

# REQUEST FOR TEST PROCTORING

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## Monterey County Free Libraries

*Please complete this form if you wish to have a test proctored at any of the branches of the Monterey County Free Libraries (MCFL). A member of the staff will contact you within a week.*

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Name \_\_\_\_\_ Today's date \_\_\_\_\_

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MCFL Library Card number \_\_\_\_\_

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Phone Number \_\_\_\_\_ E-mail address \_\_\_\_\_

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Name of the School/College \_\_\_\_\_ Class name \_\_\_\_\_

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Number of tests \_\_\_\_\_ Maximum time for each test \_\_\_\_\_

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Will the test(s) be written or on the computer? \_\_\_\_\_ If yes, will you be using you own or the Library's computer? \_\_\_\_\_

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What is the deadline for taking this test? \_\_\_\_\_

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Date and time you wish to take the test? Include 3 options – must be when the branch is open) \_\_\_\_\_

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*Note: Library staff cannot guarantee that another time slot can be offered if you miss a scheduled proctoring appointment. Test takers are encouraged to plan their test dates in advance to allow time for rescheduling in case of emergencies or if MCFL needs to cancel an appointment because of circumstances beyond our control.*

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### THIS SPACE IS FOR LIBRARY USE ONLY

Fee received by: \_\_\_\_\_ Date: \_\_\_\_\_

Fee paid: \_\_\_\_\_

Amount: \_\_\_\_\_ Approved:  Not approved:

Appointment time: \_\_\_\_\_ Reason: \_\_\_\_\_

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

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