

Eva Perry Regional Library Proctoring Services

The Eva Perry Regional Library provides exam proctoring services by appointment. A maximum of nine exams per day are proctored Monday-Friday. All proctoring communication is handled by e-mail evaperry.proctoring@wakegov.com.

To schedule an exam:

1. Read the [proctoring guidelines](#). You are expected to be aware of all the information contained there. If your exam does not fit within our requirements, you will need to find an [alternate proctoring site](#).
2. Library staff are available to proctor tests during the following days and times:

Monday-Thursday:	Friday:	Saturday:
9:15-12:15	10:15-12:15	10:15-12:15
2:15-5:15	2:15-5:15	
5:30-8:30		

We are able to proctor three tests during each of the time periods. Written tests must be finished by the end of the period. We cannot proctor tests on Sundays.

3. E-mail us at evaperry.proctoring@wakegov.com to request an exam proctoring slot.

You must always include the following information in each proctoring request, even if we have previously proctored for you. Your request is not considered complete until we have all of this information:

- o Your name
 - o School
 - o Course name, number, and section number
 - o Instructor name
 - o Exam format (e.g., Blackboard, paper)
 - o Length of time allowed for exam
 - o Date and time requested (include 1st and 2nd choices)
4. Wait to hear back from us. Requesting a slot is not a guarantee that you will receive the requested date/time slots. Your exam is not scheduled until you receive an e-mail confirmation from us. We answer proctoring e-mail in the order received, and others before you may have already requested the slots that you are requesting. We will respond to your request by e-mail to either confirm the date or let you know it has been taken by someone else.
 5. Once your exam has been scheduled, it is your responsibility to contact your school to arrange for exam materials/passwords to be sent to us and to follow up with us to ensure that we have received the materials before you come in to take your exam. Give proctor name of "Eva Perry Regional Library."
 6. On the day of your exam, please arrive promptly at the scheduled time. Bring your photo ID, any necessary fees and materials for printing/mailing, and any other allowable testing materials (e.g., calculator, pen, pencil, scratch paper, notes). Do not bring anything else. We do not have a safe place to put personal belongings, so please do not bring them into the library at test time.

Proctoring Guidelines

Fees

There is no fee for the proctoring service itself.

You must pay for any pages that have to be printed in order for you to take your exam. The cost is 25 cents per black and white page or 75 cents per color page, payable at the time of the exam by cash or check.

If the completed exam or other materials must be mailed to your school, you are responsible for providing postage and mailing supplies. Bring an envelope and stamps at the time of the test

Online exams

We can proctor online exams.

If your exam requires you to use specific software beyond the web browser, please e-mail us in advance to see whether we can accommodate your needs. Our security system prevents saving to the hard drive so please bring a USB flash drive if your exam requires you to save files.

Our computers are in a public space and complete quiet and privacy are not always available. If you are distracted by noise, you may want to bring headphones.

If you are taking the exam on a personal laptop, we need to receive approval for this in advance from your academic institution.

Printed exams

We can proctor printed exams that are mailed or e-mailed to us.

We can fax completed exams to your school if necessary but prefer to use a toll-free number to do so.

If your completed exam must be mailed, you are responsible for providing any postage and mailing supplies. Bring an envelope and stamps at the time of the exam.

Restrictions

We cannot proctor exams that require us to retain student electronic files on flash drive or on our hard drives.

We cannot scan completed exams and e-mail them as attachments.

Alternate Proctoring Site

If your exam requires proctoring services that fall outside of our guidelines or if your preferred time slots are unavailable at a Wake County Public Library, you will need to use an alternate proctoring site. We know of only one other site:

[McKimmon Conference and Training Center](#)

1101 Gorman St.

Raleigh, NC 27606

Tel. 919.515.2138

e-mail: mcproctor@ncsu.edu

The McKimmon Center charges a fee for proctoring. Please contact them directly for more information.