

Proctoring Services at the Salt Lake County Library

The Salt Lake County Library (The County Library) provides exam proctoring services in support of lifelong learning goals. This service is provided as a courtesy to patrons and is subject to the availability of staff to administer the examination. The County Library may refer students to other institutions that provide proctoring service when conditions cannot be met or a library staff person is not available to provide this service.

Limitations

- This service is available for high school, college, and university students, in addition to adults seeking licenses.
- The County Library cannot provide continuous monitoring of students during an exam.
- The County Library does not typically proctor tests taking more than four hours.
- The County Library does not proctor tests requiring extra software, unless the test is taken on the student's laptop and the use of student equipment is allowed by the institution offering the test. Students should verify that online tests will be available at the requested test time.

Scheduling

- Students must wait to schedule the test until proctoring has been approved by both the school and the library.
- Students must schedule adequate time to finish the test at least 15 minutes prior to Library closing.
- The County Library is not responsible for tests that are incomplete for any reason, including emergency evacuation or early closure of the library building.
- The County Library does not guarantee a quiet environment for examinations.
- Anyone who misses a scheduled appointment without notification prior to test time may be denied future test proctoring at the County Library.
- To schedule, fill out a request for a [Librarian by Appointment](#).

Day of the Exam

- Students must follow the requirements given by the institution supplying the test, including providing photo identification.
- Proctors will enforce any time limits placed on the exam.
- Students are expected to provide all their own testing supplies, including postage and an envelope to mail the completed test back to the school, if required.

After the Exam

- Students should allow sufficient time for the test to be mailed back to the educational institution, if required.
- The County Library is not responsible for tests lost in the mail or for keeping a photocopy of the student's answer sheet.