

Verona Public Library Proctoring Services

Proctoring services are provided through the Reference Desk at the Verona Public Library. Availability of proctoring services is based on reference desk 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 Reference Desk, fax to 608-845-8917, email to vplproctoring@ci.verona.wi.us.**

***** 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 60 days of being received by the library will be sent back to testing institution or destroyed.
- bringing all required materials to exam site (calculator, pencils, scrap paper, etc.)
- noting that testing accommodations may vary. We will make an effort to provide a study room for a student to take the exam, but availability will vary depending on how much advance notice is given in scheduling the exam date.

The Verona Public Library does not charge a fee for providing proctoring services.

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) _____

Institution Mailing Address _____ City/ST/ZIP _____

Institution Contact Phone Number _____ Institution Contact Fax Number _____

Institution Contact Email Address _____

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

Student Signature: _____ Date: _____
