

NORTH KINGSTOWN FREE LIBRARY
100 Boone Street
North Kingstown, RI 02852
401-294-3306 Fax: 401-294-1690

Proctored Exam Student Information

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
- Exams should be scheduled at least 1 week in advance of the test date. Walk-in or call-in same day requests will not be accepted.
- Call the Reference Desk at 294-3306 x4 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. \$.20 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 is **not** able to:

- Provide a staff member to continuously monitor an exam. The test-taker sits at a table in view of the Reference Desk 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
- Provide a private place for testing
- Incur any costs for administering exams. **This includes the cost of printing an emailed exam. The cost to the student/school is \$.20 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.

10/01/2016