postage, printing and/or faxing the and the proctoring fee (if applicable)
  - Present a valid photo ID and all other credentials required by the 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:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Student’s name:** \_\_\_\_\_

Phone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Name of Institution:**

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Verification by photo I.D. with current address OR photo I.D. and mail 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:

Laura Mitkos ATTN: Exam Proctoring  
Chatham Area Public Library District  
600 East Spruce Street  
Chatham, IL 62629  
(217) 483-2713

OR  
[Proctor@chathamlib.org](mailto:Proctor@chathamlib.org)

**IMPORTANT:** When emailing, please indicate the student’s name in the subject line

**STAFF USE ONLY**

**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 \_\_\_\_\_