

Test Proctoring Procedures

effective Sept 1, 2010

Please read the following guidelines. Contact Tara Alcock or Chris Weiss (907)772-3349 if you have questions, if you need a proctor verification form signed, or if you wish to schedule an exam.

All tests proctored at the Petersburg Public Library require a \$25 fee paid in advance on the day of the exam. The fee may be paid by cash or check, credit cards are not accepted.

- Once proctoring is agreed upon, it is your responsibility to request the exam from the educational institution. Tests should be emailed to library@ci.petersburg.ak.us or sent to Petersburg Public Library, PO Box 549, Petersburg AK 99833.
- The library will return completed exams back to the institution by email or fax. If the exam must be mailed then an addressed, prepaid return envelope must be provided.
- It is your responsibility to contact the educational institution to see if the test has been sent out. You must then contact the library to see if the test has arrived. This is your responsibility; library staff will not contact you.
- Test proctoring is subject to the limited availability of library staff and resources. Test proctoring is not available on Sundays or holidays. If you are unable to make the appointment as scheduled you must notify the library in advance. If you do not show up for a scheduled appointment on time must be cancelled and rescheduled according to the availability of library staff and resources.
- You must bring photo ID with you to the exam
- After being received by the library, exams will be kept on file for three months.

**Petersburg Public Library
PO Box 549, Petersburg AK 99833
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library@ci.petersburg.ak.us**

