



## **Examination Proctoring Service Policy**

### **Fees**

Proctoring services are available for a fee of \$30.00 per examination or a flat fee of \$100 (for four or more exams) per class per semester. It is recommended that payment by cash, check or credit card be made at the time of application for proctoring services (at least seven days in advance). All costs related to the examination such as postage for mailing the examination, answer sheets, or photocopying are the responsibility of the student and must be paid prior to the return of the examination to the testing institution.

### **Application**

Applications are available at the reference desk on the second floor of the library and online at [www.pwpl.info](http://www.pwpl.info). Completed applications with all required attachments including fees, should be received either by mail or at the reference desk at least seven days in advance to ensure desired examination times. To ensure that the library is able to comply with testing requirements, a complete application must include the testing requirements.

### **Scheduling Appointments**

Proctoring services will be scheduled by application, subject to the availability of authorized staff. Appointments will be scheduled during regular library hours when there is sufficient staff. The library staff will do its best to meet the scheduling needs of the student. Examinations must be scheduled such that students have sufficient time to complete all exam requirements 60 minutes prior to the library's scheduled closing time. The library will not allow a student to complete an exam after the library's designated closing time. If a student does not appear for an appointment, library staff will not reschedule the exam. All fees paid will be forfeited.

### **Examination Rules and Restrictions**

When the library agrees to proctor an examination, it is obligated to follow the instructions and rules of the institution. Students must follow all instructions of the library staff regarding the examination. At this time we cannot provide proctoring for examinations that require unusual or stringent proctoring guidelines (e.g., downloading software onto library computers, examinations that require multiple timed-sections, etc.) nor can we provide a private area for online examinations.

To confirm exam appointments, please contact the reference desk at 906-226-4311 or 906-226-4312.

*(Revised May 2017)*