



UA Library's Test Proctoring Guidelines

As part of our mission to encourage lifelong learning, the library offers free test proctoring when possible. This service is available through the Research Department at the Tremont Road branch of the Upper Arlington Public Library. The decision on whether or not to proctor any exam is at the Library's discretion.

Guidelines:

- The Student must ensure that the school approves of the exam taking place in a busy reference department. The library cannot provide a completely quiet environment and does not provide a private proctoring room.
- Exams must be scheduled at least 24 hours in advance. If a student needs to postpone their exam, they must give at least 24 hours notice.
- Appointments are canceled for arrivals more than 15 minutes late and must be rescheduled.
- Students are responsible for ensuring exam information has been received by the library from the school.
- Valid picture ID is required for all exams.
- Students must bring in any special items they may need for the exam, such as calculators or graph paper.
- The Library cannot download any software onto our computers.
- If the student is using a personal computer the library must receive approval from the school prior to the start of the exam. It is the students responsibility to contact their school.
- All exams must be completed 30 minutes before closing.
- 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, closed rooms, or are divided into frequently timed sections.
- Oral exams.

The library reserves the right to refuse or decline proctoring services for any reason. To set up a proctored test or for any questions, contact the Research Department at 614-486-3342 or email us at reference@ualibrary.org.