



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
625 Calkins Road
Rochester, NY 14623

Guidelines for Proctoring Services

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The Henrietta Public Library's goal is to offer exam proctoring services to any student who requests it if it is within our guidelines and availability. Please review our guidelines for proctoring before submitting your request form so that we can try to meet your needs.

At least one week before the student's exam, the student needs to submit a proctoring service request form [online here \(via Google form\)](#), over the phone by calling 585-359-7092, or in person at the library.

Proctoring Hours*:

Mondays – Thursdays: 10:00am – 8:00pm

Fridays: 10:00am – 4:00pm

Saturdays: 11:00am – 4:00pm

*Hours may change due to holiday or weather closings.

After submitting the request form, the student will receive an email from hplproctor@gmail.com within 2 business days. This email will contain the student's confirmed proctoring appointment date, time frame, and study room location. **The student is responsible for contacting the professor or school to arrange for the exam file or online exam code to be sent to hplproctor@gmail.com as soon as possible.**

Before the exam, the student should try to bring all materials needed for completing the exam (e.g. pencils, pens, calculator, laptop, laptop charging cord). It is strongly suggested that the student brings their own wirelessly enabled laptop for an online exam. However, the student can request to borrow a library laptop for an online exam when completing the proctoring service request form.

During the exam, the student is responsible for following all rules set up by the professor or school. The library staff will not supervise the student's completion of the exam. The library staff will only provide the student with a private room to complete the exam, set-up the student to take the exam, keep track of the exam's time limit, and send the exam file to the professor or school.

Failure to keep appointments or to arrive on time and prepared may result in the library withdrawing proctoring services. Please contact hplproctor@gmail.com in advance if you need to cancel or reschedule your appointment.