



HORSHAM TOWNSHIP LIBRARY

EXAM PROCTORING APPLICATION

Horsham Township Library is happy to proctor tests for students by appointment. Students must contact the library, complete this application providing contact information, and must arrange a mutually convenient date and time with the library director, reference librarian, or circulation manager. Proctoring will be done only during regular library hours.

COSTS: As of January 16th, 2017, the library will charge \$20.00 per proctoring session. In addition, the library will charge \$0.20 per page for any test papers, forms, or documents it must print or receive by fax in order to provide proctoring service to you. The library will also charge the actual cost of postage if the issuing educational institution requires originals of the test papers to be returned by surface mail.

If your test is to be taken in writing, please phone or email the library director three days before the date you are scheduled to take the exam to verify that the test forms have been received.

If your test is to be taken online, please log on to the test site several days ahead of time to verify that you are able to access the test site from the library network and that the test is not accessed via a non-standard internet port that is blocked by the library's firewall. Tests requiring access to a non-standard internet port will not be proctored at the library.

Please give us the following information:

NAME: _____

PHONE: _____

ADDRESS: _____

EMAIL: _____

NAME OF TESTING ORGANIZATION: _____

TEST TO BE PROCTORED: _____

DATE & TIME REQUESTED: _____

Does the school require proctors to be approved in advance? _____
If preapproval is required, please attach any paperwork that needs to be completed in advance.

Please return completed application to: Regina Vesely, Library Director
V. 215-443-2609 X205 | F. 215-443-2697
rvesely@mclinc.org