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# Test Proctoring

The Paso Robles City Library is pleased to offer this service for those distance learners who need to take a supervised test.

To arrange for this service:

1. Notify your institution that the Paso Robles City Library offers proctoring and that the library contact person is Volunteer Coordinator Suzanne Robitaille (srobitaille@prcity.com or 805.237.3870).
2. If this is an online test, the institution will then provide the Library (either via email, FAX, or through the mail) with needed proctor information/passwords to conduct the test. If this is a written test, the institution will most likely mail the testing materials directly to the Library.
3. When the Library has been approved to proctor your test, call Suzanne at the Library to schedule a day and time—**at least two weeks before the desired test date.**
4. The fee is \$25 per session (plus any fees the school may add on, such as postage) **payable before the test date to ensure the room reservation.** Fees can be paid at the Circulation Desk during regular business hours. Checks should be made out to Paso Robles City Library.
5. The day of your exam, your proctor will greet you at the door and escort you to your testing room.
6. When you have completed your exam, the proctor will either email it directly to your school or take the written materials and mail them, per the school's instructions.

Good luck! If you have any questions, please contact Suzanne, 237.3870.



Presented by the City of Paso Robles  
Library & Recreation Services  
City Library, Volunteer Program  
1000 Spring Street, Paso Robles, 93446  
Call 237-3870 for more information