

Proctoring Services Offered by Pamunkey Regional Library

Pamunkey Regional Library's Reference Librarians and Branch Managers provide exam proctoring to our patrons. Please contact your local branch to find out if proctoring services are available, or contact any of the librarians listed below.

1. Our proctoring is free of charge but students are responsible for any postage, copying, or faxing costs that might be incurred. Students should determine before taking their exam what the postage will be. Photocopying and computer printouts cost \$0.15 a page. Faxing costs vary by length and fax number; please contact the branches for rates.
2. Proctoring will take place only during regular library hours when the librarians and managers are scheduled to work with the public. The proctors' availability is limited and subject to change. Appointments are required.
3. Proctors will be working with the public while the student is taking their exam. Because of this, the proctor will be unable to stay with the student at all times.
4. Proctors may not be able to accommodate exams that require longer than three consecutive hours.
5. Exams will be mailed out with the branch's daily outgoing USPS mail unless other arrangements are made by the student with the USPS or other courier services.
6. Students have the option of having a copy made of their completed exam. Once the original exam is received by the school, the copy will be shredded by the proctor.
7. At this time, we offer to email, fax, or mail exams. We cannot accommodate exams that require scanning.
8. Your school or program may also have requirements regarding who is eligible to proctor. Please contact them to determine what those requirements are.

Reference Librarians offer proctoring at the branches listed below.

Ashland Library
201 S. Railroad Ave.
804-798-4072

Atlee Library
9161 Atlee Road
804-559-0654

Mechanicsville Library
7461 Sherwood Crossing Place
804-746-9615

Reference Librarians: Carolyn Garner, Alyce Hackney, and Jessica Schelleng
E-mail: ask@pamunkeylibrary.org

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