Poplar Creek Public Library District
Proctoring Policy

Poplar Creek Public Library District (PCPLD) offers the service of proctoring tests and examinations for long distance or online learning programs and other professional continuing education development. Anyone can request a proctoring appointment; this is a free service for all PCPLD card holders and costs $25 for all others.

Proctoring can only take place during regular library hours for up to three consecutive hours, subject to staff availability. Tests must be completed 30 minutes prior to the library closing that day.

The test will be scheduled at the convenience of the staff. Scheduling must be done through the proctoring coordinator and must be done at least one week in advance of taking the exam.

It is the test taker's responsibility to contact their agency or institution to provide the exam materials to the proctor. The cost of printing, faxing and/or postage is the obligation of the test taker.

Proctors will not remain with the test taker, but will intermittently monitor them during the exam.

Test takers must read and sign a proctoring agreement before the test is proctored.

Arrangements must be made in advance if the test taker needs a computer.

Contact the proctoring coordinator regarding questions and agreement submission.

Adopted by the PCPL Board of Trustees on October 20, 2016, updated September 26, 2017, updated November 15, 2018; November 21, 2019; November 18, 2021; March 16, 2023