

## Proctor Service Policy

Reviewed May 2026

McMinnville Public Library offers free proctor services for web-based and paper-based tests. Students are responsible for confirming that the Library meets their institution's requirements before scheduling.

To schedule: call **503-435-5562** or email:  
[Library.ReferenceDesk@mcminnvilleoregon.gov](mailto:Library.ReferenceDesk@mcminnvilleoregon.gov)

### HOURS & SCHEDULING

- Sessions available during library hours; all tests must finish 30 minutes before closing.
  - Library Hours: **Tue–Wed: 10am–7pm | Thu–Sat: 10am–5pm**
- Each session must be requested separately.
- We reserve the right to cancel due to weather, equipment issues, or other circumstances. We will notify you if possible.

**Note:** Due to the nature of the public library, we cannot guarantee a quiet environment or continuous monitoring. Library service takes priority over proctoring.

### ACCEPTED TEST FORMATS

- Web-based tests (student logs in) or paper-based tests sent by mail or email. We **cannot** accept tests sent by fax or brought in by students.
- Return by mail (student/institution pays postage), or we can scan and return by email. No fax returns.
  - Mailing address: McMinnville Public Library, Attn: Reference, 225 NW Adams St, McMinnville, OR 97128

### BEFORE YOUR EXAM

- Review your institution's testing requirements—you are responsible for following them.
- Confirm the Library received your exam materials before your appointment.
- Bring valid photo ID (name must match exam documents).
- Bring all required supplies (pens, paper, calculator, etc.).

### DAY OF YOUR EXAM

- Check in at the upstairs information desk at your scheduled time.
- Your proctor may be replaced by another librarian during the exam.
- Proctors cannot interpret instructions or assist with technical issues.
- Proctors will enforce all rules in your exam materials (time limits, allowed resources, etc.).

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### COMPUTERS & TECHNOLOGY

- Public INTERNET computers are available. You may bring a laptop if your institution permits.
- Free Wi-Fi and electrical outlets available; no technical support provided. Uninterrupted Internet access cannot be guaranteed.

Questions? Contact Courtney Terry, Adult Services Supervisor: 503-435-5554 or at [courtney.terry@mcminnvilleoregon.gov](mailto:courtney.terry@mcminnvilleoregon.gov)

*If the Library cannot meet your testing needs, contact [Yamhill Valley Testing Services at Chemeketa Community College](#).*