

Poplar Creek Public Library District (PCPLD) Proctor Agreement Form - Instructions

Please read and agree to the following:

Time Frame

Appointments must be scheduled at least one week prior to the date of the exam. Appointments are subject to staff availability and, typically, will not be possible on weekends.

Testing will occur during regular library hours for up to three consecutive hours ending no later than a half-hour before the library closes that day.

Responsibilities

The test taker must contact the agency or institution and verify that they have accepted:

- PCPLD's proctoring guidelines
- To send the exam materials to PCPLD's address
- To contact the proctoring coordinator at PCPLD to confirm delivery of said exam materials.

Qualified staff will be assigned as proctors by the proctoring coordinator.

On Test Day

Bring:

- Bring a photo ID
- Your library card (the service is free for PCPLD library card holders, and costs \$25 *cash or check accepted, no credit cards*; for all other library card holders)
- Any supplies needed for the exam (pencils, calculator, *etc.*). Know in advance what is required
- A stamped envelope (if the agency or institution requires the exam be mailed back)
- A translator, if needed (this must be cleared in advance with the agency or institution)

The library will provide:

- A relatively quiet location to take the exam (library does not guarantee total silence)
- A public computer workstation with Internet access and Microsoft or Apple software for online exams, or a laptop computer with Internet access and Microsoft software if preferred. The computer must be requested in advance. No additional software can be loaded onto the computer
- **No assistance** in explaining the test

The Proctor Will

- **Not** remain with the test taker, but will intermittently monitor them during the exam
- **Not** be responsible for tests that are lost due to library emergencies, power failures, Internet disconnections, or any computer error.
- Return the exam to the agency of institution by whatever its preferred method is, so long as it is by fax, e-mail, or mail.

- Make every attempt to reschedule the exam if the appointment has to be canceled due to extenuating circumstances, like illness.
- Deny this service if it is determined that the proctoring request is unreasonable or places an undue burden on the library's facilities or staff.

Poplar Creek Public Library District Proctor Agreement Form

Name _____

Daytime Phone _____

Email _____

Library Card Number _____

First three choices of date/time for the proctored exam

Choice #1 _____

Choice #2 _____

Choice #3 _____

Signature

Date

After approval, have exam materials sent to the proctoring coordinator at this address:

Scott Casper
Proctoring Coordinator
Poplar Creek Public Library
1405 S Park Ave
Streamwood IL 60107
630-483-4929

Do not write below this line – Official Use Only

Date of Exam

Time

Proctor

Fee Paid (if applicable)