

Examination Proctoring Services Agreement Form

Please complete and return to library staff contact prior to your appointment.



Exam Taker Information		
Name:		
Address:		
Phone:	Email Address:	
Exam Date:	Exam Time:	Exam Length:
Organization Providing Exam		
Organization Name:	Contact Name:	
Contact Phone:	Contact Email:	

By signing below, I agree to the following rules for taking an examination proctored by a staff member of the Indianapolis Public Library system:

1. I understand that when a Library staff member agrees to proctor an examination, the staff is obligated to follow the instructions and rules of the examination sponsor.
2. I therefore agree to follow all instructions of the Library staff regarding the exam.
3. I understand that although the Library staff will do its best to meet my scheduling needs, final date and time decisions will be made by staff.
4. It is my obligation to provide the Library staff with the examination instructions at least 24 Hours prior to beginning the exam.
5. I will arrive for the examination at the date and time set.
6. I agree to pay all postal or examination fees, including printing or copying charges, on the date that I take the exam. I understand that the library cannot arrange for UPS or FedEx pickup.
7. I understand that the charge for either paper and online/electronic examinations is \$25.00 for the first 2 hours and \$10 for each additional hour or portion thereof. I am aware that payment is expected prior to taking the exam.

Signature

Date

For Library Staff Use Only

Branch/Department:

Payment Due Prior to Exam:

Staff Member:

Last Updated: 2/16/2023