

Minden Branch:
1625 Library Lane
P.O. Box 337
Minden, NV 89423

Ph: 775-782-9841
Fx: 775-782-6766

Web: <http://douglas.lib.nv.us>



Lake Tahoe Branch:
233 Warrior Way
Zephyr Cove, NV 89448
Mail: P.O. Box 4770
Stateline, NV 89449

Ph: 775-588-6411
Fx: 775-588-6464

Dear Student,

Thank you for choosing Douglas County Public Library as your test administration site. We are happy to be able to provide this service at no charge. The library will administer tests in Minden and Zephyr Cove. All exams must take place during library business hours. Testing is in the public area of the library. Signage is posted during the exam in an attempt to limit disturbances. However, if noise will be an issue for you, we suggest you bring earplugs. The library makes no guarantee of which staff member will administer the exam.

Here are a few reminders to ensure a smooth testing process:

- Submit any paperwork required by the school or agency to be completed by library staff prior to testing as early as possible.
- If online testing requires specific software or hardware, please provide written information from your educational institution specifying all necessary requirements before scheduling the exam. Not all technologies are available on library computers.
- Request test from school or agency so it arrives at the library in a timely manner. Please contact the library 1 or 2 days before the exam to make sure it has arrived.
- Call the library to set up an appointment to take your test. ***Please do not wait until the last minute to schedule your exam; we may not be able to fit it into the library's schedule on short notice.***
- Bring a photo ID, preferably a driver's license or other ID that has your name imprinted with the picture.
- Bring pens, pencils, and any materials that you are allowed to have during the test (notes, books, scratch paper, etc.). Cell phones, electronic devices, purses, etc. will be kept by the proctor until the exam is complete.
- If the school or agency does not pay return postage, please bring appropriate postage to be affixed to the return envelope. The library does not pay for postage and does not sell stamps. The library is responsible for handling the return of the test.

If you have any questions, please contact the library at (775) 782-9841.

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October 2016

To Whom It May Concern:

Our library has been asked to serve as a proctor for one of your students. Please read the following information. If our procedure for handling proctoring does not correspond to your requirements, it will be the responsibility of the student to make special arrangements.

All scheduling for exams and correspondence should be addressed to one of the librarians listed below. Because of the difficulty of scheduling our meeting rooms, we provide testing space in the public area at our library. Examinees are provided appropriate signage to limit disturbances. Students may take either paper or online exams. Exams may be administered at either the Minden library or the Zephyr Cove library, but must take place during library business hours.

Due to staff scheduling, any one of the authorized staff from the list below may serve as proctor at the time of the examination:

Luise Davis, Librarian
Sarah Bates, Librarian

We will make every effort to assist your students but we are not able to guarantee the availability of any particular proctor for any particular examination.

Sincerely,

The Douglas County Public Library