

## *The Student's Test Proctoring Check List*

- ⇒ Speak to your instructor. Determine his/her proctoring rules.
- ⇒ Obtain a proctoring form from your instructor if required.
- ⇒ Contact the Library and obtain proctor contact information for your form.
- ⇒ Fill out the proctor information and return the form to your instructor.
- ⇒ Follow-up with your instructor to be sure the completed form has been sent to the Library email listed below.
- ⇒ Contact the Library and ask to schedule a proctored exam.

If your school does not require a proctor form, you may be able to provide you instructor with the Library's contact information listed below. The instructor will then send the Library your exam information.

Be sure to contact the Library in advance to properly schedule your exam.

On test day, bring:

- ◇ Current photo I.D.
- ◇ Your library card
- ◇ Cash for applicable fees
- ◇ Pencils if necessary
- ◇ Calculator if necessary



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