

**DEEP RIVER PUBLIC LIBRARY**  
**Test/Exam Proctoring**

In an attempt to support continuing education and lifelong learning, the Deep River Public Library has agreed to act as proctors for distance learning students.

We are able to proctor tests under the following conditions:

- As of June 1, 2015 a **fee of \$5.00** (Deep River residents) and **\$10.00** (non-Deep River residents) will be collected for each exam, plus an additional **.15 per page** for printing of the exam. The fee will be **paid prior** to starting the exam.
- The Library agrees to receive the exam. The Library needs **48 hours of notice** to coordinate scheduling and to receive exam and instructions. The exam must be completed 1 hour before Library closing.
- Tests **MUST** be sent via email to [deepriverpubliclibrary@gmail.com](mailto:deepriverpubliclibrary@gmail.com). We cannot be held responsible if the exam is sent to any other email address.
- Any Library staff member available must be acceptable as the proctor when students choose to take the exam.
- Students need to present a current photo ID. The name must match the name on the test the student is registered to take.
- The student must not require supervision while taking the exam. **The Library is unable to provide one-on-one monitoring of students.** Students will sit near the Circulation Desk or on a public computer while the Librarian or staff member performs regular duties. Please be aware that the Library environment and noise level will vary depending on the time of day. The proctor will be the Librarian or another staff member on duty at the time of the exam.
- Staff will hand out the exam, collect it when completed, and return it to the appropriate educational institution.
- The Library **will not assume any postage expense.** A return envelope with paid postage should be provided by the student or the institution giving the test. Emailing/mailing the exam could take up to 24 hours. The Library cannot arrange for UPS or FedEx pickup. The Library cannot scan documents.
- The Library has the right to deny requests for proctoring.
- **Note: Proctoring is not available outside of normal Library hours.**

If this process is acceptable to both the student and the educational institution, we will proceed to proctor the exam. Please address questions to the Librarian at 860-526-6039 or [deepriverpubliclibrary@gmail.com](mailto:deepriverpubliclibrary@gmail.com).

Modified 11/14/23