Test Proctoring

Loudoun County Public Library branches provide proctoring. You will need to contact your desired branch to make arrangements.

Student requirements:
- Must be a Loudoun County resident and possess a valid Loudoun County Public Library card.
- Verify that the testing institution accepts all library proctoring guidelines.
- Verify that the Library branch has received the examination.
- Allow sufficient time to take the examination before the deadline that has been established by the institution; the library will hold tests for 6 months or the test's stated deadline.
- Bring appropriate photo ID to the library on the exam day.
- If the student intends to use a personal laptop to take the examination(s), the student is responsible for seeking approval from the institution.
- Come prepared with the necessary or required supplies to take the examination.
- Student must pay 10 cents per page for all prints of examination materials including received faxes.
- Provide postage in the event that the institution has not enclosed a return, prepaid envelope.
- Allow 7-10 days for normal US Mail delivery or make other prepaid delivery arrangements to return the completed exam to the institution.

The Library can:
- Proctor exams for individual students who have made advance arrangements, dependent on the branch's circumstances.
- Serve as delivery and pickup point for mailed exams.
- Receive and return exams via e-mail or fax. Student must pay 10 cents per page for all prints of examination materials including received faxes.
- Store the exam in a secure area and maintain password security for electronic exams.
- Verify the student's identity with photo ID.
- Certify that the student has taken the exam within a specified time.
- Mail the completed exam back to the institution, via a prepaid method.

The Library cannot:
- Provide a private place for testing.
- Provide a staff member to continuously monitor the exam, or verify that the student had no access to materials or assistance.
- Reserve Internet use. The library provides internet stations on a first-come first-served basis. These stations can only guarantee one hour of Internet time. The library provides free public WiFi. The student is responsible for following and understanding the Library Internet Policies and procedures.
- Grade exams.
- Provide postage or envelopes for returning exam materials to the testing institution.
- We do not keep copies of exam after they have been sent.