



## Request for Proctoring Service

Please fill out the form and we will contact you to make scheduling arrangements.

\*Required

1. Name of Student Taking Test: \_\_\_\_\_

2. Email Address: \_\_\_\_\_

3. Phone Number: \_\_\_\_\_

4. Format of Exam (check only one):

Paper

Electronic (Computer)

5. Educational Institution and Name of Course:

\_\_\_\_\_

6. Duration of Exam (the length of time allowed for the exam is set by the Educational Institution):

\_\_\_\_\_

7. Date of Exam (Preferred):

Please note appointments should be made at least one week in advance.

Proctoring is available on weekdays when the library is open.

\_\_\_\_\_

*Example: January 7, 2019*

8. Alternate Exam Date (second choice) :

\_\_\_\_\_

*Example: January 10, 2019*