Test Proctoring Services

Scheduling a Proctoring Session:
- Adult Services staff will proctor tests on a case by case basis.
- To schedule a proctoring session, contact the Adult Services Department at (727) 724-1525 x 4112 or visit our website at www.SafetyHarborLibrary.com.
- Complete a **Testing Agreement Form**, found on our website under Library Information and Policies.
- Standard testing hours are Monday through Wednesday and Friday from 10 am – 1 pm.
- Tests must be received by the library at least one week prior to the test date.
- We will proctor paper tests and online tests.
  - Paper tests should be mailed by the testing institution to:

    Safety Harbor Public Library
    Adult Services
    101 2nd Street North
    Safety Harbor, FL 34695

  - Online tests should be emailed to:

    shplref@cityofsafetyharbor.com

- Online tests can be proctored on personal laptops only. It is your responsibility to ensure that your computer settings are compatible with the testing requirements. We cannot provide technical support for your computer and or guarantee uninterrupted Internet access.

Fees:
- $10.00 charge per test for the first two hours; $5.00 for each additional hour.
- Payment will be collected at the time of the exam. Cash or checks are accepted; payable to the *City of Safety Harbor*.

Before Your Session:
- Contact the library prior to your proctoring appointment to make sure that we have received your exam.
- Be on time.
- Bring your driver's license or photo ID to your proctoring session. The name on the exam must match the identification.

During and After Your Session:
- A librarian will be scheduled to proctor all exams, however, the proctor who begins supervising the exam may be replaced by another before your test is over.
- Due to the nature of a library, we cannot guarantee a quiet place or continuous monitoring throughout the exam. You will be in sight of the proctor and the proctor will check on you periodically. Library services takes priority over test proctoring.
- You or your testing institution are responsible for postage or fees required to return your exam to the testing institution.

Safety Harbor Public Library
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