Proctoring Policy

Purpose
The proctoring of examinations is a service offered by the Free Library of Northampton Township. The library will offer proctoring services based on the availability of personnel, facilities and technology to do so.

Eligibility
A proctoring services fee is charged for the proctoring of exams.
Residents of Northampton Township -- a fee of $10.00 per exam.
Those residing outside of the township -- a fee of $20.00 per exam.
A driver's license must be presented.

Availability
All reference librarians, full and part-time, are able to proctor exams, as allowed by their work schedule.
Tests must be scheduled with the proctor a minimum of 7 days in advance. Tests will be scheduled during the proctor's regular work hours. Tests must be completed 15 minutes before the library closes.

Guidelines
- The student will allow sufficient time to take the examination before the deadline established by the educational institution.
- The student will be required to present a valid picture I.D. at the time of the exam.
- Proctors will not monitor a student continuously during an exam, but may check on the student periodically. The Library does not guarantee that a quiet study room, but we make every effort to do so. The Library reserves the right to substitute a proctor in the event of the original proctor's absence.
- 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 during test taking. Any perceived violation of the posted rules for the exam will be reported to the educational institution.
- Tests offered in a computer format must be compatible with the hardware and software available on the Library workstations.

   Prior contact between the testing institution and the proctor is required in order that credibility and testing requirements can be verified.
- Librarians cannot proctor exams that students bring in themselves, unless sealed in an envelope by the institution issuing the test.
- Librarians will not sign a proctoring verification that attests to more than the staff member has proctored.
- The 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 or otherwise transferred to the educational institution.
- The Library will not be responsible for tests that are interrupted by Library emergencies, power failures, or computer hardware or software failures.
- Finished paper exams will be sent out with the library's outgoing mail. The Library will not keep copies of completed exams.

Responsibilities of the Test Taker

- Fill out the Exam Proctoring Application form and return it to the Library Reference Desk.
- Your school may have specific requirements for proctoring. For example, the librarian may need to be approved by the educational institution before the exam can be sent or taken. Make sure the Library can meet all of the requirements and decide upon a date for the test with the librarian/proctor.
- Call prior to your test to make sure the test or login information has arrived.
- Provide necessary postage for mailing back the test to your school.
- Arrive promptly at the agreed-upon time, prepared with the items required for taking the test. These may include picture I.D., money, pens/pencils and calculator. Only items listed in the instructions will be allowed in the test area. You are responsible for securing personal items before the test begins.
- Exams not taken by the date on which they were to be completed are either shredded or returned.