Proctor Request Form

Name_______________________________________________________

Phone______________________________________________________

Email_______________________________________________________

Student ID Number____________________________________________

Institution____________________________________________________

Institution Website____________________________________________

Institution Contact____________________________________________

Each proctoring session is $30.00 and must be paid in full before the session begins. Test taker may take more than one test during a session.

During the session the test taker must adhere to all library and institution rules and policies.

Scheduling must be done at least 72 hours in advance with the Scott and Wesley Gerrish Library Manager, as well as, in accordance to institution’s scheduling policies.