

Willmar Public Library Proctoring Guidelines

- **Important:** Limited staffing prevents the library from monitoring (continually watching) the student during the test. The proctor administering the test will be library staff on duty and not necessarily the person to whom the test is mailed. Please refer to the library's proctoring policy for more information. It is the student's responsibility to make sure that library policy is acceptable to the school or institution's standards.
- Request an appointment by filling out the online form on the library website or calling the library at 320-235-3162 (ask for Information).
 - There is no fee for proctoring.
 - A staff member from Reference (Information) will work with you to schedule your exam at a mutually agreed time. The amount of time allotted for your exam will be determined by your school or institution. All exams must be finished 15 minutes prior to closing time.
- Tests can be taken on library patron computers using a student lock-down browser or at a study carrel or study room (if available) with your own laptop. Afternoons and evenings are generally our busiest and noisiest times. We cannot guarantee complete silence for your exam. Library hours are:
 - Monday – Thursday: 9am – 8pm
 - Friday: 9am – 5:30pm
 - Saturday: 9am – 4pm
 - Sunday: Closed
- Notify the school or institution of the library's address and any other pertinent information. The paper test or online exam credentials will be sent to the library from the school or institution.
 - Willmar Public Library
 - ATTN: Proctor Services
 - 410 5th St SW
 - Willmar, MN 56201
 - Tel: 320-235-3162
 - Email: willmar.staff@pioneerland.lib.mn.us
- We can scan and email paperwork to your instructor at no charge. If you have paperwork that needs to be faxed, there is a fee of \$1 per page. Paperwork can be sent via U.S. Mail if a postage-paid envelope is provided by the student or institution.