

# Gardendale- Martha Moore Public Library

## Test Proctoring Services

### The student will:

- Ensure that all guidelines and policies from their respective institutions are met when testing at the Gardendale Public Library.
- Confirm that their test has been received by the library.
- Schedule their test one week in advance.
- Bring appropriate photo I.D.
- Call to cancel if they are unable to keep their reserved testing time.
- Show up on time or risk having their appointment rescheduled/cancelled.
- Take all online tests using library PCs.
- Keep all electronic devices in their car or give them over to a staff member for safe keeping.

### The Library will:

- Charge \$25 per test taken.
- Provide a quiet, self-contained testing area.
- Correspond with the student's school and receive testing materials.
- Provide a designated contact number and e-mail address.
- Forward tests via e-mail, fax, mail, FedEx or UPS **at the student's expense**.

### The Library will not:

- Accommodate requests for unscheduled proctoring.
- Contact the testing institution to clarify procedural questions such as: incorrect passwords, wrong tests, etc.
- Guarantee that the correct materials have been received by the testing institution by a specific date.
- Download software for test taking.
- Guarantee that technical problems will not occur when using the library PCs.

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**Please fill out the following contact information to request test proctoring services at the Gardendale Public Library and turn the form back into the Circulation Desk or email it to [EELightsey@bham.lib.al.us](mailto:EELightsey@bham.lib.al.us):**

Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Name of organization, university, or agency: \_\_\_\_\_

This test is:  Online  Written

Test Deadline: \_\_\_\_/\_\_\_\_/\_\_\_\_ Test Length: \_\_\_\_\_

Requested Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Requested Time: \_\_\_\_\_

I understand and agree to the rules stated above.

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Signature

Date