

Proctoring Services

The **Pickerington Public Library** will administer exams from institutions including distance learning centers, colleges and universities, and licensing agencies.



The test-taker is responsible for....

-paying a \$20.00 fee for each paper exam and each login session for online exams. This payment must be made to the library at the time of the scheduled exam.
- ...providing the proper identification and documentation at the time of the scheduled exam.
- ...providing an envelope along with accurate, USPS prepaid shipping label for any paper exams that must be returned to the testing institution.
- ...coordinating the transfer of the exam from the testing institution to the Library and to verify that the exam has been received by the Library. **The Library shall not contact the test-taker when the exam arrives.**
- ...scheduling the exam session no less than **48 hours** in advance.
- ...allowing sufficient time to take an examination before the deadline that has been established by the testing institution. It is the responsibility of the test-taker to schedule the timing of the exam. Exams will be proctored only during regular Library hours. The Library does not offer proctoring services on Sundays. The Library reserves the right to not schedule proctor exams on Saturdays due to limited staffing.
-showing up on their scheduled exam date. After two no-shows, we reserve the right to refuse to proctor any future exams.

Where?

Tests are administered in the reference area of the Adult Services Department.

Who?

The Adult Services staff member working at the reference desk at the time of the exam will serve as the proctor and will be available during the exam as time and duties permit. The Library cannot guarantee that a specific staff member will be available for proctoring. If a testing institution has stringent requirements regarding proctor identification and professional qualifications, the Library may not be able to accommodate the test taker. The proctor will verify identification and ensure that the time limit for taking the test is adhered to, that no unauthorized sources are used, and that the completed test is returned in the manner specified.

Who do I contact? Please call or email the Adult Services Department for more information at 614-837-4104, ext. 233 or email at pplrefstaff@pickeringtonlibrary.org

The Library reserves the right to deny proctoring service based on scheduling, staffing, testing institution requirements, or other factors.