

## **Exam proctoring at Alamogordo Public Library**

### **Student Responsibilities**

- You must schedule your appointment at least 24 hours in advance of taking the exam.
- Exams will not be proctored on a walk-in basis.
- Once your exam has been scheduled, it is your responsibility to make arrangements with your testing institution to send exam materials/passwords to the proctoring site. Please call 24 hours prior to your exam to make sure the exam has arrived at the library.
- Please call or email your proctoring library regarding any changes that develop.

### **On the day of your exam**

- Please arrive promptly at the scheduled time.
- Bring your photo ID, library card, mailing supplies, cash for printing, and any allowable testing materials (e.g., calculator, pen, pencil, scratch paper, notes).

### **Fees**

- Alamogordo Public Library does not charge for proctoring. However, the student is liable for any fees associated with exam printing. Black & white printing charges are 15 cents per page.
- If exam is to be returned by mail, an addressed envelope with sufficient postage must be provided by the student or the institution.

### **Library Proctor Responsibilities**

- Verify IDs & library card.
- Present exam materials.
- Review exam instructions.
- Monitor the exam time.

### **Exams**

- Alamogordo Public Library proctors online and paper exams. Exams should be delivered to the library via email or mail.
- Alamogordo Public Library does not offer a classroom setting. Our tables and computers are in a public space, and complete quiet and privacy are not always available.

### **Additional Information**

- Alamogordo Public Library reserves the right to refuse to proctor an exam.
- Alamogordo Public Library cannot be held responsible for technical difficulties arising from the testing institution or library technology.
- Alamogordo Public Library is not responsible for exams that are lost by a postal system or electronically.

If a weather event occurs and the library must close, library staff will make every effort to contact the student. However, please call the library for more information.

Approved by the Alamogordo Public Library Advisory Board, December 13, 2017