

## **QUINCY PUBLIC LIBRARY PROCTORED EXAMS POLICY**

Exam proctoring is offered at the Quincy Public Library during Library hours. This service is offered at no additional charge, but patrons are expected to pay any fees the Library may incur. Online exams will be proctored at Library public computers or on patron's laptop if allowed by the testing organization. Print exams will be proctored at the tables next to the Reference Desk. Because of staffing and room restrictions, absolute silence cannot be guaranteed during exams taken at Quincy Public Library.

To schedule proctored exam at Quincy Public Library:

- Call the Reference Department to request a proctor. An entry will be created in the Proctor Log for exam tracking purposes only. At least 24 hours of advance notice is required for Quincy Public Library staff to provide proctoring services.
- Contact the testing institution or university to tell them Quincy Public Library is the proctoring location.
  - If a Proctor Agreement Form is required by the institute or university, it must be presented at the Library, or instructions for finding it and submitting it to the institution or university must be provided to Library staff.
  - For print exams, the institution may mail a physical/ printed copy to:  
Quincy Public Library  
Attn: Reference Department  
526 Jersey St  
Quincy, IL 62301
  - The institution may also email the exam to: [reference@quincylibrary.org](mailto:reference@quincylibrary.org)
- Contact the Library to check if the exam has arrived. Depending on the format of the exam, this can take a few days or more than a week. The Library will not schedule time for an exam until the exam, or online access, has been received. The Library is not responsible for contacting patrons. Patrons must contact the Library to confirm that the exam has arrived and schedule a day and time to take the exam.
- Please bring a current ID with signature and photo to the Library on the day scheduled for the exam. Failure to bring a current ID may result in not being able to take the exam as planned.
- When the exam is finished, patron must come to the Reference Desk to notify staff that exam is done.
- Staff will follow the proper procedures to return the exam to the institute or university. If the exam must be mailed through the U.S. Post Office, the patron must provide stamps or money for postage. Exams and included materials have different weights, so Library staff is not responsible for knowing how much postage will be required.
  - Exams will be mailed the day after the exam is completed, or on the next business day. Circumstances beyond the Library's control (weekends, holidays, weather) can affect the delivery of exams to the testing institution or university.

Quincy Public Library  
Board of Trustees  
Adopted November 13, 2018  
Revised November 9, 2021