

UA Library Test Proctoring Service

As part of our mission to encourage lifelong learning, the library offers free test proctoring to students when possible. This service is available through the Reference Department of the Main (Tremont) Library. The decision on whether or not to proctor any exam is at the library's discretion.

Guidelines:

The student is responsible for:

- Making an appointment with a librarian, and being prompt. Students needing to postpone must let the librarian know as far in advance as possible.
- Making sure the exam information has been received by the library from the school at least 24 hours before the scheduled appointment.
- Bringing in a form of picture ID.
- Bringing in any special items they may need for the exam, such as calculator or graph paper.
- Ensuring that the school approves of the exam taking place in a busy reference department; the library cannot guarantee a completely quiet environment. The Reference Department tends to be less busy on Monday through Friday mornings between 10 am and 12 noon; students are encouraged to schedule their exams during those times.

The library is able to fax, scan and email, or mail completed exams. If the exam is to be mailed, **the school must supply an addressed envelope with return postage**. We do not accept stamps or envelopes from students.

The library **does not** proctor:

- Any placement exams, such as Accuplacer or Wonderlic.
- Tests that require very close monitoring, or are divided into frequently timed sections.

Preference is given to non-profit and educational related proctoring requests.

The library reserves the right to refuse or decline proctoring services for any reason.

When the use of a library computer is required, the student and school should be aware of the following:

- Students are encouraged to obtain an Upper Arlington Public Library borrower's card in order to use the library's computers. There is no charge for a new card.
- The library cannot download any software onto our computers.
- The school must approve of the student using their personal device prior to the schedule proctoring appointment.
- All exams must be finished thirty minutes prior to the library's closing.

To set up a proctored test or for any questions, contact the Reference Department at 614-486-3342 or email us at reference@ualibrary.org.