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.