

Poughkeepsie Public Library's Proctoring Policy

Free proctoring services are offered at our library but it is a public library and we can't guarantee a completely quiet or distraction-free environment, nor [always] give complete and constant attention. Students are proctored for both paper and online exams. Online exams can be given using one of the library's public computers on the main (quiet) floor at the **Adriance Memorial Library (located at [93 Market Street Poughkeepsie, NY 12601](#))**. Paper exams can be given at a table next to the Reference Desk, also on the main floor of the Adriance Memorial Library.

Availability may vary by week, for this reason proctored exams are scheduled at least a week in advance. **Exams can be scheduled Tuesday through Friday from 9am-4:15pm and Mondays from 5-8:15pm. Exams are not proctored at the library on Saturdays and Sundays.**

Please note that the times available for proctored exams differ from the library's hours. Exams need to be completed at least 15 minutes before the library closes so that paper exams can be scanned and emailed to instructors and online exams are not interrupted/lost as the computers automatically turn off for the end of the day. When the computers shut down for the day they reboot; all unsaved work is irretrievable.

For your records, the library can accommodate two and three hour exams. If you are allowed more than three hours for your exam or plan to take multiple exams back to back you may need to contact an alternative proctoring site.

You will need to bring your photo ID and if you are easily distracted, ear buds / plugs (but no music). Your exam may allow the use of a basic calculator and a calendar but the public library has those items available if you need either of them. Additionally, the library can provide you with scrap paper as needed. You will not be permitted to use / reference a cell phone. **For web-based exams you will need to bring the following information: the web-address needed to log-in and access your exam on a personal laptop or one of the library's public PCs, your username, password and your Insurance license number[s] if applicable**

Additional information that you may find helpful: There is free parking at the Noxon Street entrance. From the parking lot on the Ground level either take the stairs one floor up or select the M[ain] button in the elevator. Ask for me at the reference desk (located in the center of the room).

You are no longer mandated to wear a mask while in the public library but bring one if it makes you more comfortable.

My contact information is listed below, please call or email me when you are ready to schedule your exam, with additional questions or if you need to reschedule.

Bridget O'Donnell

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