

## WLCL Proctoring Services

White Lake Community Library (WLCL) provides exam proctoring services by appointment. Proctoring is not available on Saturday or Sunday.

### What We Do

- Verify student IDs.
- Present exam materials.
- Review exam instructions.
- Monitor students from a distance.
- Monitor the exam time.

### Fees

- There is no fee for the proctoring service itself.
- Exam takers assume cost of printing or copying, at a rate of 15 cents per page, payable at the time of the exam, by cash or check.
- Please provide postage and mailing supplies if the completed materials are to be mailed to the testing institution.

### Exams

- Online exams can be proctored.
- The library cannot offer a classroom setting. Our tables and computers are in a public space, and complete quiet and privacy are not always available.
- Paper exams that are mailed or emailed to us can be proctored.
- Completed exams can be scanned and emailed as attachments.

### To schedule an exam:

- Call the library director to sign up for an available appointment.
- Once your exam has been scheduled, it is your responsibility to make arrangements with your testing institution to send exam materials/passwords to the library.
- Please notify the library regarding any changes that develop.

### On the day of your exam:

- Please arrive promptly at the scheduled time.
- Bring your photo ID, payment for printing and mailing supplies, and any other allowable testing materials (e.g., calculator, pen, pencil, scratch paper, notes).
- Leave other items in your car or at home, as library staff cannot hold items while your exam is being proctored (cell phones, calculators, etc.).

For questions, call or email the Library Director at 231-894-9531 or [vdemumbrum@wlclib.org](mailto:vdemumbrum@wlclib.org).