

Exam Proctoring Guidelines

Allow 2 weeks 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 including, but 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; 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 able 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 is not 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 or purchase a pair from the Library at current cost.

Date of initial request _____

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] _____

Day and time selected _____

Exam day and time confirmed with Jane _____

School _____

School contact information _____

Circle one: Online exam OR Paper exam

Any special instructions: