



## Proctoring Guidelines ▪ Henrietta Hankin Branch Library 215 Windgate Drive, Chester Springs, PA 19425 ▪ 610-344-5604

Proctoring for written and online exams is available in the Reference Department of the Henrietta Hankin Branch 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 between:
  - 9:45 a.m. – 7:45 p.m. Monday-Thursday
  - 9:45 a.m. – 5:45 p.m. Friday
  - Weekends by special arrangement
- ❖ The exam area is in a public area and, therefore, is not a quiet space.
- ❖ Staff in the Reference 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:
  - For **WRITTEN** Exams:
    - Email: hhreference@ccls.org
    - Phone: 610-344-5604
    - Attn: Written Exam Proctor
    - 215 Windgate Drive
    - Chester Springs, PA 19425
  - For **ONLINE** Exams:
    - Email: hhreference@ccls.org
    - Phone: 610-344-5604
- ❖ 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. Fees for these transactions are as follows:
  - FAX: 1.00 per transactions (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 • Henrietta Hankin Branch Library  
 215 Windgate Drive, Chester Springs, PA 19425 • 610-344-5604

Proctoring for written and online exams is available in the Reference Department at the Henrietta Hankin Branch 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: 9:45 a.m. – 7:45 p.m. Monday-Thursday, 9:45 a.m. – 5:45 p.m. Friday, weekends by special arrangement

**Please check the format of your exam:**

For **WRITTEN** Exams:  
 Email: hhreference@ccls.org  
 Phone: 610-344-5604  
 Attn: Written Exam Proctor  
 215 Windgate Drive  
 Chester Springs, PA 19425

For **ONLINE** Exams:  
 Email: hhreference@ccls.org  
 Phone: 610-344-5604

*(Please print)*

**Student's Information**

Today's Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

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

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

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

1<sup>st</sup> Date and Time Requested to Take Exam:  
 \_\_\_\_\_

2<sup>nd</sup> 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: \_\_\_\_\_