



Test Proctoring at the Kendallville Public Library

Pre-Approved Colleges and Universities:

- Academy of Art University
- IPFW
- IVY Tech
- Real Estate Express School
- Weber State University
- Western Governors University

If your school is not included on this list, please speak with a staff member on how to initiate the approval process.

Testing Procedures:

- **Scheduling:** There are two ways that test proctoring appointments are scheduled. Please check with your college or university to choose an option.
 - ◆ *Option 1:* In most instances, the student must contact their college or university about the test. The school will then contact the Kendallville Public Library to schedule a date and time.
 - ◆ *Option 2:* Some colleges or universities require the student to schedule the test, but students are responsible for making sure that their school provides the necessary information to the library before the scheduled appointment.
- **Appointments:** The Kendallville Public Library offers a variety of day and time options for proctoring. Normal date and time frames are Monday through Thursday from 12:00 pm to 6:00 pm and on Friday from 12:00 pm (noon) to 4:00 pm. The latest appointment each day will ensure that you have two hours to complete your test before the library closes. If you will need extra time for your test, please schedule accordingly.
- **Cost:** The flat fee per test of \$30.00 must be paid before the exam starts. Some universities, like WGU, cover the cost of the student exam, but most require the student to pay the proctoring fee. Check with your school in advance to know who is responsible for the cost.

Testing is conducted according to the college or university's guidelines. The Kendallville Public Library will provide a computer, scrap paper and pencils or pens.

You may not take any personal belongings into the testing area. This includes phone, purse, backpack, etc., unless specified by the university.

Kendallville Public Library Contact:

For questions about test proctoring or to schedule a test, contact Leah Dresser, Kendallville Public Library Adult Services Manager, at 343-2017 or ldresser@kendallvillelibrary.org.