

WINTER HAVEN

The Chain of Lakes City

Exam Proctoring

The Winter Haven Public Library offers proctoring services for students who need to take exams.

Exam proctoring may be scheduled for any time that the library is open, subject to staff availability. Appointments are required and may be scheduled by calling the reference department at 863-298-7871.

Photo ID must be shown before proctoring services will be administered.

Exam proctoring fees will be set at \$25.00 + tax per exam proctored. If faxing of the results is required, an additional \$5.00 fee will be assessed.

Proctoring fees must be paid at the circulation desk. After payment is made, a receipt will be given and brought back to the reference desk. Upon presentation of the receipt, a staff member will begin proctoring the examination. The Library accepts cash or checks only.

Postage and return envelopes must be provided by either the student or the institution for who the exam is being administered. The Library will not mail exams without postage being paid or without return envelopes being provided.

It is the responsibility of the student to bring supplies needed for the examination. Pencils, pens, bluebooks, etc. must either be brought by the student or supplied by the institution for who the exam is being administered.

June 28, 2006