

Dear Student and Educator:

We are sometimes asked to proctor exams for local residents who are enrolled in some form of distance learning program. While proctoring exams is not part of our library's mission, we are willing to do so if your institution's proctoring requirements fit our time constraints and other factors.

We can proctor exams from institutions whose exam instructions meet the following criteria:

- a) Written materials only. No online or other types of exams will be considered.
- b) Self-addressed postage-paid return envelope must be provided. No registered/certified mail, FedEx, or any other return method that would require us to leave the library to send it. We will place completed tests in our outgoing USPS mail only.
- c) No faxed or e-mailed exams accepted. (See criterion b.)
- d) A private study room is provided, but a librarian will neither remain with the student while the exam is taken nor return in mid-exam to read another set of instructions to the student. An appointment must be made in advance to book a study room for the student.
- e) We will view a picture ID and enforce time limits and any closed/open book requirements.
- f) It is the student's responsibility to find out if we've received the test, as well as checking with instructors/schools about the status of mailed or finished tests. We strongly urge both student and instructor to carefully review these requirements.

The exam should be mailed to my attention, so that I can coordinate the process. However, any professional librarian on duty at the time the student arrives will administer the exam, enforce the requirements, and sign my name, followed by his or her initials.

If these procedures are acceptable to you, we will be glad to proctor your exam for this student.

Sincerely,

Ralph Illick
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