

Dover Plains Library Test Proctoring Protocol

- Students should contact the library before scheduling their exam with their professors. This will help us determine availability of the requested date and time.
- Students must show a valid ID.
- Exams may be scheduled Monday through Friday between the hours of 10:30am and 7:00pm. If an exam must be taken on a Saturday, special arrangements may be made with the library.
- The student will have sole responsibility for contacting their school and coordinating with the library. The library will not contact the school on behalf of the student.
- The student is responsible for contacting the library about setting up an alternate date in the case of a weather-related or unplanned closing.
- The student is responsible for calling the library and monitoring if the library is closed due to inclement weather or an unexpected event.
- All non-resident test-takers are subject to a \$25 fee to test at our site; this will include a visitor's pass to log on to the computer if needed. The fee is payable by check or cash only.
- Wingdale & Dover residents can test at the Dover Plains Library for free.

Revised 3-16-18

Approved by the Board on 4-4-18