

NORTH BRUNSWICK PUBLIC LIBRARY

EXAM PROCTORING POLICY

The proctoring of examinations is a service offered by the North Brunswick Public Library. The Library will offer proctoring services based on the availability of personnel, facilities and technology.

ELIGIBILITY

This service is available to students who are registered card holders in good standing with the Library and to residents of surrounding towns.

FEES

- North Brunswick residents - \$5.00 per hour for each exam
- Non-residents - \$10.00 per hour for each exam
- Fees are based on the scheduled amount of time for the exam, not the amount of time taken by the student.
- Fees include computer use, faxing, printing, and scanning.
- Payment is by cash only, due at the scheduled time of the exam.

GUIDELINES

- To arrange to have an exam proctored, the student will complete and submit the online application. A librarian will contact the student to make an appointment to meet and fill out the necessary paperwork required by the student's school. The student is responsible for completing any preliminary paperwork at least one week before the date of the exam.
- Students who show up for proctoring without appointments will not be considered.
- Photo identification must be presented at the time that the exam is taken and must match the name on the exam materials.
- Exams will be proctored during regular library hours.
- Exams must be completed at least 30 minutes before the library closes.
- The student is responsible for providing supplies, such as pencils, paper, etc., which are not provided by the educational institution.

- Proctors may not be able to monitor a student continuously during an exam, but will check on the student periodically. The library cannot guarantee that a quiet study room will be provided.
- Proctors will enforce any time limits that are placed on the exam, as well as any other rules set forth in the examination materials. Any perceived violation of exam rules will be reported to the educational institution.
- All exams should be either mailed to the North Brunswick Public Library, Attn: Exam Proctor, 880 Hermann Road, North Brunswick NJ 08902 or emailed to proctor@northbrunswicklibrary.org.
- It is the student's responsibility to ensure that the exam has arrived in time. Librarians cannot proctor exams that students bring in themselves.
- Any exams not taken as scheduled will be held for two weeks and then returned to the school.
- The Library will keep answer sheets on file for two weeks after the exam has been taken. It will then be shredded.
- Completed exams will be returned to the testing institution via the method they request.
- The school or the student is responsible for providing a properly addressed envelope with sufficient postage for returning the exam by mail. Exams will be handled the same as all other Library mail. The Library will not make special trips to the post office or arrange for pickup.
- The Library cannot assume responsibility for completed exams that are not received by the educational institution.
- No student will be allowed to keep copies of the exam or answers nor will they be allowed to return the exam themselves.
- The Library will make every attempt to meet the needs of the student, but proctoring may be cancelled due to computer malfunction, severe staffing shortages, or if the Library is closed due to inclement weather or other emergencies.

Approved by the Library Board of Trustees November 16, 2016
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