Helen B. Hoffman Plantation Library
Test Proctoring Agreement Form

To have a test proctored, you must complete this application and turn it in to the Library Reference Desk. (Applications not accepted over the telephone)

Please note:
• If the library deems that the testing instructions provided by the education institution to be outside its Test Proctoring Policy, it reserves the right not to proctor the exam
• On the day of the exam, you must pay the proctoring fee in full (cash or personal check) and present a valid photo ID

Signing this form indicates that you agree to abide by these conditions and have received and agreed to the library’s test proctoring policy.

Signature: ___________________________ Date: ___________________

Student’s name: ____________________________________________
Address & Phone#: __________________________________________

Email address: ______________________________________________

Name of testing institution: __________________________________

Contact person: _____________________________________________

Phone # & email of contact person: _____________________________

STAFF USE ONLY

Do the test requirements meet the terms of library policy? Yes _____ No_____ 

Date and Time of Exam: ________________________________________

Name & Initials of staff member who will proctor: ___________________

Valid Photo ID: Yes_____ No_____ 

$25.00 Fee Collected: Cash_____ Check_____

Exam Return Method:
FAX #:
Mailing Address:
Online Submission:
Other comments: