

Westerly Library & Wilcox Park Proctoring Guidelines

Proctoring is available for written or online exams during regular library hours. All exams must be completed before the library closes.

Students who need a proctor agree to:

- Verify that the testing institution accepts all library proctoring guidelines.
- Schedule exams at least 1 week in advance of the test date. Walk-in or call-in same day requests cannot be accommodated.
- Call the Reference Desk at 401-596-2877 x3 to verify that the library has received the exam and to confirm any appointments made for taking the exam.
- Take the exam before the deadline given by the testing institution.
- Bring appropriate photo ID to the library on the day of the exam.
- Come prepared with the necessary or required supplies to take the exam.
- Learn about any software or hardware requirements for online exams well in advance of the exam date. (If the library does not have the necessary software or hardware, the student will need to find a proctor at another location.)
- Provide the cost of any library printed exams from email @ \$.15 per page.
- Provide postage if the testing institution has not provided a pre-paid envelope.
- Allow 7 – 10 days for normal US mail delivery.

The library cannot:

- Provide a staff member to continuously monitor an exam. The test-taker sits in a private study room or a public computer while a librarian performs his/her regular duties.
- Provide personal information to the testing institution, such as a staff member's social security number or driver's license number.
- Incur any costs for administering exams. This includes the cost of printing an emailed exam. The cost to the student/school is \$.15 per page printed. This is payable before the exam is taken.
- Grade an exam.
- Provide postage or envelopes for returning exam materials to the testing institution.
- Guarantee that all online exams will work correctly on our public access computers.