

- A student requesting proctoring services at the library must present a valid Washington Township library card.
- A current photo identification must be presented upon request by the proctor.
- Fees associated with proctoring (postage, etc.) are the responsibility of the student.
- The attached application form must be completed. The form will be kept on file for one year. It is the student’s responsibility to notify the library of any changes.
- No exam will be proctored unless a reservation for proctoring is made at least one week in advance. Exceptions will be considered on a case by case basis, pending the availability of a proctor and of the small study room.
- One 3-hour reservation per day will be accepted.
- Reservations for proctoring are the responsibility of the student. Confirming the reservation a day in advance is also the responsibility of the student.
- Examinations for which a reservation has not been made by the completion date supplied by the educational institution will be returned to the educational institution. The educational institution must report any extensions of time directly to the librarian on duty.
- Proctoring is only offered:

Monday – Thursday	10:30-8:30
Friday	10:30-4:30

- The librarian must approve all reservations.
- Proctoring services will be denied to any student who does not comply with the regulations and library rules of conduct.
- The library is not responsible for any fees incurred when a student fails to make or cancels a reservation for an examination.
- The library reserves the right to change the reservation due to inclement weather, building and/or staff emergencies, etc.
- The library is not responsible for any problems with a student’s computer and equipment and/or with the wireless service.
- The librarian will complete any forms required of the proctor by the school.
- The student is to submit any forms filled out by the proctor to their school.

# Margaret E. Heggan Free Public Library - Proctoring Services Application

Name: \_\_\_\_\_ Date: \_\_\_\_\_

LC #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C)

Educational Institution: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Scheduled Exams Dates [For Staff Use]:


I have received a copy of and agree to comply with the rules for proctoring services and the library rules of conduct.

Signature (Student): \_\_\_\_\_ Date: \_\_\_\_\_

Signature (Librarian): \_\_\_\_\_ Date: \_\_\_\_\_