The Welles-Turner Memorial Library offers proctoring for tests and examinations. Exams are proctored by the Reference Staff during regular library hours Monday through Saturday subject to staff availability. Exams must be finished one hour before the library closes for the day.

Fees

- ❖ The fee is $25.00 per exam, payable prior to the start of the exam.
  The Library accepts cash or check payable to "Welles-Turner Memorial Library."

Guidelines

- ❖ Exams are administered by appointment only. Appointments must be made at least five days in advance.
- ❖ The student knows the examining institutions requirements for proctoring. Check with the library to make sure all requirements can be met.
- ❖ The library proctors both written and online exams.
- ❖ The library cannot proctor online exams that require installation of special software.
- ❖ Students must make arrangements with the examining institution to have written exams sent or login information sent to the library. Library staff will not proctor exams that students bring in themselves.
- ❖ The library cannot provide continuous proctoring. The proctor will check in with the student periodically.
- ❖ The library agrees to provide a reasonably quiet space for students to take the exam but students should be mindful that the library is a public space.
- ❖ The library reserves the right to substitute a proctor in event the original proctor is unavailable.
- ❖ The proctor will not sign a proctor statement that attests to more than he or she is able to do.
- ❖ The student will arrive promptly at the agreed upon time with the items required to take the exam. Students arriving 15 minutes or more after their scheduled appointment will not be accommodated.
- ❖ The library will return the completed test to the examining institution upon completion. The student is responsible for any costs incurred.
- ❖ If unable to keep the scheduled exam time, notify the library at least one day before the scheduled time. An exam taker who is a "no call or no show" may forfeit permission to use the library as a proctor in the future.