

Examination Proctoring Service Policy

Fees

Proctoring services are available for a fee. 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 on the Library's Website. Applications must be completed at least 24 hours in advance of the exam and will be accommodated as staffing permits. Test-takers are encouraged to apply as early as possible in order to ensure desired examination dates and 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 testing 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 or guaranteed quiet space for exams.

To confirm exam appointments, please email refdesk@pwpl.info or call the Reference Desk at 906-226-4311 or 906-226-4312.

Peter White Public Library Board of Trustees

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