



Henry County Library System

Your Destination for  
Learning, Creating &  
Connecting

Kathryn Pillatzki, Director

1001 Florence McGarity Blvd. McDonough, GA 30252  
678-432-5353 | HenryLibraries.org

Thank you for choosing The Henry County Public Library System for your proctoring session.

As part of its mission to support lifelong learning, the Henry County Library System provides proctoring services for students enrolled in distance education courses and for testing required for career advancement. Exams may be on paper or online.

Proctoring is subject to the availability of authorized staff and will be undertaken provided the conditions set by the school can be met.

Proctoring services are offered only at the McDonough location in the administrative wing by the professional staff and are by appointment only; a minimum of 7 day notice is required, more is preferred. Proctoring sessions are during library administration hours. All exams (both paper and online) must be completed no later than 30 minutes prior to administration closing. The library will make every attempt to meet the needs of the student, but proctoring may be cancelled if the library is closed due to inclement weather or other emergencies, including computer malfunctions or severe staffing shortages.

The student is responsible for providing supplies, such as pencils, paper, forms, or blue books, which are not provided by the educational institution. The library cannot provide these items. Photo identification, such as a driver's license or school ID card, must be presented at the time that the exam is taken and must match the name on the exam materials.

The school or the student is responsible for providing a properly addressed envelope with sufficient postage for returning the exam to the school. The library is unable to provide overnight delivery service. Testing materials will be handled in the same manner as all other library mail. Staff is not able to make special trips to the post office or arrange for pickup by delivery or mailing services. The library cannot assume responsibility for completed exams that are not received by the educational institution.

A fee for proctoring is set by the Henry County Library Board and is payable at the time the exam is taken:

\$20.00 for up to 2 hours

\$50.00 for 2-4 hours

If you need more than 2 hours, the requested proctoring session must be specially arranged.

Payment: Cash, debit or credit cards. (Please have Identification ready upon arrival and payment.)

Please send all correspondence through our proctor email:

[proctor@henrylibraries.org](mailto:proctor@henrylibraries.org)

When sending a request for a proctored session, please include the following information:

1. Name of the student being proctored.
2. Date and time requested (it is best to have several). We try to set our proctoring sessions on Tuesday mornings beginning at 9:30 AM or Thursday afternoons beginning at 1:30 PM. These days are not guaranteed, as our proctors are the director and assistant directors.
3. A dependable phone number and email address for contacting you. Your information will not be shared with a third party.
4. How long is your test?
5. What do you need the test for? I.E. college course, real estate, appraisal?

**\*For a google map of our location, visit: <http://henrylibraries.org/locations-hours/>. We are the McDonough Public Library/Administration building. Note: Proctoring takes place in the admin building on the right side of the building, with the words "George C. Alexander Building" above the entrance.**

Sincerely,  
HCLS Administration

Public Libraries

| Cochran | Fairview | Fortson | Locust Grove | McDonough |