

Have a Test Proctored

Proctoring exams is a service of the Sun Prairie Public Library when student, institution and library policies agree on the timeframe, cost responsibility and physical facility provided. Individuals must provide verification of identity with a picture ID at the time of testing.

Availability & Accommodations

Exams in paper format are proctored subject to the availability of authorized staff. The exams will be administered in a small, private room with glass front. The student will be visible to proctor, but not under direct observation during the exam.

The library does not have the ability to proctor on-line exams.

Scheduling

Student must schedule the exam no less than 48 hours in advance. Student may contact a proctor at 608-825-7323 or in person. Tests must be taken within the timeframe established by the testing institution or within 2 months of the library receiving the exam. It is the student's responsibility to schedule the test within the timeframe noted above. Tests not written within the stated timeframe are shredded.

Costs to Student and/or Testing Institution

It is the responsibility of the testing institution or the student to provide mailing materials and postage as needed. Emailed exams are printed by the library at a charge of 20 cents per page, payable before the exam is presented to the student. Faxed exams received/returned carry a charge of \$1.50 for the first page and \$1.00 for each following page, also payable before the exam is presented to the student. Completed exams will be submitted according to institutional guidelines. For faxing, the student has access to a public fax machine that is activated by individual's credit card or may purchase a pre-paid fax card.

If student changes institutions or programs, a re-evaluation of the proctoring agreement is required.