Dougherty County Public Library
Proctoring Guidelines

As a service to patrons of the library and area residents, the Dougherty County Public Library provides a test proctoring service. It is the responsibility of the student and the institution requesting the proctoring of a test to verify that the guidelines and conditions presented here are acceptable to the institution giving the test, before having the exam sent to Dougherty County Public Library. Only those tests which meet the guidelines will be proctored.

- All examinations must be sent to the library through the U.S. Postal Service, delivery services such as FedEx or UPS, or fax. No emailed examinations will be accepted.
- The library is unable to proctor online examinations at this time. We are in the process of establishing a procedure for this service.
- Proctoring of examinations will be available Monday through Friday during regular library hours; however, tests must conclude at least 30 minutes before library closing.
- Appointments to take the examinations must be scheduled one week in advance during the library’s regular hours of operation. Reservations may be made in person or over the phone. Librarians will proctor the examinations.
- Dougherty County Public Library reserves the right to cancel or change the date of any proctored test. (Examples: inclement weather, building evacuation, etc.)
- The library is unable to guarantee one-on-one monitoring of test takers. Dougherty County Public Library is not able to guarantee a specific proctor will be available on a given date.
- Dougherty County Public Library will not release personal information about library staff to an institution requesting the proctoring of a test.
- At the conclusion of a written exam, Dougherty County Public Library will return the test materials to the testing institution via the U.S. Postal Service or via fax. The requesting institution will provide a return envelope with postage and address for return via the Postal Service.
- Dougherty County Public Library will provide for make-up test in the event of test cancellation due to inclement weather or other unforeseen circumstances.
- The Library cannot assume responsibility for completed exams not received by the testing institution.
- Testing accommodations will vary from library to library. It is the student’s responsibility to ensure that the facilities are adequate.

Institution/Agency Responsibilities

- Clearly supplies the name of the institution or agency sending the exam, full name of the test taker, the complete test, and detailed instructions for the proctor on administering the exam.
- Gives an expiration date after which the exam should be shredded. The library will hold the test through the test giver’s stated deadline. If the test has not been taken; it will be shredded. Default time for destroying the test is two months from receipt of test.
- Return envelope with postage and address or fax information.
Student/Test Taker Responsibilities

- Contact the library and sending institution to make specific arrangements for date to take the test. Dougherty County Public Library will not contact the institution to negotiate dates or complete forms for any arrangements. All arrangements are the test takers responsibility. Student/test taker is also responsible for rescheduling the test date should an emergency arise for him/her. Student/test taker may reschedule the exam appointment one time.
- Provide current signature-bearing photo ID; name on ID and name under which the test taker is registered for the test must match exactly.
- Student/test taker is responsible for supplying all required materials necessary to take the test including paper, pencils, calculators and audio equipment.
- Provide return envelope and postage if this is not provided by the institution.

I have read and understand Dougherty County Public Library proctoring guidelines.

Name (print): ______________________________________________________

Signature: ______________________________________________________

Date: ___________________________________________________________

Phone Number: ___________________________________________________