

21 West Nicolet Street
Banning, CA 92220
951.849.3192 tel.
951.849.6355 fax
www.banninglibrarydistrict.org

Proctor Exam Request

Schedule your appointment at least a week prior to your exam. Exams will be proctored in the Conference Room. Library cannot guarantee absolute silence. It is your job to reschedule if you are late or absent. The library is not responsible for any unforeseen events such as network failure, delayed mail, or illness of proctor. Library will reschedule exam to later date.

- Exam proctoring is \$15 in cash, check, or credit card if you have a library card. Otherwise, it is \$25. Checks are payable to Banning Library District.
- Each exam is limited to three (3) hours.
- You must bring a valid picture identification card.
- You must bring exam supplies, such as pencils and calculators. The library will not provide them.
- You must bring your own laptop with Wi-Fi capabilities. Make sure you test your laptop in advance at the library to make sure the network does not have any issues. The library is not responsible for any incompatibilities. The library will provide you with a laptop only if required to do so.
- If you are required to provide an exam proctor's email, please use: services@banninglibrarydistrict.org

All materials must be sent to:

Banning Library District
ATTN: Exam Proctor
21 W. Nicolet St.
Banning, CA 92220

The library will not pay for postage. You must provide the return envelope and postage if the institution does not provide it.

Student Name Street Address City State Zip

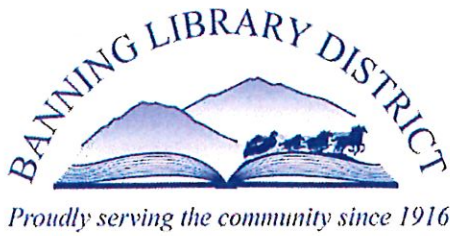
Telephone Email

Name of Institution Name of Exam Length of Exam

Format of the exam:
 Printed
 Online

Date/time of exam(s): 1st Choice: _____ 2nd Choice: _____

Special instructions or notes: _____



21 West Nicolet Street
Banning, CA 92220
951.849.3192 tel.
951.849.6355 fax

www.banninglibrarydistrict.org

There is a processing fee for use of all
Debit and Credit Cards.

\$1 - \$5	Fee + \$0.25
\$5.01 - \$10	Fee + \$0.50
\$10.01 - \$15	Fee + \$0.75
\$15.01 - \$20	Fee + \$1.00
\$20.01 - \$25	Fee + \$1.25
\$25.01 - \$30	Fee + \$1.50
\$30.01 - \$35	Fee + \$1.75
\$35.01 - \$40	Fee + \$2.00
\$40.01 - \$45	Fee + \$2.25
\$45.01 - \$50	Fee + \$2.50
\$50.01 - \$55	Fee + \$2.75
\$55.01 - \$60	Fee + \$3.00