Poplar Creek Public Library District

Proctoring Agreement

The Poplar Creek Public Library (PCPLD) offers test proctoring for free to PCPLD card holders or for a fee to non-PCPLD card holders payable at the time of the test. Payment will be accepted in cash, check or credit card.

Appointments must be scheduled at least one week in advance of the desired test date. Please fill out this form and either submit it at the Reference Desk in the Main Library or scan and email it to ref@pclib.org.

All test or exam materials are the responsibility of the school and student.

- Bring a photo ID
- Your PCPLD library card or $25 (for non-PCPLD library card holder)
- Any supplies needed
- A stamped envelope (if the agency or institution requires the exam be mailed back)

Exams Requiring a Computer:

The library can provide a computer with Internet access but does not allow the installation of any special software on a library computer that may be needed to complete an examination. Students are responsible to make sure that the library's computing resources are adequate for their test taking requirements.

Poplar Creek Public Library District

Proctoring Agreement Form

Name _____

Daytime Phone _____

Email _____

PCPLD Library Card # _____

☐ I am not a PCPLD card holder. I agree to pay the fee of $25 with cash, check or credit card due at the time of exam.

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:

Paulette Harding
Proctoring Coordinator
Polar Creek Public Library
1405 S Park Ave
Streamwood IL 60107
331-808-3546

Do not write below this line. Official Use Only.

_____ _____

Date of Exam **Time**

_____ _____

Proctor **Fee paid (if applicable)**