

## **Section XII- Proctoring Service**

Proctoring services are available Monday through Friday from 9:30am until 4:00pm. Proctoring may be limited due to requirements of school. Appointments for proctoring services must be made at least one week (7 days) in advance of the desired testing date. Contact the Circulation Supervisor at 815-468-3323.

On the day of the test, the patron must provide a valid government issued photo ID to the proctor prior to beginning the test.

The patron is responsible for any cost associated with the test including printing, faxing, scanning, or postage.

This service is free for Manteno Public Library District cardholders in good standing. For all others, there is a cost of \$25 per session, not to exceed three hours. Payment is required at the time of the test.