

EXAM PROCTORING

Exam proctoring is available at RH Stafford, Park Grove, Forest Lake, Wildwood and Oakdale Branch Libraries.

GUIDELINES

- The library does not observe students during the test.
- Students must make arrangements at least 48 hours in advance. At the time the arrangements are made, the student supplies a name, address, telephone number, name of testing institution, and expected date and time for exam.
- Printed exams must be sent via US Postal Service. (FedEx, UPS or other commercial carriers are not allowed because library open hours are limited.)
- The librarian who handles the examination will be the librarian at the Information Desk at the time the student takes the examination (not necessarily the librarian to whom the examination was mailed).
- Students must show picture identification before receiving the examination.
- Completed examinations will be returned to the testing institution via the U.S. Postal Service in postage-paid envelopes provided by the student or the institution; the library cannot coordinate pickup of materials by FedEx, UPS, or any other commercial carrier. Copies of completed exams are not retained, nor can the exams be faxed to the institution.
- Examinations not completed by the student within 30 days of receipt by the library will not be retained unless the student has made prior arrangements.
- Testing accommodations may vary. It is the student's responsibility to ensure that the physical facilities are adequate for their test-taking requirements. If available, the Quiet Study and Conference rooms are recommended.

ONLINE EXAMINATIONS

- The library will provide a computer that has Microsoft Word and Internet access. It may take up to 60 minutes to find an available computer. Computers cannot be reserved in advance.
- If more than 60 minutes are required, the library may extend public PC workstation time to accommodate the exam.
- The library cannot allow the installation of any special software that may be needed to complete the examination on a library computer. It is the student's responsibility to ensure that the library's computing resources are adequate for their test taking requirements.