Test Proctoring Policy

Astoria Public Library provides test proctoring, under limited circumstances, to the community. We can proctor online tests, or tests sent to us by mail.

Please be aware of your school's proctoring policies before contacting the Library, as we may not be able to satisfy the requirements of every institution.

Services and Limitations

Staff will fill out necessary registration forms in order to be approved as proctors. However, staff will not provide personal information such as driver's license or social security number for any reason.

We cannot guarantee that the test will be proctored by a staff member who has a Master of Library Science.

Students must call ahead to schedule an appointment. We can identify blocks of time when staff should be at the circulation desk. However, we cannot guarantee that the proctor will remain in the room with the student throughout the exam.

We are happy to check identification, ensure that notes and textbooks are not used, and observe that similar rules are followed.

Any postage required to return testing materials must be provided by the student at or before the time of testing.

We cannot reserve computers. Computers are available on a first come first served basis, and generally may be used for a maximum of one hour per day. Students may be granted an additional hour if needed in order to complete testing. Students must agree to the Astoria Public Library Internet Policy before using the computers.

Although staff discourages unreasonable levels of noise in the Library, students must be aware that we cannot provide a study area free of distractions.

Contact Information

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