

## **CONCORD PUBLIC LIBRARY**

### **Exam Proctoring**

The Concord Public Library offers exam proctoring for cardholders free of charge. The exam may be on paper or online. Exams are scheduled during library hours.

Exams are proctored by Library staff at the Service Desk. This is a high-traffic area and people may be talking. Also, library staff is not able to observe the student every moment. It is the student's responsibility to check with their school to make sure that this arrangement meets the school's requirements for exam proctoring.

Completed exams will be faxed or scanned and emailed back to the student's school. If the school requires that the exam be mailed, the student is responsible for all postage costs.

Students should contact the Library at least 2 weeks before the exam is scheduled to arrange to have an exam proctored.