



## Spring Hill Public Library

### Proctoring Guidelines

The Spring Hill Public Library provides free proctoring services for individuals within the following guidelines:

- Individuals must have a valid Spring Hill Public Library card.
- Individuals must clear any fees or fines on their library card before a proctoring appointment will be scheduled.
- Proctoring is only available during open library hours Monday through Friday and is dependent upon staff availability.
- Individuals must contact the library to schedule their proctoring session at least seven days in advance.
- Individuals are responsible for ensuring that the library meets the proctoring requirements of the institution that is issuing the exam.
- Individuals are responsible for communicating with the institution to arrange for exams, passwords, instructions, or any other relevant information to be sent to the library proctor prior to the proctoring session.
- Individuals must come prepared with any necessary supplies and with current photo ID (driver's license, state-issued ID, or student ID).
- Software cannot be installed on library computers, and we do not have the ability to lock down internet browsers.
- The use of smart devices or visiting with others during the exam is prohibited. Any perceived violation of the posted rules for the exam will be reported to the educational institution as a measure of good faith.
- Printing costs are 75¢ per page for color and 20¢ per page for black and white.
- Individuals should contact the library at least 24 hours in advance to cancel a scheduled test time. Tests missed without notice may not be rescheduled.
- Please note that we do not administer exams with specifically timed sections (e.g. ACT or SAT-style tests).

You may email Amber Halter at [ahalter@springhilltn.org](mailto:ahalter@springhilltn.org) if you have questions or would like to schedule a proctoring session.



#### SPRING HILL PUBLIC LIBRARY

144 Kedron Parkway • Spring Hill, Tennessee 37174

931-486-2932

[www.springhilllibrary.org](http://www.springhilllibrary.org)

