

TEST PROCTORING

PURPOSE

In support of life-long learning, the Julia Hull District Library offers test proctoring at no charge to homeschooled students, postsecondary students and professionals taking licensing exams.

CONDITIONS

- Exams are proctored during regular Library hours Monday through Saturday, by appointment only.
- The Library Assistant on duty at the circulation desk at the time of the exam will serve as the exam proctor. That individual will attend to desk duties and other patrons while proctoring and will not be able to observe the student at all times.
- It is the patron's responsibility to contact their agency or institution to provide the appropriate materials and contacts to the proctor. The proctor is not responsible for contacting the learning institution to get exam materials or proctor forms.
- The Library will return proctor forms directly to the school whenever asked to do so; however, the Library is not responsible for receipt of the exam by the learning institution.
- The student must be on time for his/her appointment and is responsible for notifying the proctor in advance if he/she cannot make that appointment.
- Given that the library hosts various events and programs throughout the day, the library cannot guarantee an isolated and/or quiet space for the student to take his/her exam.
- Library computers will not be modified to accommodate online tests. Installation of any special software needed to take the exam is prohibited.
- Exams must be completed 15 minutes before the library closes.
- There will be a charge of \$0.15 cents per page for all test materials printed, and \$1.00 per page to submit completed exams via fax. Students will provide \$1.00 for postage to return tests to educational institutions via regular mail. The Library will not return tests by FedEx or other expedited mailing services.