

**PROCTORING GUIDELINES**  
**Chester County Library • Reference Department**  
**610-280-2620 • ref@ccls.org**

The Reference Department of the Chester County Library is available to proctor exams. This sheet lists our procedures and requirements for using this service. It is the student's responsibility to check with his or her institution to be sure the institution will accept our procedures.

1. Exams may be proctored 9:30 AM-8:00 PM, Monday-Thursday; 9:30 AM-5:00 PM, Friday; and weekends by special arrangement.
2. Online exams will need to be scheduled in advance with the Jacobs Technology Center. 610-280-2666. Online exams must be proctored 9:30 AM-8:00 PM, Monday-Thursday and 9:30 AM-5 PM Friday. All online exams must be completed during these times. No weekend appointments.
3. The exam desk is in an open area of the Library and may not be a completely quiet place.
4. While there will be an initial contact person, any Reference or Jacobs Technology Center staff member scheduled on the Reference or Jacobs Technology Center Desk is qualified to proctor the exam and sign it.
5. Students are responsible for scheduling, in advance, a specific date and time to take the exam.
6. Students must bring photo ID and any supplies needed to take the exam (pencils, pens, calculators).
7. Students and/or institution must provide a prepaid mailing envelope for the return of the exam.
8. Students must take responsibility for taking the exam in plenty of time before the due date. The Library staff is not responsible for taking an exam to the post office/Fed Ex directly to meet a deadline. Generally, an exam will be taken to the post office the next business day (Monday-Friday, except for holidays).
9. Exams should be sent to the following address:  
Reference Department  
Attn: Exam Proctor  
Chester County Library  
450 Exton Square Parkway  
Exton, PA 19341