

\_\_\_\_\_ Date  
 \_\_\_\_\_ Time Course/Test \_\_\_\_\_  
 \_\_\_\_\_ Name Online \_\_\_\_\_ Print \_\_\_\_\_

**Huntsville-Madison County Public Library  
 Examination Proctoring Services  
 Application Form**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Numbers: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Library card number: \_\_\_\_\_  
 Institution: \_\_\_\_\_  
 Contact (telephone, fax, email): \_\_\_\_\_

I have reviewed the Examination Proctoring Services Policy. By signing below, I agree to the following rules for taking an examination monitored by a staff member of the Huntsville-Madison County Public Library:

1. I agree to pay \$15 for reservation and first hour with this application. (Method of Payment: \_\_\_\_\_). Fees are non-refundable.
2. I understand additional hours will incur a \$10 per hour fee. I understand that the library will not return the examination to the testing institution prior to payment by me to the library.
3. 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 may reschedule an exam up to 3 times as long as more than 24 hour notice is given.
6. I will arrive for the examination at the scheduled time and date, with a photo ID and any other testing materials my institution may require. If I do not arrive at the designated time, I understand that the test will not be rescheduled, and I will forfeit all fees that I have paid.
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.

\_\_\_\_\_  
 Signature and date

**FOR LIBRARY USE ONLY – Registration Checklist**

- Exam Date/Time: \_\_\_\_\_ / \_\_\_\_\_
- Length of Examination: \_\_\_\_\_
- Calendar
- Bill through Koha
- Give examinee Proctor Informational half-sheet and filled out Proctor Exam Confirmation slip.
- Record in Proctor Log- name, exam date, fees paid, and staff initials

Registration Staff initials:

**Administration Checklist**

- Check ID
- Check instructions for administering: time-limit, password, etc.
- Record in Proctor Log- Name, start and end times, institution, online or paper exam, additional fees if applicable, and staff initials
- Scan/E-mail, Fax, Mail (circle one)
- Check proctor E-mail for follow-up

Administrating Staff initials:

