

## Proctoring Information for the Autauga-Prattville Public Library

The Autauga-Prattville Library staff will proctor both written and online exams for students.

Proctoring is a fee-based service. Fees are as follows:

### **\$10.00 fee for administering the exam.**

Scanning, postage and photocopy fees may apply.

**Library staff will proctor exams by appointment only and only on set hours for proctoring.**

Library staff will abide by all rules as outlined by the institution – no exceptions. Exams must be taken during library open hours and must be completed 30 minutes prior to library closing time. It is the test-taker's responsibility to notify Library if they are unable to make the appointment. Usually no cell phones, iPad and other electronic devices plus bags/purses will be allowed in testing area. A photo ID must be presented.

Library public computers are available for test-takers. Software cannot be installed on any public computer. All other needed equipment or tools must be provided by the test-taker or testing institution. Library staff proctoring the exam will complete appropriate documentation forms provided by the institution. The Library will mail or ship completed exam to institution if a postage paid envelope is provided or test-taker or institution has made prior prepaid arrangements with another commercial carrier. The library is not responsible for any costs in obtaining or returning the examination or for exams lost in the mail or dropped by email.

Examinations not completed by the test-taker within 30 days of receipt by the Library will not be retained unless Test-taker has made prior arrangements.

Additional fees:

Additional fees may apply if materials need to be faxed or scanned.

The Library will not:

- Provide supplies to test-takers such as test booklets, paper, pencils, calculators, etc.
- Time individual or multiple portions of the same exam.
- Constantly supervise the student, except to begin and end the exam. The proctor will check on test-taker periodically and do everything possible to insure compliance.
- Guarantee quiet work spaces, although we will make every effort to set test-taker apart from high traffic areas of the library if possible.

For more information contact:

Barbara Curry at 334-365-3396 ext 12

[proctoring@appl.info](mailto:proctoring@appl.info)

Autauga-Prattville Public Library  
254 Doster Street, Prattville, AL 36067

**New Proctoring Hours:**

**Monday – Friday**

**10 a.m. – 4 p.m.**

No proctoring scheduled on Saturday

**Updated April 8, 2021**