

Proctoring Guidelines

Statement

Proctoring of examinations is a service offered by Free Library of Northampton Township. The library will offer proctoring services based on the availability of library staff, facilities, and technology to do so.

Eligibility

A fee is charged for this exam proctoring service.

Residents of Northampton Township - \$10 per exam.

Non-Residents of the Township - \$20 per exam.

A home mailing address is required on the Proctoring Service Application.

A current driver's license is required when reporting for the exam.

Availability

All reference librarians are able to proctor exams as permitted by their work schedule. Tests must be scheduled with the proctor at least seven (7) days in advance. Tests will be scheduled during the proctor's regular work hours. Exams must be completed no less than fifteen (15) minutes prior to the closing of the library.

Guidelines

- The student will allow sufficient time to take the examination before the deadline established by the educational institution.
- The student will be required to present a valid photo I.D. at the time of the exam.
- Proctors will not monitor a student continuously during an exam but may check on the student periodically. The library does not guarantee a quiet study room but will make every effort to provide a quiet space. The library reserves the right to substitute a proctor in the event of the original proctor's absence.
- Proctors will enforce any time limits placed on the exam as well as other rules set forth in the examination materials. The use of cell phones, other mobile devices, or visiting with others is prohibited during the exam administration. Any perceived violation of the rules for the exam will be reported to the educational institution.
- Exams offered in a computer or online format must be compatible with the hardware and software currently available on the library workstations.
- Prior contact between the testing institution and the proctor is required in order for credibility and testing requirements to be verified.
- Librarians cannot proctor an exam that students bring themselves unless it is contained in a sealed envelope issued by the educational institution.

- Librarians will not sign a proctoring verification form that attests to more than the staff member has proctored.
- The library will not be responsible for any delayed tests nor for any completed tests once they leave the library's possession and have been returned to the educational institution either by U.S. Postal Service or via electronic transfer.
- The library will not be responsible for tests interrupted by library emergencies, power failures, of computer hardware or software failures.
- Completed paper exams will be returned to the educational institution assigning the exam either by U.S. Postal Service or transferred electronically.
- The library will not keep copies of exams.

Responsibilities of the Exam Taker

- Complete and submit the online Proctoring Service Application.
- Your school may have specific requirements for proctoring. For example, the librarian may need to be approved by the educational institution before the exam can be sent or taken. Ensure the library can meet all of the requirements and decide upon a date for the exam with the librarian.
- Call the library prior to your scheduled exam to ensure the test or login information has arrived.
- Provide all necessary postage for returning the completed exam to your educational institution, if necessary.
- Arrive promptly at the agreed-upon time prepared with the items required for completing the exam. These may include photo I.D., money, pens/pencils, and/or a calculator. Only items listed in the exam instructions will be permitted in the test area. You are responsible for securing personal items prior to the beginning of the exam.
- Exams not taken by the date on which they were to be completed are either shredded or returned.

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