

# Proctoring Service Policy

## Villa Rica Public Library

The Villa Rica Public Library values the concept of lifelong learning goals. To support these goals, students may request exam proctoring at the Villa Rica Public Library, which has chosen to offer such service. Exam proctoring is subject to the availability of authorized staff and will be undertaken provided the conditions set by the examining institution can be met without undue disruption to the library's normal functions.

### PROCTORING FEES:

- The exam fee is \$10.00 per session. It must be paid when scheduling the exam. The exam fee is non-refundable if exam is not taken.
- \$1.00 per page if faxing is required.
- \$0.15 per page if printing is required.
- All fees are payable in cash prior to taking an exam.

### PROCTORING GUIDELINES:

- All exams must be sent to the library or e-mailed for electronic exams.
- A minimum of one week's advance notice is required. An appointment must be made for each exam.
- Students are responsible for ensuring that all exam requirements are met and that any test has been received by the library before the exam is taken.
- The library will not proctor any exam which requires the proctor to sit with the student during the exam or provide a private place for the test.
- No costs (postage charges, copying, etc.) are to be incurred by the library.
- Exams must occur during the library's regular hours of operation and be completed 30 minutes before the library closes.
- Students may reschedule their exam appointment ONE time. If additional scheduling changes are needed, the library will not proctor the exam, and the exam materials will either be sent back to the school or shredded by the library.
- Paper Exams not taken by the expiration date will be shredded unless postage is provided.
- The library will not be responsible for any delayed tests or for any completed tests once they leave the library's possession and have been received and validated by the examining institution.
- Complete the below proctoring request form
- The library cannot guarantee that technical problems will not occur when using library PCs.

# Available Test Proctors

Villa Rica Public Library  
869 Dallas Hwy  
Villa Rica, GA 30180  
Phone (770) 459-7012  
Fax (770) 459-7960

Michelle Capers  
[mcapers@villarica.org](mailto:mcapers@villarica.org)

Jennifer Holt  
[jholt@villarica.org](mailto:jholt@villarica.org)

We ask that participating institutions and/or students provide the following:

## Institution

- Name of the educational institution
- Name and number of class with instructor's name and contact phone number and e-mail address.
- Name of the student
- Instructions to the proctor on administering the exam
- Expiration date (default is 3 months from receipt)
- Return envelope with postage, if applicable.

## Student

- Supplies and materials necessary for completing the exam (pen, pencils, paper, computer disks, etc.)
- Photo ID (name on ID must match name on test)
- Return envelope and postage, if this is not provided by the institution

I have read and understand these guidelines regarding the proctoring service.

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of Test : \_\_\_\_\_ Time : \_\_\_\_\_

Received Test: \_\_\_\_\_ Returned Test : \_\_\_\_\_