

Test Proctoring

The Alexandria Library (the Library) offers proctoring services for the public at the Beatley Central, Barrett, and Burke Branch libraries. The Library reserves the right to decline to proctor any exam at the Library's discretion.

Guidelines:

- Proctoring costs \$40 per exam.
- Exams are scheduled on a first-come, first-served basis.
- Exams must be scheduled one week before the test date; librarians do not proctor exams on demand.
- All exams must be completed 30 minutes before closing.
- Librarians will proctor online exams if the student provides his or her own Wi-Fi enabled laptop. The library also offers a limited number of laptops for online exams. The student must request the use of a library laptop when he or she schedules the exam. The student is responsible for letting the library know of any software requirements in advance of the testing date.
- Exams will be proctored in an open area; we do not provide a silent room for exams.
- The student is responsible for compliance with all testing agency requirements.
- The librarian will return the test via mail/fax/email to the learning institution upon completion. Exams are returned via the Alexandria Library mailroom. The Library reserves the right to return facsimile or emailed exams via the U.S. Postal Service.
- The Library provides no test taking materials. Calculators or any other special equipment are the responsibility of the test-taker.
- Proctoring is not offered for driving tests.
- At the present time, we are unable to proctor exams from international universities and businesses.

Costs & Expenses

The Alexandria Library charges a **\$40 fee** per exam for proctoring services, payable by cash, check or credit card. Checks should be made payable to the Alexandria Library. The fee includes printing, faxing, and normal mailing costs. Special return mailing costs will incur an extra fee.

Missed Appointments

If the student needs to reschedule an appointment, the librarian will do so for a date and time convenient to both parties. If a student misses his or her appointment without a valid reason, the librarian will return the uncompleted exam to the learning institution. The Library is under no obligation to reschedule an exam.

Revised July 1, 2019

Proctoring Times:

Charles E. Beatley, Jr. Central Library

5005 Duke Street, Alexandria, VA 22304-2903

703-746-1702 or email jshea@alexlibraryva.org

Monday- Thursday 10:00 am—8:30 pm

Friday 10:00 am—5:30 pm

Saturday 10:00 am—4:30 pm

Ellen Coolidge Burke Branch Library

4701 Seminary Rd., Alexandria, VA 22304

703-746-1704 or email cpak@alexlibraryva.org

Monday 10:00 am—8:30 pm

Tuesday 10:00 am—6:30 pm

Wednesday 10:00 am—6:30 pm

Thursday 1:00 pm—8:30 pm

Friday 10:00 am—5:30 pm

Saturday 10:00 am—4:30 pm

Kate Waller Barrett Branch Library

717 Queen Street, Alexandria, VA 22314

703-746-1721 (calls preferred)

Monday 1:00 PM – 8:30 PM

Tuesday 10:00 AM – 8:30 PM

Wednesday 10:00 AM – 6:30 PM

Thursday 10:00 AM – 6:30 PM

Friday 10:00 AM – 5:30 PM

Saturday 10:00 AM – 4:30 PM

Proctoring is available during the Libraries' open hours, but exams must be completed 30 minutes before closing.

Scheduling for your exam will depend upon staff availability.