

Charlton Public Library
Exam Proctoring Request Form

Examinee's Name: _____

Examinee's Phone Number: _____

Examinee's Email: _____

Name of Testing Institution: _____

Expected Date and Time of Exam: _____

If your school requires a specific librarian to register as the primary proctor, will they permit another librarian to proctor in case of a scheduling problem?

- ☐ My school allows any available librarian to proctor my exam.
- ☐ My school requires a specific librarian to proctor my exam.
- ☐ My school will not accept a substitute.

A librarian will not personally monitor you for the entire duration of the exam. Proctors will enforce any time limits that are placed on the exam, as well as other rules set forth in the examination materials. The use of cell phones or visiting with others is prohibited. Any perceived violation of the posted rules for the exam will be reported to the educational institution. Please verify that these conditions are acceptable to your school.

- ☐ I have verified with my school that these conditions are acceptable.

If you take your exam online, be aware that our public computers are in an open room. Alternatively, you are welcome to bring your own portable device to access your exam. Wireless Internet access is available throughout the building. We strongly advise testing your laptop's wireless connection in the library before you take your exam.

- ☐ I will need access to a computer for my exam, and understand that other patrons may be using the nearby computers and/or the meeting room.
- ☐ I will bring and use my own laptop to take my exam.
- ☐ I will be responsible for testing my laptop with the library's wireless network before my exam date.

Please inform the librarian of any prior conditions or needs (e.g., passwords) before taking the test.

- ☐ I agree to pay any mailing expenses that may be necessary.
- ☐ I am aware that the library is a public place and generally quiet, but we cannot guarantee the atmosphere on any given day.
- ☐ I understand that I am responsible for knowing how to access my exam and proceed with the test. The Charlton Public Library will not be responsible for any delayed tests, nor for any completed tests once they leave the library's possession and have been mailed back to the educational institution. The Library will not be responsible for tests that are interrupted by Library emergencies, inclement weather closures, power failures, or computer hardware or software failures.

Please submit this form at the Front Desk so we can contact you to schedule your exams.

Staff person taking the application _____ Date _____

Staff proctoring the test _____

Approved by the Library Board of Trustees on October 14, 2025.