



Proctoring Exam Form

Please provide the following information to request exam proctoring.

1. The library will contact you to schedule proctoring after testing instructions are received from the testing institution. If the library deems those instructions to be outside the guidelines listed in the Exam Proctoring Policy, we reserve the right to not proctor the exam.
2. On the day of the exam you must:
  - Pay any fees such as postage, printing and/or faxing
  - Present a valid photo ID and any other credentials required by the testing institution
  - Realtor license # (if applicable)

**Signing this form indicates you agree to abide by these conditions and those of the Library's exam proctoring policy attached to this application.**

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E Mail Address: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ E Mail Address: \_\_\_\_\_

**Staff Use Only:**

Date of exam: \_\_\_\_\_

Location of exam: \_\_\_\_\_

Staff member proctoring exam: \_\_\_\_\_

Valid Photo ID? YES NO

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Headquarters:**

102 Priestley St.  
Canton, MS 39046  
Phone: 601-859-7733  
FAX: 601-859-0014

**Branch Libraries:**

**Camden Public Library**

116 Parkside Avenue  
P.O. Box 159  
Camden, MS 39045  
Phone/FAX: 662-468-0309

**Canton Public Library**

102 Priestley Street  
Canton, MS 39046  
Phone: 601-859-3202  
FAX: 601-859-2728

**Flora Public Library**

144 Clark Street  
P.O. Box 356  
Flora, MS 39071  
Phone: 601-879-8835  
FAX: 601-879-3934

**Madison Public Library**

994 Madison Avenue  
P.O. Box 1153  
Madison, MS 39130  
Phone: 601-856-2749  
FAX: 601-856-2681

**Ridgeland Public Library**

397 Highway 51 North  
Ridgeland, MS 39157  
Phone: 601-856-4536  
FAX: 601-856-3748