

Proctoring Information

Need to take a test? The Warren-Newport Public Library offers proctoring services free of charge to both in-district and out-of-district residents.

Making arrangements

The student is responsible for making an appointment directly with the proctor (on the library staff). Testing times are subject to the proctors' availability.

Proctoring services are not available on Sunday.

Seventy-two hours advance notice is required. No walk-in test-takers will be accepted.

The student is responsible for arranging with the testing organization to have the test sent directly to the library by regular mail, e-mail, or fax. Tests should be sent labeled "attention: proctoring." E-mail should be sent to proctoring@wnpl.info. Faxes should be sent to (847) 775-7051.

Please note that online tests must be completed using the software that is already installed on library computers. The library cannot proctor exams that require the downloading of special software.

Before taking the test

Please arrive on time to your test-taking session. Failure to do so may result in the forfeiture of your reservation.

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If the test is designated "closed book," the proctor will store the student's books, notes, and other personal items (if any) in a safe place.

During the test

Paper tests are taken in a Study Room.

Online tests are taken in the library's Computer Lab.

The proctor cannot stay with the student during the entire testing period.

After the test

The proctor will mail, fax, or e-mail the completed test back to the testing organization as specified by the testing organization. The student pays any postage or shipping charges.

For additional information, please contact the Adult Reference Desk at (847) 244-5150, ext. 3036, or proctoring@wnpl.info. *Good luck!*



Warren-Newport Public Library District

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