

## Exam Proctoring Guidelines

**Allow 2 week minimum notice when requesting a day and time.**

Please initial that the following policy and guidelines have been read and understood:

\_\_\_\_\_ Library staff will proctor exams for distance learning for local resident card holders and for persons who have purchased a HMMPL nonresident card, on a pre-arranged schedule that coincides with staff availability. This schedule may change as staff schedules change.

\_\_\_\_\_ Students will be responsible for all costs associated with taking the exams. This includes, but is not limited to, postage, fax charges, and copying charges. The cost of exam proctoring at the HMMPL is FREE, up to 2 exams per student, per semester [January – May & August – December. The staff does not proctor exams during June and July]. A charge of \$25 per exam beyond the 2 free per semester will be charged if a student desires more than 2 exams be proctored in a semester and staff is available to proctor the exams.

\_\_\_\_\_ It will be the responsibility of the student to arrange for the educational facility to send the exam to the Library and to contact Library staff to set up a time to take the exam. The Library cannot be responsible for ensuring that the student takes the exam by the due date.

\_\_\_\_\_ Online exams may be taken at public computers in the Teen/Adult Services Department. All exams will be administered in the Teen/Adult Services Department unless other prior arrangements have been made. If an exam has a sound element, the student is required to provide his or her own headphones.

Today's Date \_\_\_\_\_  
Student Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

HMMPL library card number \_\_\_\_\_

Need to take exam by [date] \_\_\_\_\_

Date: first preference \_\_\_\_\_

second preference \_\_\_\_\_

third preference \_\_\_\_\_

Time needed to take exam [# hours] \_\_\_\_\_

School \_\_\_\_\_

School contact information \_\_\_\_\_

Instructor contact information \_\_\_\_\_

Circle one:      Online exam      OR      Paper exam

Special instructions or further information needed: \_\_\_\_\_

Staff Use Only:

Day and time selected \_\_\_\_\_