

EXAM PROCTORING GUIDELINES

In support of our mission to promote lifelong learning, Somerset Public Library offers test proctoring services upon request. Approval of proctoring requests depends on the availability of staff, testing space, and technology.

Proctoring requests must be made at least 24 hours in advance. All tests must be scheduled Monday-Friday and completed at least 30 minutes prior to closing.

Library staff can:

- Verify the test-taker's ID.
- Secure the test-taker's phone and other personal belongings.
- Enter any necessary proctor passwords or codes.
- Provide internet access and a laptop.
- Monitor the session intermittently.
- Mail paper exams. Note: The test-taker or examining institution must provide the envelope and postage.

Library staff are not able to:

- Provide constant monitoring.
- Control noise or activity.
- Modify computer settings.
- Guarantee the test-taker does not use unauthorized resources.
- Sign any forms guaranteeing services the library is unable to provide

Responsibilities of the test-taker:

- Cover monetary costs incurred (postage, printing costs, and any fees charged by the examining institution)
- Coordinate the transfer of the test from the examining institution to the library.
- Providing a valid photo ID and any other documentation the examining institution requires.
- Bringing all necessary supplies.

If the test-taker needs to cancel or reschedule a proctoring appointment, they must contact the library to inform them of the change. "No-call, no-shows" will not be rescheduled and may be refused proctoring services in the future.

Responsibilities of the examining institution:

- Informing the test-taker of any test guidelines, instructions, and pre-test requirements.
- Verifying that the library's proctoring practices meet their needs.
- Communicating with the library prior to the test to establish credibility and provide necessary instructions.

