

HENDRICK HUDSON FREE LIBRARY

EXAM PROCTORING POLICY

Purpose

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

Eligibility

Students who are registered Library card holders in good standing with the Hendrick Hudson Free Library or libraries within the Westchester County Library System are eligible for this service.

Fees

There are no fees for this service; however, staff time is valuable so please make the Library aware of any changes in testing as soon as possible.

Availability

All reference librarians are able to proctor exams, subject to 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 that has been established by the institution.
- The student will be required to present a valid picture I.D. and his/her Library card 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 will be provided.
- 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.
- Tests offered in a computer format must be compatible with the hardware and software available on the Library workstations and verified before the test date. Tests taken over the Internet are limited to two hours in duration unless the student provides his/her own laptop.
- Prior contact between the testing institution and the proctor is required so that testing requirements can be verified. It is the student's responsibility to ensure the institution makes the proper contact, in a timely fashion.
- Librarians cannot proctor exams that students bring in themselves.

- Librarians will not sign a proctoring verification that attests to more than the staff member has been able to do.
- 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 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.
- The Library reserves the right to substitute a proctor in the event of the original proctor's absence.

Responsibilities of the Test Taker

- Fill out the Application for Proctoring Service form and return it to the Reference Desk at the Library. A librarian will then contact you to make an appointment to meet and to complete the necessary paperwork your school requires.
- Your school may have specific requirements for proctoring. Check with the proctor to ensure the Library can meet all of the requirements.
- Call prior to your test to make sure the test or login information has arrived. The proctor does not contact you when the exam arrives.
- 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., Library card, pens/pencils and calculator. Only items listed in the instructions will be permitted 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 discarded or returned.

Adopted by the Board of Trustees 10.22.12
Reviewed 10.26.15

HENDRICK HUDSON FREE LIBRARY
APPLICATION FOR EXAM PROCTORING

Westchester County Library Card Number: _____

Name: _____ Date: _____

Home Phone #: _____ Cell Phone #: _____

E-mail address: _____

Testing Information

Requested Test Date: _____

Educational Institution: _____

Contact: _____

Contact Information: _____

I have received, read and agree to the terms of the Exam Proctoring Policy of the
Hendrick Hudson Free Library.

Signature:

_____ Date: _____

Reviewed 10.26.15