

PROCTORING GUIDELINES

West Chester Public Library

610-696-1721 [vdow\(at\)ccls.org](mailto:vdow(at)ccls.org)

West Chester Public Library staff are available to proctor exams. This sheet lists our procedures and requirements for using this service. It is the student's responsibility to check with his or her institution to be sure the institution will accept our procedures.

1. Exams may be proctored 10:00 AM-6:00 PM, Monday, Tuesday, Wednesday; 10:00 AM-3:00 PM, Thursday-Friday; and Saturdays by special arrangement.
2. There is a Fee of \$25.00 per exam, payable to West Chester Public Library the day of the exam. No exam will be proctored without payment of the fee.
3. The exam desk is in an open area of the Library and may not be a completely quiet place.
4. While there will be an initial contact person, any WCPL staff member scheduled on the Main Desk/Children's Desk is qualified to sign it.
5. Students are responsible for scheduling, in advance, a specific date and time to take the exam.
6. Students must bring photo ID and any supplies needed to take the exam (pencils, pens, calculators).
7. Students and/or institution must provide a prepaid mailing envelope for the return of the exam, if mailed.
8. Students must take responsibility for taking the exam in plenty of time before the due date. The Library staff is not responsible for taking an exam to the post office, Fed Ex drop-box, or UPS directly to meet a deadline. Generally, an exam will be taken to the post office the next business day (Monday-Friday, except for holidays).
9. Exams should be sent to the following address:
West Chester Public Library
Attn: Director
415 N Church St
West Chester, PA 19380
[Vdow\(at\)ccls.org](mailto:Vdow(at)ccls.org)

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