

Request for Proctoring

Name _____ Today's Date _____

Address _____

Phone _____

Email _____

Prefer to be contacted by Phone ____ Email ____

School/Professor _____

Will student be taking more than one exam from this school ? _____

Exams will be given according to the directions supplied by the school. A picture ID will be required before taking the exam. Any deadlines are the student's responsibility. Returning the completed exams is the financial responsibility of the student and any charges must be taken care of before the exam is returned. US Mail charges can be determined at the library after the exam is completed. If faxing the papers to the school is required, there is a flat \$2.50 charge. If the exam arrives by email and we need to print it out, there is a \$.10 charge per page.

Student signature

Date

The librarian who signs below will be your assigned proctor at the library, so if you have questions, please ask for this librarian. Any reference librarian can proctor your exam, but it will be held for the assigned proctor to sign and return unless the student requests other handling.

Proctor signature

Date

To contact the reference department, use one of the phone numbers or email addresses below:



Washington-Centerville Public Library

Centerville Library
111 W. Spring Valley Road
Centerville, Ohio 45458
(937) 433-8091, ext 2

Woodbourne Library
6060 Far Hills Avenue
Centerville, Ohio 45459
(937) 435-3700, ext 2