

# DEKALB COUNTY PUBLIC LIBRARY

## Student Proctoring Agreement

Date \_\_\_\_\_

Name \_\_\_\_\_

Current unblocked library card number 22071 \_\_\_\_\_

Telephone \_\_\_\_\_  Home  Work  Cell

School/Institution \_\_\_\_\_

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

DeKalb County Public Library provides test proctoring for DCPL cardholders in good standing who have made arrangements at least one week in advance of the requested test date. Proctoring is available Monday through Thursday from 10:30 a.m. until 4:30 p.m. Students pay a non-refundable \$20.00 fee for each exam to be proctored. The fee, payable by cash or check, must be paid at the time the test is scheduled. Students may have exams sent to the library branch by email, fax, or mail. DCPL will provide secure storage for exams and passwords. Paper exams will be returned by mail if postage is provided or, if a toll-free number is provided, by fax. Students are responsible for any other costs, such as photocopies.

### Proctoring Procedures

The student brings current photo ID and all supplies for taking the test. The proctor will provide an area for testing and will periodically monitor the student. The proctor cannot provide continuous monitoring. The proctor will notify the student when the time limit for the test is reached. Students must be able to complete online exams within the Library's one-hour computer time limit. If necessary, the Library may provide a substitute proctor. If it is necessary for the proctor to telephone the school or institution, a toll-free number must be provided.

### Statement of Responsibility

Your signature below constitutes an agreement to comply with the following statements:

- I agree to contact the Library and school/institution to make specific arrangements to take the test.
- I will pay the non-refundable \$20 proctoring fee at the time the test is scheduled and will pay for any other exam-related costs.
- I understand that if I require use of a library computer, I may need to wait in the queue for an available computer.
- I will bring a current photo ID and all supplies necessary for taking the test, including, if necessary, a return envelope with adequate postage.
- I understand that the Library will retain photocopies of mailed exams for 30 days if required by the school/institution, and that I must contact the Library within the 30 days if the exam is lost in the mail.
- I will notify the Library at least one day in advance if it is necessary to reschedule the test. I understand I may reschedule once without paying an additional fee.

Signature of student \_\_\_\_\_



DEKALB  
COUNTY  
PUBLIC  
LIBRARY

a place to grow