

Ridgefield Library Exam Proctoring Request Form

Student Information

Today's date _____

Name _____

Street address _____

Phone number _____

Email address _____

Exam Information

Type of exam (please check one) _____ 1. Online _____ 2. Paper

Course name _____

School sending exam _____

Length of time allowed to take exam _____

Date you would like to take exam _____

Date exam must be returned to school _____

Please note: Appointments must be made at least 5 days in advance.

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 x 201

It is the student's responsibility to follow up and make sure the Library receives your proctoring request as well as any exam materials.