

## WESTCHESTER PUBLIC LIBRARY

### TEST PROCTORING

The Westchester Public Library will proctor online or written tests for distance learning students free of service charge. The student will be responsible for all other costs associated with taking these exams including but not limited to postage, fax charges, and copying charges.

The library will provide the staff to oversee the test, and access to computers to take the test online, but does not provide any other equipment, tools, or supplies.

Library staff is only available for proctoring by appointment during regular public service hours. The library will only proctor tests received from education institutions via mail, e-mail, or website.

Test proctoring can be done at the Automation/ Serials Department (online) or the Reference Department (written) of the Thomas Library. Both online and written test can be taken at the Hageman Library.

Students will be responsible for arranging for the educational institution to send the exam to the library and to call and set up a time for the test. The library is not responsible for ensuring the student takes the exam by the due date.