

EXAM PROCTORING GUIDELINES

We are happy to provide proctoring services at the Baraboo Public Library. Please follow the guidelines below to ensure everything is ready to go on test day. It is your responsibility to:

1. Provide all paperwork that needs to be signed by your proctor well in advance of scheduling an appointment to take an exam.
2. Schedule a proctoring appointment at least three days in advance of the test date. Call 608-356-6166 to set up an appointment.
3. Verify with your educational institution that all paperwork has been received to take your exam and that all the necessary arrangements have been made to take online exams.
4. Verify that your exam information has been received by the proctor before the test date.
5. Notify both your educational institution and proctor when you need to cancel or reschedule an exam

On a very rare occasion there may technical difficulties with an online exam. Some troubleshooting may be required by the proctor and the educational institution. If the issue cannot be resolved in a timely fashion, an exam may need to be rescheduled. Please verify with your educational institution that your online exam will be available at that time.