

Montgomery City-County Public Library

Test Proctoring Application

*To ensure that every effort is made to accommodate your schedule, please schedule your exam at least two weeks in advance of the impending exam.*

To have a test proctored, you must complete this application and turn it in to the Library reference desk, or e-mail it to [proctor.testing@mccpl.lib.al.us](mailto:proctor.testing@mccpl.lib.al.us)

Applications cannot be accepted via telephone

Please note:

- 1.) The Library will call you once the application is received
- 2.) You will be required to provide the library with specific instructions from your institution
- 3.) On the day of the exam, you must provide the following
  - A. A valid picture ID
  - B. A valid MCCPL library card held by you for at least 30 days prior to the date of the exam
  - C. Proof of having paid the required testing fee, if applicable.
- 4.) Upon receiving notification that your application has been approved by the Head Librarian at the Morgan Library, a reservation fee of \$25 should be paid to Juliette Morgan Library. The reservation fee is 1/2 of the total cost of the required fee.
- 5.) If the library determines that the proctoring requirements are beyond what is provided within the proctoring policy, the exams will not be scheduled and you will be notified via mail.

*Signing this form indicates that you agree to abide by these conditions and those of the Library's Test Proctoring Policy, posted on the library's website @ <http://www.mccpl.lib.al.us> and available at the circulation desk at the Juliette Morgan Library.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's name \_\_\_\_\_  
Phone # \_\_\_\_\_  
E-mail address \_\_\_\_\_

Name of institution issuing the test \_\_\_\_\_  
Contact person \_\_\_\_\_  
Phone # of contact person \_\_\_\_\_  
E-mail of contact person \_\_\_\_\_

Do you have a valid MCCPL library card?

\_\_\_\_\_ Yes (please refer to the fee schedule listed within the policy)

\_\_\_\_\_ NO (please refer to the fee schedule listed within the policy)

If yes, please note your library card number: \_\_\_\_\_

Reservations for proctored exams must be made between the hours of 9 am and 6 pm Monday through Thursday or you may submit the application via e-mail @ [proctor.testing@mccpl.lib.al.us](mailto:proctor.testing@mccpl.lib.al.us). Fees are due upon notification of approved exam session(s). Checks should be made to Montgomery City-County Public Library.