**Exam Proctor Request Form**

Exams may be written on **Wednesday – Thursdays** between 8:45 AM and 11:45 am, depending on the availability of the Proctor and scheduling of other library programs. Contact the Falher Library Career Resource Centre (CRC) at 780-837-8009 or email crc@falherlibrary.ab.ca at least TWO WEEKS before your expected exam date to book an appointment. Last minute requests cannot be accommodated.

**Student Contact Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Exam Will be Issued By:**

Institution Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Exam Information:**

Exam Date requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time allowed to complete: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (max. 3 hours)

Exam format: (written / online) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If Online: Library public computer (recommended) or personal computer use requested.

Use of your personal device must be pre-approved by the institution.

Wireless users are responsible for the setup and configuration of their own equipment, prior to exam day. Library staff cannot assist in setting up laptops to connect to the Library’s wireless network.



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| For Library Use Only: |  |
| **Scheduling Confirmed** |  |
| Date Request Received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Client Signature  (confirming exam request) |
| Date Client Notified \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Exam Date | **Exam Day** |
| Exam Start Time | Start Time |
| Exam Length | End Time |
| Exam Proctor Fee Payable Upon Confirmation: | Exam Status: |
| This is based on scheduled exam length, and is due when the exam is booked; the proctor will also require photo id.  Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Paid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Payment Method Cash / Cheque  Receipt Issued, if requested \_\_\_\_\_\_\_ | Exam completed, results forwarded \_\_\_\_\_\_  Exam not completed, institution notified \_\_\_\_\_\_  Exams must begin within 15 minutes of the exam start time, or the exam will be cancelled, without refund.  Exam reschedule date, if applicable \_\_\_\_\_\_\_\_\_\_\_ |