



## PROCTORING GUIDELINES

### Library Procedures:

- Proctor exams for Frankfort Public Library District cardholders.
- Proctor exams in the Adult Services or West End areas of the Library during open library hours. Exams will not be proctored in the Study Rooms. The Library cannot guarantee a quiet area.
- If it's an online exam, the student will use a computer in the West End Computer Lab.
- Tests offered online must be compatible with hardware and software on Library computers. **The Library will not download or install software for online exams.**
- Return the exam within 24 hours of the scheduled test via U.S Postal Service. The Library cannot arrange for UPS or FedEx pickup.
- The Library will not keep copies of completed examinations.
- Exams left in the care of the Library for over one month will be discarded.
- Library staff cannot interpret test instructions for the student nor assist in any technical manner with online tests.
- The Library reserves the right to refuse to proctor any exam too burdensome or exacting in its demands.
- The Library will not be responsible for tests that are interrupted by Library emergencies, power failures, or computer hardware or software failures.

### Student Responsibilities:

- Submit a Proctor Request Form to the Adult Services Department.
- Schedule the test *at least two weeks in advance*.
- **Verify that the proctoring conditions provided meet any requirements of the school administering the test.**
- Provide payment of \$20 per test prior to exam. Payment given to the Librarian responsible for proctoring exam and a receipt will be given to student. Cash only.
- Provide envelopes & postage if this is not provided by the institution. The exam will not be mailed until envelopes & postage are received.
- Provide payment for all printing costs (paper exams, exam instructions, etc.): \$.20/page.
- If the exam can be faxed with permission from the institution, the student will pay the fee for faxing service.
  - United States: \$1.00/page
  - International: \$1.00/page
- Bring a photo I.D. before taking the exam.
- Bring necessary or required supplies and equipment (calculator, pens, pencils, paper).
- Take online tests using the Library's computers.
- Be prepared to begin test at scheduled time. We cannot guarantee an exam reschedule if student misses originally scheduled exam time.
- Complete proctored tests at least 30 minutes before the library's scheduled closing time.

21119 Pfeiffer Road ● Frankfort, IL 60423-9302 ● [www.frankfortlibrary.org](http://www.frankfortlibrary.org)  
Adult Services Desk: 815-534-6173 ● Fax: 815-469-9307 ● [reference@frankfortlibrary.org](mailto:reference@frankfortlibrary.org)



## Proctor Request

I have read the Proctor Guidelines and will abide by its requirements:  Yes  No

Name \_\_\_\_\_

FPLD Library Card # \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

School/Organization \_\_\_\_\_

Teacher/Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Test type:  paper  online

Date/Time request #1 \_\_\_\_\_

Date/Time request #2 \_\_\_\_\_

Date/Time request #3 \_\_\_\_\_

Do you have a deadline? If yes, what date? \_\_\_\_\_

An Adult Services Reference Librarian will get back to you within 72 hours of your request.

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**STAFF USE ONLY:**

Reviewed guidelines with student: Date \_\_\_\_\_ Initials \_\_\_\_\_

\$20 Fee received: Date \_\_\_\_\_ Initials \_\_\_\_\_