

# Kuna Library Proctor Request Form

Please fill out entire form. When completed, form may be returned via email to [reference1@kunalibrary.org](mailto:reference1@kunalibrary.org), by fax to (208 ) 922-1026 or returned directly to the library for processing. Our staff will contact you to confirm your appointment after your request is received.

When you arrive for your proctor appointment, you must bring your valid photo identification with you. Outside electronic devices are prohibited as well as any items prohibited by your institution.

We will provide a computer if needed for online testing.

**First and Last Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

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

**Course Name:** \_\_\_\_\_

**Instructor/Contact Email:** \_\_\_\_\_

**Instructor/Contact Phone:** \_\_\_\_\_

**Type of Test: Paper Exam:** \_\_\_\_\_ **Online Exam:** \_\_\_\_\_

**Time Allotted for Test:** \_\_\_\_\_

**First Choice Date and Time:** \_\_\_\_\_

**Second Choice Date and Time:** \_\_\_\_\_

**By signing this form, I acknowledge my institution and I have carefully reviewed and agree to The Kuna Library District's policies and procedures:**

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

**Approved by:** \_\_\_\_\_