Proctoring Policy

Benbrook Public Library is able to proctor written and online exams free of charge. To schedule a proctoring appointment, contact the library at reference@benbrooklibrary.org or (817) 249-6632.

Rules & Conditions for Scheduling & Taking a Proctored Exam at BPL:

1. The library is unable to proctor exams that require constant supervision. Test takers are placed in a conference room that is visible from the library's Information Desk. While a library staff member is able to periodically monitor the test taker, continuous monitoring is not possible.

2. All exam instructions and proctoring agreements must be sent to reference@benbrooklibrary.org before the scheduled exam start time. Paper exams must be sent to the library's physical mailing address. The test taker is responsible for arranging delivery of all necessary testing materials and for making all other arrangements with his or her school or organization.

3. It is the responsibility of the test taker to follow up with a library staff member to check on the status of a mailed exam. Library staff will not contact the test taker upon receipt of an exam.

4. While an individual staff member may complete a proctoring agreement supplied by the test taker's school or organization, any member of the library's professional staff may serve as proctor at the time of the test taker's exam.

5. Proctoring appointments must be scheduled at least 2 business days, but no more than one week, in advance of the desired exam start time.

6. The scheduling of a proctored exam is contingent upon the availability of both a conference room and library staff at the desired exam start time.

7. The test taker must present a photo ID prior to beginning an exam. If a computer is required for an exam, the test taker will be provided a library-owned laptop.

8. Exams must be completed by 15 minutes before the library’s scheduled closing time. Exams will be stopped 15 minutes prior to closing time, even if the test taker has not yet used all of his or her allotted time for the exam.

9. If materials need to be mailed to a test taker's school or organization after the completion of an exam, the test taker is responsible for providing an addressed envelope and postage.