

Test Proctoring Procedures

Please read the following guidelines. Contact Kathy Eichinger, (907) 343-2891, if you have questions, if you need a proctor verification form signed, or if you wish to schedule an exam.

➤ **Z. J. LOUSSAC PUBLIC LIBRARY DOES NOT PROCTOR ONLINE EXAMS.**

For online exams, contact the UAA Advising and Testing Center at (907) 786-4500, ayadvisetest@uaa.alaska.edu.

➤ Once proctoring is agreed upon, it is your responsibility to request the exam from the educational institution. Tests should be mailed to:

Adult Services
Z. J. Loussac Public Library
Attn: Proctor
3600 Denali Street
Anchorage, AK 99503

Exams may be faxed to Adult Services (907) 343-2930 or emailed to eichingerks@muni.org. We do not fax or email exams back to the institution. (You must provide an addressed, postage-paid return envelope (\$1.35) for faxed or emailed exams.

Please confirm by phone prior to having a test faxed or emailed.)

➤ The educational institution will notify you once it has sent out the exam. Please allow a few days for mailing, then call 343-2891 to see if your test has arrived. **This is your responsibility; library staff will not contact you.**

➤ When you call to schedule your exam, you will be informed of the conditions of your test: open or closed book, what materials you may/may not use, time allowed, etc.

➤ **Effective September 29, 2009:** Exams must be taken during Alaska Collection open hours: **Monday – Saturday, 12pm – 6pm and Sundays, 1pm – 5pm.** Test proctoring is not available on Sundays from Memorial Day to Labor Day. When scheduling, please allow enough time to complete your exam before closing time. In addition, allow enough time (at least a week) prior to any course deadlines for the return mailing of the exam.

➤ **All tests proctored at Loussac Library require a \$25 fee paid in advance on the day of the exam.** The fee may be paid by cash, check, or credit card at the Circulation Desk on Level 2. Please bring your receipt to Level 2 of the Alaska Collection where the exams are proctored by the librarian on duty at the scheduled time of the exam.

➤ You must bring photo ID with you to the exam.

➤ If the educational institution does not provide a self-addressed postage-paid envelope, it is your responsibility to provide the addressed envelope and postage. If you want expedited service, you may go to any post office and purchase a Priority Flat Rate Envelope (\$4.05) or an Express Mail Flat Rate Envelope (\$14.40), which you would address and bring with you to the exam.

➤ After being received by the library, exams will only be kept for three months. If you have not contacted us by the end of the three-month period, your exam will be returned to the institution.