

Hibbing Public Library  
218-362-5959  
[www.hibbing.lib.mn.us](http://www.hibbing.lib.mn.us)

## Exam Proctoring

### Guidelines

- Testing will be done in a quiet area but the proctor may not always be present.
- Students must provide the information requested on the second page (to return to library staff).
- Students must reserve a date and time for an exam at least 24 hours in advance by calling the proctor at 218-362-5959. Hours for testing are limited to the times the proctor will be in the building. Generally exams can be scheduled between 10:00 a.m. and noon and between 1:00 and 5:00 p.m.
- If written, completed exams will be returned to the testing institution via the U.S. Postal Service in a postage-paid envelope provided by the student or the institution.
- Any print verification of an online exam will be returned to the testing institution via the U.S. Postal Service in a postage-paid envelope provided by the student or the institution.
- The library will not coordinate pickup of materials by FedEx, UPS, or any other commercial carrier. Copies of completed exams are not retained.
- The library will provide a computer that has Internet access for online exams. This computer is equipped with software that deletes all information created or stored on the computer after the session is over.
- If there is software to be installed for the exam scheduled, the library must be informed in advance of the exam time. The library reserves the right to refuse installation of some software programs.

Scheduled time of exam (for student's record)

Day \_\_\_\_\_ Time \_\_\_\_\_

Contact person \_\_\_\_\_



---

Hibbing Public Library  
218-362-5959  
[www.hibbing.lib.mn.us](http://www.hibbing.lib.mn.us)

**Exam Proctoring Form**  
Fill out and return to library staff

Student Name: \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Please circle one:            online test                            written test

Exam scheduled for:

Day \_\_\_\_\_ Time \_\_\_\_\_

Staff person \_\_\_\_\_

Please circle one:            online test                            written test