



TEST PROCTORING

General Policies:

- Testing is made by appointment only.
- Testing times at the FHPL are limited to Monday thru Friday during business hours (9am-5pm) and Library hours of operation, and are subject to employee availability.
- Tests can be received through the USPS, email, FAX, FedEx, UPS, etc.
- Fees for test are \$25.00 for up to 2 hours with an additional \$10 per hour. Fees are payable at the time of the exam.
- The student is responsible for contacting their institution to ensure that the exam and other required exam materials are sent to the proctor. Tracking test deadlines are student's responsibility.
- Students must provide a current photo ID and the information on the ID must match the credentials on the testing materials.
- Tests can be written or on-line. The FHPL IT Department Head, on a case-by-case basis, will consider modification or the addition of software for testing.
- Calculators, pencils, calendars and scratch paper will be made available if required.
- Library reserves the right to re-schedule or cancel the date of any proctor test due to inclement weather, computer malfunctions, etc. The test will be rescheduled as soon as possible.
- The Library reserves the right to refuse to proctor any individual who has failed to appear at a scheduled appointed time for testing.
- At the completion of the exam the proctor will return the exam via email, mail or fax according to instructions but will not schedule UPS or FedEx pickups.
- Library will retain copies of answer sheets for three-month period after completion of exam. The Library cannot be held responsible for exams lost in the mail.