

Exam Proctoring Policy  
Sutton Free Public Library

For students whose schools require remote study, the Sutton Free Public Library is happy to proctor exams subject to staff availability and the requirements of the school. Please note the following guidelines, and leave this form at the Front Desk at the Library. A librarian will coordinate with you to schedule your exam.

1. Schedule your exam in advance. We cannot guarantee someone will be available to proctor at the last minute. Allow sufficient time to take the examination before the deadline that has been established by your school. Please ensure that you have allowed ample time to complete your exam. Exams must be completed 15 minutes before the Library closes.
  - I request an appointment for an exam at the following date and time:
2. If your school requires a specific librarian to register as the primary proctor, check to see if they permit another librarian to proctor in case of a scheduling problem
  - My school allows any available librarian to proctor my exam.
  - My school requires a specific librarian to proctor my exam.
  - My school will not accept a substitute. In this case, please call the morning of the exam to ensure that the designated librarian will be present.
3. A librarian will sign you in and out, fill out the necessary paperwork, and return mail your exam. We cannot, however, personally monitor you for the entire duration of the exam. Proctors will enforce any time limits that are placed on the exam, as well as other rules set forth in the examination materials. The use of cell phones or visiting with others is prohibited. Any perceived violation of the posted rules for the exam will be reported to the educational institution. Please check to see if these conditions are acceptable to your school.
  - I have verified with my school that these conditions are acceptable.

4. If you take your exam online, be aware that our public computers are in an open room. As an alternative, you are welcome to bring your own. Wireless Internet access is available throughout the building. We strongly advise testing your laptop's wireless connection in the library *before* you take your exam.
- I will need access to a computer for my exam and understand that there may be other patrons using the nearby computers and/or the meeting room.
  - I will bring and use my own laptop to take my exam.
  - I will be responsible for testing my laptop with the library's wireless network *before* my exam date.
5. Please make the librarian aware of any prior conditions or needs (i.e. passwords) prior to taking the test.
- I agree to pay any mailing expenses if necessary.
  - I am aware that the library is a public place and generally quiet, but we can make no guarantees about the atmosphere on a given day.
  - I understand that I am responsible for knowing how to access my exam and proceed with the test.

The Sutton Free Public Library will not be responsible for any delayed tests, nor for any completed tests once they leave the library's possession and have been mailed back to the educational institution.

The Library will not be responsible for tests that are interrupted by Library emergencies, inclement weather closures, power failures, or computer hardware or software failures.

Name\_\_\_\_\_

Phone\_\_\_\_\_E-mail address\_\_\_\_\_

School\_\_\_\_\_

Today's date\_\_\_\_\_

Please submit this form at the Front Desk so we can contact you to schedule your exams.

Staff person taking the application\_\_\_\_\_Date\_\_\_\_\_

Staff proctoring the test\_\_\_\_\_

Approved by the Library Board of Trustees on February 23, 2015