Request for CPL Test Proctoring

Please read the attached Test Proctoring Policy and return this form after completing the following:

Student's Name:

Student's Phone #:

Student's email address:

Professor's Name:

Professor's Contact Information:

Name of Class/Test:

Name of Institution:

Institution's requirements of proctor/ any further action needed for proctor approval:

Other requirements (computer, private study room, calculators ok, time limits, deadline on when test must be completed, etc):

Explain how the test will be accessed (mailed to library, email, student login…) and returned to the institution (fax, email, electronic submission):

When would you like to take your test/is there a window during which you can take your test?

You should receive confirmation that we will proctor your test(s) 2-3 days. If you haven't, please contact us again. If you need to schedule individual tests once proctor approval has been received, you may call CPL to do so. Prior to the exam, please contact CPL to make sure that the library has received any information needed from the institution. Returning this request implies that you have read the Test Proctoring Policy and agree to adhere to the tenets in that policy.