

**Please fill out the following information so we may better assist you:**

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Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Testing Institution:  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

How are the exams administered?

online

paper

email

How will the exams be returned to the institution? \_\_\_\_\_  
\_\_\_\_\_

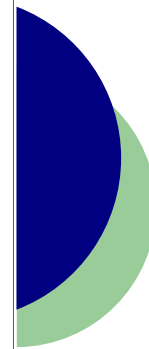
Will the institution notify you when the exam is sent? \_\_\_\_\_



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North Regional Library  
7009 Harps Mill Road  
Raleigh, NC 27615

Phone: 919-870-4000  
[wakegov.com/libraries](http://wakegov.com/libraries)



# Test Proctoring @North Regional Library



## FAQs for students

[NORProctors@co.wake.nc.us](mailto:NORProctors@co.wake.nc.us)



# Proctoring FAQs

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The North Regional Library is committed to meeting the proctoring needs of our patrons.

In partnership with your testing institution, our mission is to foster the pursuit of knowledge for the residents of Wake County.

## How do I arrange for a proctor?

Send email to:

[NORProctors@co.wake.nc.us](mailto:NORProctors@co.wake.nc.us)

Or call: (919) 870-4000

Please provide:

- 1) The name and contact information of your testing institution.
- 2) Estimated test date/s.
- 3) Your contact information.
- 4) The method in which your test will be received: email, fax, or mail.

5) The method by which your test will be administered: online, paper, or email.

- If required by the testing institution, provide its proctoring form so we may fill it out, then fax or email it.
- Make arrangements with your testing institution to have exams mailed or faxed to the attention of:

North Regional Proctors

## When can I take my test?

- We make every effort to schedule exams on your requested dates.
- Due to staffing and coverage, we may need to proctor during the business week. Weekends and evening hours are subject to availability.
- You **MUST** have an appointment to have an exam proctored. Tests must be scheduled in advance.

## What should I do before the test?

- Email before your scheduled test date to confirm receipt of your exam.

- If the examination is emailed or faxed to us, you pay a 20 cent fee for each printed page.
- If required, determine and prepay appropriate envelope postage or arrange for UPS/FedEx pickup of your test.

## What happens on the day of the test?

- Tests are proctored in our quiet study room or on a public PC.
- We charge 20 cents per printed page.
- You are responsible for paying postage, or arranging courier service for UPS/FedEx deliveries.

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