

## Proctoring Services

Pamunkey Regional Library's Reference Librarians and Branch Managers provide exam proctoring to our patrons. Please contact your local branch to find out if proctoring services are available, or contact a reference librarian at any of the numbers listed below.

1. Your school or program may also have requirements regarding who is eligible to proctor. Please contact them to determine what those requirements are.
2. Our proctoring is free of charge but students are responsible for any postage, copying, or faxing costs that might be incurred. Students should determine before taking their exam what the postage will be. Photocopying and computer printouts cost \$0.15 a page. Faxing costs vary by length; please contact your local branch for rates.
3. Proctoring will take place only during regular library hours when the librarians and managers are scheduled to work with the public. The proctor's availability is limited and subject to change. Appointments are required.
4. Proctors will be working with the public while the student is taking their exam. Because of this, the proctor will be unable to stay with the student at all times.
5. Proctors may not be able to accommodate exams that require longer than three consecutive hours.
6. We can email, fax, scan or mail exams.
7. Exams will be mailed out with the branch's outgoing USPS mail unless other arrangements are made by the student with the USPS or other courier services.
8. Students have the option of having a copy made of their completed exam if the school allows. Once the original exam is received by the school, the copy will be shredded by the proctor.

Reference Librarians offer proctoring at the branches listed below. Your school may require that you reregister your proctor if the librarian moves to a different branch.

Ashland Branch  
804-798-4072

Atlee Branch  
804-559-0654

Mechanicsville Branch  
804-746-9615

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