

## Beaver Dam Community Library Proctoring Services

Proctoring services are provided through the Reference Desk at the Beaver Dam Community Library. Availability of proctoring services is based on reference librarian staffing and during regular business hours. The following guidelines are intended to ensure a straightforward process for students, proctors, and testing institutions.

**\*\*\* Establishing proctoring services is the responsibility of the student requiring assistance. Prior to taking the exam, please fill out and return proctoring application either in person at the Circulation Desk or email to [circdesk@beaverdamlibrary.org](mailto:circdesk@beaverdamlibrary.org)**

**\*\*\* Students in need of proctoring services are also responsible for the following:**

- postage and mailing costs incurred for return of the test to the testing institution.
- ensuring paper copy or online exam passwords have been received.
- being aware that tests not completed within 30 days of being received by the library will be sent back to the testing institution (if postage provided) or destroyed.
- bringing all required materials to exam site (calculator, pencils, scrap paper, etc.)
- noting that testing accommodations may vary. There is no guarantee that a librarian or private room will be available for the selected date and time. Availability will vary depending on how much advance notice is given in scheduling the exam date.

***The Beaver Dam Community Library does not charge a fee for providing proctoring services.***

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### Proctoring Services Application

Student Name \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Contact Email Address \_\_\_\_\_

Name of Testing Institution \_\_\_\_\_

Name of Instructor \_\_\_\_\_

Course Name and Number \_\_\_\_\_

Test Type (paper or online) \_\_\_\_\_

Does a laptop need to be provided? \_\_\_\_\_

Preferred Date and Time of Exam \_\_\_\_\_

Institution Mailing Address \_\_\_\_\_ City/ST/ZIP \_\_\_\_\_

Institution Contact Phone Number \_\_\_\_\_

Institution Contact Email Address \_\_\_\_\_

***I have read, understand, and accept the Proctoring Services Guidelines.***

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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