Helen B. Hoffman Plantation Library
Test Proctoring Agreement Form

To have a test proctored, you must complete this application and turn it in to the Library Reference Desk. (Applications not accepted over the telephone)

Please note:
- If the library deems that the testing instructions provided by the education institution to be outside its Test Proctoring Policy, it reserves the right not to proctor the exam
- On the day of the exam, you must pay the proctoring fee in full (cash or personal check) and present a valid photo ID

Signing this form indicates that you agree to abide by these conditions and have received and agreed to the library's test proctoring policy.

Signature:_____**Date**:_____

Student's name:_____
Address &
Phone#_____

Email address_____

Name of testing institution:_____

Contact person:_____

Phone # & email of contact person:_____

STAFF USE ONLY

Do the test requirements meet the terms of library policy? Yes _____ No_____

Date and Time of Exam:_____

Name & Initials of staff member who will proctor:_____

Valid Photo ID: Yes_____ No_____
$25.00 Fee Collected: Cash_____ Check_____

Exam Return Method:
FAX #:
Mailing Address:
Online Submission:
Other comments: