Proctoring & notary   
public Policy

**PROCTORING:**

Proctoring of tests may be administered by any Department Head or Departmental Assistant. The proctor is obligated to follow the instructions and rules of the examination sponsor, and thus the student must abide by all staff member instructions.

An appointment to have a test proctored must be made at least forty-eight hours in advance; staff will try to meet the student’s scheduling needs, but final dates and times will be made by the staff. A test may not be scheduled during the last operating hour of any week day nor on any weekend days.

The student will provide the proctor with exam instructions, passcodes, etc. prior to the beginning of the exam. When received, the staff will print out and keep the instructions in the Adult Information Desk for safekeeping (in case a backup proctor is needed).

If a student needs to cancel an appointment, they should contact the library at least four hours before the test. Otherwise, staff will expect the student to be prompt and prepared at the beginning of the exam time. If the student is a “no show”, it is within staff purview not to agree to proctor in the future for that student.

The student will pay for all postal and exam fees in advance and APL cannot arrange any UPS, FedEx, USPS, etc. pickup services.

There is no charge for proctoring services, but a donation to APL is encouraged and greatly appreciated.

**NOTARY PUBLIC:**

The Notary Public is only available during the regularly scheduled hours of the the Notary Public on staff. While an appointment is appreciated, it is not necessary.

Anyone needing a document notarized must be able to provide a valid photo ID.

There is no charge for notary public services, but a donation to APL is encouraged and greatly appreciated.