

Henrico County Public Library - Test Proctoring

Requirements for proctoring:

- Current Henrico County Public Library card
- Photo Identification
- Payment of a \$10 fee per test at test-taking time; students retaking an exam will be required to pay an additional \$10 fee.
- Educational institution's proctoring requirements must be provided in advance of scheduling a test

The Henrico County Public library:

- Does not guarantee that the student will be under continuous supervision during the test
- May utilize any available staff member to administer tests. The library will provide no personal information other than proctor's name and credentials and will use the library's business address and phone number when completing proctor information forms
- Can hand the test taker the exam, time the exam, use an institution-supplied password to log the test taker into an online exam, and collect the exam from the test-taker at the appointed time
- For online exams, provides public computers with a maximum time limit of 2 hours each day. Computers are located in the public areas of all libraries and are available on a first-come, first-served basis. If the test-taker uses a personal laptop, the library provides wireless access which may allow for extended test taking
- Cannot proctor online exams that require the installation of special software or the modification of existing computer settings
- Can return exam by mail with test taker provided stamped, addressed envelope. Faxing or scanning and emailing of completed exams may be available at some locations.
- Does not retain copies of completed exams. Exams not taken within 60 days of receipt will be discarded

The Test Taker:

- Is responsible to arrange for the exam to be delivered to the library and to determine that it has arrived
- Will verify with their institution that the library's proctoring policies are acceptable
- Is responsible for promptly notifying staff when they have completed the test
- Will provide the library with a stamped addressed envelope or postage paid mail if exams must be returned via the mail

Henrico County Public Library reserves the right to decline to proctor any examination at the discretion of the building manager or designee.

7/18/17

