

Whitehall Public Library Policies

Title	Proctoring Exams
Date Approved	3/10/2010
Amended	
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Purpose:

In support of its mission as a community educational resource, The Whitehall Public Library will provide exam proctoring services.

Statement of Policy:

Decisions regarding exam proctoring are at the discretion of the Library Director. Exam proctoring must be scheduled in advance and is subject to the availability of staff and appropriate space. Proctoring is available during regular Library hours only. All proctoring must be completed no later than 30 minutes prior to Library closing.

Exams may be on paper or online. The Library will provide monitoring, but cannot provide one-on-one proctoring or continuous uninterrupted monitoring of exams. Available Library staff will conduct the proctoring. Several staff members may be involved in proctoring. The Library cannot guarantee that the same staff member will be available during the entire testing period. Students are responsible for determining whether the Library's level of supervision matches the requirements of his or her educational institution.

If exams are to be mailed to a school, the student is responsible for providing a properly addressed envelope with sufficient postage. Mailing of test materials will be handled in the same manner as other Library mail.

The Library will make every attempt to meet the needs of the student, but proctoring may be cancelled if the Library is closed due to inclement weather or other emergencies, including computer malfunctions or staffing shortages.