Free Library of Northampton Township - Exam Proctoring Application

Name: _____

phone #: _____

e-mail address: _____

Do you live in Northampton Township?   <mark>Must Check Driver's License</mark>

_____ Yes (The proctoring fee is $10.00.)   ___Paid

_____ No (The proctoring fee is $20.00 per exam.)   ____Paid

Name of institution issuing the test: _____

Contact person: _____

phone # of contact person: _____

e-mail of contact person: _____

☐ Proctor Certification Required

☐ Print Test ☐ Online Test   Approximate Duration of test: _____

The school should send the test, proctoring requirements, and any other correspondence to:

Reference Department
ATTN: TEST PROCTORING
Free Library of Northampton Township
25 Upper Holland Road
Richboro, PA 18954
(215) 357-3050
Fax (215) 357-0234
AlertNT@buckslib.org

Signing this form indicates that you agree to abide by the conditions of the Library's Proctoring Policy.

<mark>**Signature**</mark>: _____ **Date**: _____

STAFF USE ONLY

Receiving the test:

How many exams will the student be taking? _____
When will the student take the exam(s): _____
Where will the student take the exam (computer, computer lab, table)? _____
Which staff member will proctor the exam? _____
(Initial _____)

Administering the test:
Valid photo ID presented? _____ Yes _____ No
(Initial ____)