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Henrietta Public Library
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Guidelines for Proctoring Services

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The Henrietta Public Library's goal is to offer exam proctoring services to any student who requests it if it is within our guidelines and availability.

For students of RealEstateU, At Your Own Pace Online (AYPO), and Real Estate Licensing New York (RELNY): No appointment is needed; you do not need to submit a request form. Please visit the library [during our regular operating hours](#) to take your exam. If you need to put down a proctor name for your exam, please put down "Henrietta Public Library." If you would like a private room, please [book one on our website](#) ahead of your exam.

For students of any other university or college: Appointment is required; you need to submit a request form. Please review our guidelines below before submitting your request form.

1. At least one week before your exam, please submit a proctoring service request form online, over the phone by calling 585-359-7092, or in person at the library.
2. Within 2 business days, you will receive an email from hplproctor@gmail.com with your confirmed proctoring appointment date, time frame, and study room location. You (the student) are responsible for contacting the professor or school to arrange for the exam file or online exam code to be sent hplproctor@gmail.com to as soon as possible. If you need to put down a proctor name for your exam, please put down "Henrietta Public Library."
3. Be sure to bring all the materials needed for completing the exam. It is strongly suggested that you bring your own wirelessly enabled laptop and charging cord for an online exam. However, you can request to borrow a library laptop for an online exam.
4. During the exam, you are responsible for following all rules set up by the professor or school. The library staff will not supervise your completion of the exam. The library staff will only: provide you with a private room to complete the exam, set up the exam, keep track of the exam's time limit, and send the exam file to the professor or school.

Failure to keep appointments or to arrive on time and prepared may result in the library withdrawing proctoring services. Please contact hplproctor@gmail.com in advance if you need to cancel or reschedule your appointment.