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.