

# 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](mailto: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: Paper Online/Electronic Other/Unknown:

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](mailto:proctor@chathamlib.org)



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## 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 \_\_\_\_\_