DOTHAN HOUSTON COUNTY LIBRARY SYSTEM

Test Proctor Service: Information Sheet

All test takers who wish to have tests proctored by a staff member of the Dothan Houston County Library System (DHCLS) must comply with the following policy:

1. Test takers must provide DHCLS with specific information regarding the requirements of the proctored exam, duration of the testing time, and use of external resources. Also, any request for a specific browser for online testing must be provided.
2. Test takers must provide the name of the institution offering the exam and the contact information of the teacher or testing center administrator.
3. Proctoring will be scheduled by the DHCLS librarian as staff time permits.
4. It is the responsibility of the test taker to arrange for delivery of all test taking materials to DHCLS.

Test materials may be emailed to **proctor@dhcls.org** or mailed to Dothan Houston County Library System, Attn: Proctor, P.O. Box 1369, Dothan, Alabama 36302. (If UPS or other delivery method requires a physical address, send to Dothan Houston County Library System, Attn: Proctor, 445 North Oates Street, Dothan, Alabama 36303. OR Attn: Proctor, 535 Recreation Rd, Dothan, AL, 36303.) Test takers should call within 24 hours of the session to confirm the delivery of the material.

Fees: The fee for test proctoring is $20.00 a session (to be paid when the test taker arrives for the session). Printing charges are .25 per page for black and white and .50 per page for color, if the test must be printed. Envelope must be provided if a copy of the test is to be mailed to the school and a $2.00 mailing fee will be charged to cover postage and staff time involved in mailing the test. Fees may be paid by cash, check, or credit/debit card.

DHCLS will:

Accept requests for proctoring sessions on a first come, first served basis. Scheduling of the sessions will be at the discretion of the librarian and every request may not be able to be scheduled. Proctoring sessions will be scheduled Monday through Friday, as available, and will end by 4:00pm CST.

Provide a reasonably quiet space for the test taker. Keep in mind the library is a public space and private rooms are not used for proctoring.

DHCLS will not:

- Fulfill requests for unscheduled proctoring.
- Be responsible for incorrect testing information provided by the institution (wrong password, wrong test, etc).
- Download software for test taking that is not compatible with the library's systems.
- Guarantee that technical problems will not occur when using the library's internet and/or computers.

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Test Proctor Agreement

Test Taker's Name:

Test Taker's Phone Number:

Exam:

Institution or School and Contact Information:

Proctor Session (Date and Time):

Fees to be paid:

Call the proctor at 334-793-9767 (Main) or 334-699-2950 (Westgate) within 24 hours of your session to confirm the delivery of test material.

Arriving more than 20 minutes late for your scheduled session will result in cancellation of the session.

If the session must be cancelled by the library due to proctor illness or other reason, an effort will be made to reschedule to session.

__ I have received the *Test Proctor Service: Information Sheet* from the library

Test Taker's Signature: _____ Date: _____

DHCLS Staff Initials: _____