

Ridgefield Library Exam Proctoring Request Form

STUDENT INFORMATION:

Today's Date _____

Name _____

Phone Number _____ Email Address _____

EXAM INFORMATION:

Type of Exam (please check one) ____ **1. Online** ____ **2. Paper Copy**

Course(s) for which proctor will administer exam(s):

School sending exam(s) _____

Length of time allowed for exam(s) _____

Dates you would like to take exam(s) _____

Please note that the appointment must be made at least 5 days in advance.

Date exam(s) must be returned to school _____

Exam proctoring is by appointment only and may be scheduled during regular Library hours Monday through Saturday, subject to staff availability.

A \$25 fee payable by cash or check is due at the time of the exam.

Return this form to Christie Mitchell or Megan Klein at the Ridgefield Library
camitchell@ridgefieldlibrary.org
meklein@ridgefieldlibrary.org
(203) 438-2282 x12004

Please follow up to be certain your information has been received.