evanston public library

Evanston Public Library Test Proctoring Guidelines

The Evanston Public Library offers test proctoring for Evanston residents at no charge to homeschooled students, postsecondary students and professionals taking licensing exams.

The proctor will be the reference librarian on duty at the reference desk at the time of the exam (not necessarily the proctor coordinator). All Evanston Public Library reference librarians hold Masters of Library Science degrees. The reference librarian will attend to desk duties and other patrons while proctoring and will not be able to observe the student at all times. Students are responsible for following test instructions.

Students will take written exams on the tables nearest the reference desk. Library computers are used for online exams. Appointments for proctoring written exams are not necessary, but computers must be reserved in advance. The library does not permit the installation of special software that may be needed to complete exams.

Students who need to listen to recordings during exams must supply their own listening devices; laptop computers may not be used for this.

There will be a charge of 20 cents per page for all test materials printed.

The Evanston Public Library does **not** receive graded exams for review by students.

Students are required to read the Evanston Public Library's test proctoring guidelines and submit them to the educational institutions for approval. Testing supervisors must notify the Evanston Public Library's proctor coordinator of their approval of the library's guidelines by e-mail before tests are proctored.

Tests will be taken during the following hours: Mon.-Thurs, 9 a.m.-8:30 p.m., Fri., 9 a.m.-5:30 p.m., Sat., 10-5:30 p.m.. Sun., 12-5:30 p.m. Exams must be completed 30 minutes before the library closes as indicated by the available hours.

Students are responsible for contacting the proctor coordinator, Deborah Winarski 847-448-8640, testproctor@cityofevanston.org. Elementary school students who want tests proctored in the Children's Dept, should contact Jan Bojda, 847-448-8612, jbojda@cityofevanston.org

Test materials may be mailed to Deborah Winarski, Evanston Public Library, 1703 Orrington Ave., Evanston, IL 60201 or emailed to testproctor@cityofevanston.org

If students have not received notification that test materials have arrived at the library, they must contact Deborah Winarski 847-448-8640, the reference librarian on duty, 847-448-8630 or testproctor@cityofevanston.org BEFORE coming to the library to take exams.

Students will provide a pre-paid envelope or pay $1.00 for postage to return tests to educational institutions via regular mail. The librarian may return the test by fax, scanned email or mail. The Evanston Public Library does **not** return tests by FedEx or other expedited mailing services.

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