

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

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. Fees are due upon notification of approved exam session(s). Checks should be made to Montgomery City-County Public Library.