

Exam Proctoring

Proctors are people who monitor exams on behalf of a college or organization.

Exam proctoring is available at the Wright Memorial Public Library for students in accredited degree or certificate granting programs. Students interested in exam proctoring must make an appointment with the designated proctor and satisfy all prerequisites before the day of testing.

Need to schedule an appointment?

Visit or call the [Wright Memorial Public Library](#) and speak to a staff member.

The student will:

- Verify that the testing institution accepts all library proctoring policies;
- Schedule an appointment in advance of the testing date;
- Call to verify that the Library has received the examination;
- Allow sufficient time to complete and return an examination before the deadline;
- Bring appropriate photo ID to the library on the scheduled exam day;
- Come prepared with the necessary supplies to take the examination;
- Provide postage and mailing supplies if not provided by the school;
- Pay for any supplies or expenses (printouts, copies, etc.) required;
- Call the Library during inclement weather to verify appointment availability.

The Library is able to:

- Proctor exams for individual students who have made advanced appointments;
- Serve as delivery and return point for mailed, e-mailed, or faxed exams;

- Proctor online exams via web-based applications;
- Certify that the student has taken an exam according to instructions;
- Return the completed exam via any prepaid method;
- Hold copies of paper exams for 30 days.

The Library is not able to:

- Accommodate requests for walk-in or unscheduled proctoring;
- Provide a staff member to continuously monitor the exam;
- Verify that the correct exam materials have been received by the Library;
- Clarify procedural questions or instructions on behalf of the school or instructor;
- Grade exams;
- Guarantee completed exams will be received by a specific deadline;
- Download or install software on library computers for test proctoring.

Although we do not charge a fee for this service, we will be happy to accept donations on behalf of the [Wright Memorial Public Library Foundation](#).