

Kuna Library

Proctor Request Form

Please fill out entire form. When completed, form may be returned via email to DRichie@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: _____