Test Proctoring
Adopted by the Board of Trustees, November 13, 2013

- The Library will proctor written, e-mailed, or online exams. There is no charge for this service.

- A minimum of one-week notice is required before any test will be proctored. It is the responsibility of the student/patron to contact the Library and make an appointment to take the test. Appointments can be made in person, by phone, or by e-mail.

- Patrons must schedule a time during the Library's operating hours with the assigned proctor. The test must be completed 30 minutes before the Library closes.

- The patron must be on time for his/her appointment and is responsible for notifying the proctor if he/she cannot make the appointment or is running late.

- The patron is responsible for ensuring that the exam and other required materials are sent to the proctor from the learning institution before arriving to take the test. The proctor is not responsible for contacting the learning institution to get exam materials or proctor forms but will return proctor forms directly to the school when asked to do so. The patron should also verify that the proctor has received exam materials before arriving to take the test.

- The patron must bring all supplies needed (e.g., scratch paper, calculator, pen, pencil) to complete the test.

- Library computers will not be modified to accommodate online tests. Installation of any special software needed to take the exam will not be allowed.

- The Library will extend the standard 1-hour computer time limit to accommodate tests that have time limits of 1 hour or longer.

- At the time of testing, the patron must provide current photo I.D. that matched the name on the testing materials.

- The proctor will not enter his/her personal information (SSN, home phone or address) on proctor forms.

- All tests will be proctored in the PPL Computer Lab and supervised by computer lab assistants. Proctors will enforce any time limits or other rules set forth in exam materials.

- Email correspondence is preferred. The library will submit all forms via email when possible.

- Patrons are required to bring a stamped, addressed envelope to mail written exams. The Library will mail the test in the following day's mail. Once the test is mailed, the Library is not responsible for receipt of the exam by the learning institution. Any UPS or FedEx envelopes are the responsibility of the patron to send.

- The library cannot guarantee a quiet environment. Staff will try to keep noise to a minimum but there is no enclosed area available for testing. Patrons easily distracted may want to make other arrangements. Patrons are responsible for scheduling exam times around the library's regularly scheduled computer classes.
- The library shall not be responsible for tests that are interrupted by library emergencies, power failures, and/or computer hardware and/or software failures.