

Proctoring for written and online exams is available in the Reference Department and the Jacobs Technology Center at the Chester County Library. It is the student's responsibility to check with his or her institution to be sure the institution will accept our guidelines. Our proctoring guidelines are as follows:

- ❖ Exams are proctored and completed between:
 - 9:30 a.m. – 8:00 p.m. Monday-Thursday
 - 9:30 a.m. – 4:00 p.m. Friday
- ❖ Written exams are proctored in the Reference area and online exams are proctored in the John W. Jacobs Technology Center of the library. Both locations are in the public area, and, therefore, are not quiet spaces. Public computers will be used for online exams.
- ❖ Staff in each department is qualified to proctor exams. Anyone scheduled to work the desk on the day of the exam may proctor the exam.
- ❖ To schedule an exam, the student must:
 - Complete the *Proctored Exam Request Form* available below
 - Submit the completed form via mail, email, or delivered in-person
 - The form must be received at least 3 business days before the scheduled exam date
 - The form must be signed by both the student and a representative of the institution
 - Exams must be sent to the library by 5:00 p.m. the day before the exam is scheduled to be taken
- ❖ Forms and exams may be sent to the following:

<ul style="list-style-type: none"> □ For WRITTEN Exams: Email: ref@ccls.org Phone: 610-344-5957/58 Reference Department Attn: Written Exam Proctor Chester County Library 450 Exton Square Parkway Exton, PA 19341 	<ul style="list-style-type: none"> □ For ONLINE Exams: Email: ccljtc@ccls.org Phone: 610-344-4395 John W. Jacobs Technology Center
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- ❖ Students must bring photo ID and any supplies needed to take the exam (pencils, pens, calculators, etc.).
- ❖ Written exams will be returned to the institution in 1 of 3 ways within 48 hours after the exam is completed. Fee for these transactions are as follows:
 - FAX: \$1.00 per transaction (faxes exceeding 10 pages in length may require two separate transactions).
 - MAIL: The student is responsible for providing a prepaid envelope with sufficient postage. Exams will be taken to the post office the next business day.
 - SCAN and E-MAIL: Free



Proctored Exam Request Form ▪ Chester County Library
 450 Exton Square Parkway, Exton, PA 19341 ▪ 610-344-5600

Proctoring for written and online exams is available in the Reference Department and the John W. Jacobs Technology Center at the Chester County Library. This service is provided free of charge.

To schedule an exam, the student must complete and submit this form. The completed form may be sent via email, mail, or delivered in-person, and must be received at least 3 business days before the scheduled exam date. The form must be signed by both the student and a representative of the institution. Exams must be sent to the library by 5:00 p.m. the day before the exam is scheduled to be taken.

❖ *Exams are proctored between: 9:30 a.m. – 8:00 p.m. Monday-Thursday, 9:30 a.m. – 4:00 p.m. Friday*

Please check the format of your exam:

For **WRITTEN** Exams:
 Email: ref@ccls.org
 Phone: 610-344-5957/58
 Reference Department
 Attn: Written Exam Proctor
 Chester County Library
 450 Exton Square Parkway
 Exton, PA 19341

For **ONLINE** Exams:
 Email: ccljtc@ccls.org
 Phone: 610-344-4395
 John W. Jacobs Technology Center

(Please print)

Student's Information
Today's Date: _____
Student's Name: _____
Email Address: _____
Primary Phone Number: _____
Alternate Phone Number: _____
1 st Date and Time Requested to Take Exam: _____
2 nd Date and Time Requested to Take Exam: _____
Student's Signature: _____

Institution and Course Information
Name: _____
Course Title: _____
Exam Name(s): _____
_____ One Time Exam _____ Ongoing Exams for Current Semester
Contact Person: _____
Email Address: _____
Phone Number: _____
Institution Contact Person's Signature: _____
Date: _____