



Proctoring Services Policy

Originally Approved by the Library Board of Trustees on August 4, 2016

South Brunswick Public Library

The South Brunswick Library will provide exam proctoring services, when schedules permit, for a fee of \$25 per exam plus any additional costs incurred for postage.

Fees:

\$25 payable by cash or check at time of exam. The service must not involve any direct cost to the library. Students and/or administration is responsible for providing postage and any other expenses incurred.

Procedures:

- All students wishing to be proctored must complete a **proctor request form** at least one week prior to the exam date. The form is available at the Information Services Desk or via our website at www.sbpl.info. The form may be emailed to proctor@sbpl.info or delivered to the Information Services Desk.
- Staff will contact students after the proctor form is submitted.
- Exams are scheduled on weekdays and Saturdays during operating hours as staffing permits. Exams must be completed one hour before closing.
- Arrangements must be made ahead of time so there is adequate time for the delivery of the exam. Library staff will determine whether they have the available resources to proctor an exam and may decline, at any time, if they do not have the staff available.
- Walk-ins will not be considered.

- Additionally, if your institution requires a proctor form to be filled out, please email the form to proctor@sbpl.info at least one week prior to the exam.
- All students will take their exam(s) in the assigned Quiet Room/Computer Lab. The Library provides computers to use for online testing. Personal laptops are permitted as well, depending upon the institutions requirements. Private quiet rooms are not available.
- Proctors will enforce any time limits that are placed on the exams, as well as other rules set forth in the exam.
- Since library staff must attend other duties, they cannot be expected to personally oversee the test taker at all times. However, the room is monitored by video cameras and proctors will check on students periodically.
- The Library cannot be held responsible for lost exams, technological difficulties due to weather or other emergencies.
- Proctoring will be done by South Brunswick Public Library Librarians or Information Assistants. The Library reserves the right to have a substitute proctor administer the exam if necessary.

The Student Must:

- Make arrangements with the institution giving the exam.
- Contact his/her institution to be sure that the Library staff proctoring the exams meet criteria set by the institution.
- Arrange for the delivery of the exam. The Library cannot make arrangements for you.
- Contact the library to verify information has been received and to make final arrangements for the exam date.
- Bring photo id for item verification and payment due at time of exam.
- Notify library staff if you are unable to keep the scheduled