

## **PETER WHITE PUBLIC LIBRARY**

### **Examination Proctoring Service Policy**

#### **Fees**

Proctoring services are available for a fee of \$25.00 per examination. Payment by cash, check or credit card may be made at the time of application for proctoring services. The examination fee must be paid before the exam can be administered. All costs related to the examination, such as postage for mailing the examination, answer sheets, or photocopying are the responsibility of the test-taker and must be paid prior to the return of the exam to the testing institution.

#### **Application**

Applications are available at the Reference Desk on the second floor of the library and online at <http://www.uproc.lib.mi.us/pwplinfo/index.php/proctoring/>. Applications must be completed at least 24 hours in advance of the exam and will be accommodated if staffing permits. Test-takers are encouraged to sign-up as early as possible in order to ensure desired examination times. To make sure that the library is able to comply with testing requirements, a complete application must include the testing requirements.

#### **Scheduling Appointments**

Proctoring services will be scheduled by application, subject to the availability of authorized staff during regular library hours. The library staff will do its best to meet the scheduling needs of the test-taker. Examinations must be scheduled such that test-takers have sufficient time to complete all exam requirements 60 minutes prior to the library's scheduled closing time. We strive to accommodate every test-taker, so please understand that a no-show or last minute cancellation of an examination could be taking an examination opportunity away from another possible test-taker.

#### **Examination Rules and Restrictions**

When the library agrees to proctor an examination, it is obligated to follow the instructions and rules of the institution. Test-takers must follow all instructions of the library staff regarding the examination. At this time we cannot provide proctoring for examinations that require unusual or stringent proctoring guidelines (e.g., downloading software onto library computers, examinations that require multiple timed-sections, etc.) nor can we provide a private area for online exams.

To confirm exam appointments, please email [refdesk@pwpl.info](mailto:refdesk@pwpl.info) or call the Reference Desk at **906-226-4311** or **906-226-4312**.