

# Test/Exam Proctoring at Siouxland Libraries

Test proctoring is available at all Siouxland Libraries locations. The following conditions apply:

1. The student must call the library to arrange a time and date for the test. The library will provide contact information (address, telephone number, and email) for the student to give to the school.
2. The school will send the test to the library. The student is responsible for verifying that the test has arrived. If it has not, the student is responsible for following up with the school. The school or student shall provide a return envelope and adequate postage.
3. If the test is via the Internet, library staff will schedule a computer for the time required for the test. When students schedule an Internet test, they need to state how long the test is.
4. Tests will be proctored during normal library hours.
5. Students must arrive on time, particularly if the test is on the Internet.
6. Any library staff member available at the time the student arrives must be acceptable as the proctor.
7. The student must not require direct supervision while taking the test. In the case of a written exam, staff will hand out the test and collect it when completed. The test will be mailed back to the school in the next mail pickup from the branch at which the test was taken. Internet tests will be monitored in accordance with time restraints.

If these conditions are acceptable to both the student and the school, we will be happy to proctor the exam. If you have any questions, please ask at the branch where you wish to have the test proctored. A list of library contact information can be found on the back of this form.

Please Sign Below  
If These Conditions Are Acceptable

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_ Phone number \_\_\_\_\_  
Email Address \_\_\_\_\_ If Internet, need computer for \_\_\_\_\_ hours.

### For Library Use

Date Request Received: \_\_\_\_\_  
Test Date: \_\_\_\_\_  
Test Time: \_\_\_\_\_  
Computer Booked for: \_\_\_\_\_ (time)  
Study Room Booked for: \_\_\_\_\_ (time)

## Sioux Falls Libraries

### Downtown Library

200 North Dakota Avenue, P.O. Box 7403, Sioux Falls, SD 57117-7403 ..... 367-8720

**Hours:** Monday–Thursday 9 a.m.–9 p.m., Friday 9 a.m.–6 p.m., Saturday 9 a.m.–5 p.m., Sunday 1–5 p.m.

### Caille Branch Library

4100 Carnegie Circle (on West 49th Street), Sioux Falls, SD 57106-2320 ..... 367-8144

**Hours:** Same as Downtown Library, except opens at 10 a.m. Monday–Saturday.

### Oak View Branch Library

3700 East Third Street, Sioux Falls, SD 57103-6661 ..... 367-8060

**Hours:** Same as Downtown Library, except opens at 10 a.m. Monday–Saturday.

### Prairie West Branch Library

7630 West 26th Street, Sioux Falls, SD 57106 ..... 978-6899

**Hours:** Same as Downtown Library, except opens at 10 a.m. Monday–Saturday.

### Ronning Branch Library

3100 East 49th Street (and Southeastern Avenue), Sioux Falls, SD 57103-5877 ..... 367-8140

**Hours:** Same as Downtown Library, except opens at 10 a.m. Monday–Saturday.

## Rural County Libraries

### Baltic Branch Library

213 St. Olaf Avenue (P.O. Box 326), Baltic, SD 57003-0326 ..... 529-5415

**Hours:** Monday 3–7 p.m., Tuesday & Thursday 2:30–6:30 p.m., Saturday 9 a.m.–12 p.m.

### Brandon Branch Library

305 South Splitrock Boulevard, Brandon, SD 57005-1509 ..... 582-2390

**Hours:** Monday–Thursday 10 a.m.–8 p.m., Friday & Saturday 10 a.m.–5 p.m.

### Colton Branch Library

402 South Dakota Avenue (P.O. Box 338), Colton, SD 57018-0338 ..... 446-3519

**Hours:** Monday & Tuesday 3–6 p.m., Wednesday 2–7 p.m., Saturday 9 a.m.–12 p.m.

### Crooks Branch Library

900 North West Avenue, Crooks, SD 57020-6402

From Sioux Falls, Crooks, Baltic numbers ..... 543-5296 From other numbers ..... 1-800-951-4060

(Both phone numbers are voice or TDD.)

**Hours:** Monday 10 a.m.–8 p.m., Tuesday & Wednesday 10 a.m.–6 p.m., Friday 10 a.m.–5 p.m.,  
Saturday 10 a.m.–1 p.m.

### Garretson Branch Library

649 Main Street (P.O. Drawer N), Garretson, SD 57030-0392 ..... 594-6619

**Hours:** Tuesday & Thursday 1–6 p.m., Wednesday 2–7 p.m., Saturday 10 a.m.–1 p.m.

### Hartford Branch Library

705 East Second Street (P.O. Box 607), Hartford, SD 57033-0607 ..... 528-3223

**Hours:**

**September–May:** Monday & Wednesday 4–6 p.m., Tuesday & Thursday, 4-8 p.m., Saturday 10 a.m.-1 p.m.

**June–August:** Monday, Wednesday & Friday 10 a.m.–3 p.m., Tuesday & Thursday 3–8 p.m., Saturday 10 a.m.–1 p.m.

### Humboldt Branch Library

201 South Main Street (P.O. Box 166), Humboldt, SD 57035-0166 ..... 605-363-3361

**Hours:** Monday 3–6 p.m., Wednesday 5–8 p.m., Friday 3–6 p.m., Saturday 9 a.m.–12 p.m.

### Valley Springs Branch Library

401 Broadway, Municipal Building (P.O. Box 277), Valley Springs, SD 57068-0277 ..... 757-6264

**Hours:** Monday-Thursday 3–6 p.m.