Test Proctoring Service
As part of our mission to encourage lifelong learning, the Upper Arlington Public Library offers free test proctoring to students taking academic exams, 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.

The library does not proctor:

- Exams for corporations or profit-making agencies.
- Exams for company or professional certifications.
- Any placement exams, such as Accuplacer or Wonderlic.
- Tests that require very close monitoring, or are divided into frequently timed sections.

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

Guidelines
The student is responsible for:

- Bringing in a form of picture ID.
- Scheduling an appointment for the exam with a librarian at least 24-hours in advance. Best practice: schedule as far in advance as possible, as available slots can fill up. NOTE: All exams must be finished thirty minutes prior to the library’s closing.
- 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 before the scheduled appointment.
- 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 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.

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

- The library cannot guarantee the availability of a computer to take an exam at a given time.
- Library computers tend 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. Sundays tend to be the busiest day for the library computers.
- Students are encouraged to obtain an Upper Arlington Public Library card in order to use the library’s computers. There is no charge for a new card.
- The library cannot change the settings on its computers to accommodate exams or install any new software, including lock-down browsers.
- Students may use their own laptops to take exams only if the school approves of this arrangement.

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.

Hours: Mon.-Thurs. 10 AM-9 PM; Fri. 10 AM-6 PM; Sat. 10 AM-5 PM; Sun.1 PM-5 PM