Appendix A -Application For Proctoring Service

To the applicant:

- The library does not provide in-person monitoring during the exam
- Application for proctoring must be made at least 10 days in advance to allow for library approval
- Please bring a postage-paid envelope to mail the exam back to the testing institution (if no postage-paid envelope is provided by the school)
- A valid photo ID is required at the time of the exam

Date of application _____ Applicant's Name _____

Address _____ City, State, Zip _____

E-Mail Address _____

Phone _____ School Phone _____

Testing Institution _____ Contact Name _____

Institution's Mailing Address _____

Contact E-Mail _____ Contact Phone _____

For Library Staff Use Only

Date/Time To Be Taken	Contacted Patron	Received Exam	Exam Name	Returned Via	Date Returned	Proctor