

Dear Educator:

With the increase in distance education, libraries are frequently receiving requests to act as proctors for examinations. While proctoring exams is not part of our mission, we are willing to consider proctoring if your institution can work within the following guidelines:

1. The Library will proctor written exams only. We are unable to proctor online or other types of exams.
2. Exams will only be accepted through the mail. No faxed or emailed exams will be accepted.
3. A self-addressed, postage-paid return envelope must be provided. No registered/certified mail, FedEx, or any other return method that would require us to leave the Library or call for a special pick-up is acceptable. We will place completed tests in our outgoing USPS mail only. We will not return exams via fax or email.
4. The Library will not retain copies of completed exams for any period of time.
5. The Library is unable to facilitate payment between student and institution, including the collection of money or the inclusion of a credit card number with the exam.
6. A private study room will be provided, but a staff member can neither remain with the student while the exam is being taken nor return to read additional instructions to the student. We will view a picture ID, read initial instructions, and enforce time limits and closed/open book requirements.
7. The student must provide any required photocopies.

The exam should be mailed to my attention, so that I can coordinate the process. Please note that any professional librarian on duty at the time the student arrives will administer the exam, enforce the requirements, and sign my name, followed by his or her initials.

If these procedures are acceptable to you, we will be glad to proctor your exam for this student.

Sincerely,

Justin Stevenson  
Public Services Manager